

Student Handbook and Code of Conduct



Houghton High School
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TABLE OF CONTENTS

I.	Basic Information	Page 3 - 4
II.	Academic Information	5 - 7
III.	Attendance Policy	7 - 9
IV.	Athletics	9 - 15
V.	Student Conduct	15 - 20
VI	Guidance and Counseling	20
VII.	Procedural Information	20 - 21
VIII.	Legal Issues	21 - 25

Welcome to Houghton High School!

MISSION STATEMENT

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

BOARD OF EDUCATION

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COMMUNICATION

Our school district website address is: <http://www.houghton.k12.mi.us>. Log on for up-to-date calendars, announcements and other information.

To receive announcements and other messages by email, please subscribe to our parent list serve. To subscribe, access <https://lists.remc1.net/mailman/listinfo/hptshsparents>.

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

If we dismiss early for an emergency, after-school functions may or may not be cancelled. When in doubt, call the school to be sure.

CLUB ADVISORS

High School Bowl	Bill Martell
Key Club	Tony Schwaller
National Honor Society	Lauri Davis
Student Council	Andrew Vestich
Model U.N.	Traci Filpus
International Club	Mike Sullivan
Chess Club	Lauri Davis
Robotics	Tony Schwaller

STUDENT COUNCIL OFFICERS

President	Connor Colling
Vice-President	Rachel Collaer
Secretary	Travis Maata
Treasurer	Rebecca Jaszczak

DAILY SCHEDULE

8:15 – 9:09	1st Period
9:14 – 10:07	2nd Period
10:12 – 11:05	3rd Period
11:10 – 12:03	4th Period
12:03 – 12:33	Lunch
12:38 – 1:31	5th Period
1:36 – 2:29	6th Period
2:34 – 3:27	7th Period

LATE START SCHEDULE

10:15 – 10:51	1st Period
10:56 – 11:32	2nd Period
11:37 – 12:13	3rd Period
12:18 – 12:54	4th Period
12:54 – 1:24	Lunch
1:29 – 2:05	5th Period
2:10 – 2:46	6th Period
2:51 – 3:27	7th Period

GRADUATION REQUIREMENTS

46 CREDITS for the Classes of 2011-2014

- 4 years (8 semesters) of English
- 4 years (8 semesters) of math, including Algebra I, Geometry, Algebra II, and a senior math class
- 3 years (6 semesters) of science, including Physical Science, Biology, and Chemistry or Physics
- 4 years (8 semesters) of social science, including History of the World, Parts I & II; U.S. History; Government; and Economics.
- 1 year (2 semesters) of physical education/health
- 2 years (4 semesters) in one or a combination of the following areas: foreign language, fine arts, practical arts, or vocational education
- 5 full-years (10 semesters) Elective classes

48 CREDITS for the Class of 2015 and beyond

- 4 years (8 semesters) of English
- 4 years (8 semesters) of math
- 3 years (6 semesters) of science, including both biological and physical science
- 4 years (8 semesters) of social science, including 1 year of U.S. History, 1 semester each of government and economics, 1 year each of History of the World, Part I and Part II
- 1 year (2 semesters) of physical education/health
- 2 years (4 semesters) of a foreign language
- 1 year (2 semesters) of fine or practical arts
- 5 full-year (10 semesters) Elective classes

Students who do not meet all graduation requirements on or before the Tuesday before graduation will not be permitted to participate in the Graduation Ceremony.

GRADES

Grades are available on PowerSchool with your personal login and password. Semester grades: Each marking period equals 40% and the semester exam equals 20% of the semester grade. GPA is calculated on the basis of the 11-point system.

A	11	B+	9	B-	7	C	5	D+	3	D-	1
A-	10	B	8	C+	6	C-	4	D	2	E	0

HONOR ROLL

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

1. Student must possess a B or better (8.0) average. E's and incomplete grades disqualify students.
2. All high school credits will be counted.
3. Satisfactory/Unsatisfactory grades will not be counted.

FINAL EXAMS

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

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

Students who fail to show up for an exam will fail the course.

DROP/ADD POLICY

- Once the scheduling is completed, students will not be permitted to make changes in their schedules unless said changes are deemed necessary by the counselor, principal, and parent/guardian.
- If a class is dropped after the 1st week but before the end of the 6th week, the student's transcript will indicate "W" (withdrew) followed by either a "P" (passing) or "F" (failing). The GPA will not be affected and no credit will be awarded.

ALTERNATIVE CREDIT OPTIONS

There are some circumstances under which students may be permitted to take up to two online classes during the school day.

- If a student has a scheduling conflict in which he/she cannot fit a required class into our schedule, he/she may be permitted to take an online class during the school day, on a school computer, paid for by the district.
- If a student needs elective credit to graduate and wants to take a class we do not offer, he/she may be permitted to take an online class during the school day, on a school computer, paid for by the district.

SEAT TIME WAIVER PROGRAM

The Seat Time Waiver (STW) Program provides students with an alternative to the traditional classroom learning experience. A STW student may take a full-time online schedule, or have a blended schedule that includes traditional classes and 3 or more online classes. Participation in the STW program is an important decision that should be supported by thoughtful planning with parents, counselors, educators and school administrators. Students who are interested in this program need to complete an application and be approved for participation. Weekly contact with a school mentor is required. Grades earned through this program will be recorded on the student's transcript, and will impact the GPA. More information is available from the high school counselor.

DUAL ENROLLMENT

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

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

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

Procedure:

1. The student must fill out a dual enrollment application form, which is available in the counselor's office. The form indicates which college course(s) the student wishes to take and when.
2. The student then applies to the postsecondary institution.
3. The student enrolls in the college course(s). He/she must bring along an eligibility letter from the high school, indicating eligibility to enroll in the specific course(s).
4. Our school accountant will calculate the portion of the costs that we will cover. The university will bill us directly for our portion of the costs and will bill the student for the remaining costs.

Dual enrollment allows for HHS credit for college courses. Programs will be evaluated on an individual basis, but generally:

1. Credit will be given for courses with content equal to or superior to courses offered at HHS.
2. Credit will be given upon receipt of college transcripts. This will be the student's responsibility.
3. Where uncertainty exists, the principal, with the advice of the appropriate department chairs, will determine what HHS credit will be given.
4. Grades earned at a university via dual enrollment will be included in your HHS grade point.

HOME-SCHOOLED STUDENTS

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

TESTING OUT

Houghton High School students are permitted to “test out” of any course offered at the high school and any middle school course that encompasses all the high school content expectations required by the Michigan Department of Education.

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

1. Successful testing out will be accepted as fulfillment of a requirement or a pre-requisite in a course sequence if the student achieves an 80% or better on each component of a comprehensive final examination. Students may be required to demonstrate mastery through basic assessments/components used in the class which may include, but are not limited to, portfolios, performances, papers, projects, and/or presentations, which are published/determined several weeks before any test.
2. Results will be recorded on the student’s transcript as “Test Out” and the test score, but it will not count in the computation of the grade point average.
3. High school course credit will be granted for successfully testing out of a high school or high school equivalent course.
4. If a student successfully tests out of a course that he/she previously failed, the original failing grade will be included in GPA computation.

Testing Out Process:

1. To be eligible to test out of classes for the upcoming school year, a student must complete a Testing Out Application by the required due date, which is usually sometime in May.
2. Course outcomes and objectives will be made available on or before July 1 for students who have met the application deadline.
3. Testing is limited to one time only for the intended course.
4. A testing window in August will be established each year and communicated to eligible applicants. At the discretion of the principal, other testing times may be made available because of extenuating circumstances.

STUDY HALL RULES

1. The study hall is to be used for study purposes only. No other activities are acceptable unless by special permission of the teacher.
2. Teachers will create a seating chart for the study hall and take attendance each day. In the absence of the regular teacher the substitute will NOT write or accept passes for any student. Exceptions are considered for daily library passes from the study hall.
3. Study hall teachers will not write out passes for you to go see another teacher. Only if you come to study hall with a pass from another teacher will you be allowed to leave.
4. Students going to the library will leave as a group, go directly to the library, and remain there for the duration of the hour.
5. Students going elsewhere for tutoring (i.e., AmeriCorps) must first report to study hall for attendance.
6. Only one student at a time will be permitted to leave with a pass.

ATTENDANCE POLICY

Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student’s control prevents attendance.

You are responsible for tracking your own attendance through Power School.

Excused Absences

Excused absences are those approved by your parent or guardian, such as for an illness. To approve an absence, your parent/guardian must call the Attendance Line, available 24 hours a day, at **483-2131**. The call may be made at any time; however, in order to excuse the absence, the call must be made BEFORE noon on the day of the absence. **WE WILL NOT ACCEPT NOTES OR CALLS TO THE OFFICE. YOU MUST CALL THE ATTENDANCE LINE TO EXCUSE AN ABSENCE.**

483-2131

Each marking period, you will be allowed up to five excused absences (i.e., “sick days”) in any class without a grade penalty, provided you complete any make-up work as prescribed by your teacher. It is your responsibility to request make-up work from your teacher and to complete the work in a timely fashion. (NOTE: You will not be permitted to “bank” days for a future marking period, but time may be made up in advance of a planned absence.)

What is the consequence for excused absences?

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

How are excused absences made up?

You can avoid the grade penalty by making up time outside of the regular school day. Teachers have the authority to establish policy regarding make-up time in their classes. When you have more than five excused absences in any class, you must first consult with your teacher. If there is no specific classroom policy regarding make-up time, you may attend one "generic" 30-minute make-up session for each class period missed beyond five. Before school sessions are held daily in the office from 7:40-8:10 a.m. After school sessions are held in the library from 3:30-4:00 p.m. daily. You will be expected to work on your assigned make-up work during the session. In most cases, all time must be made up within two weeks of the 6th and subsequent excused absences. In some cases (for instance, if you need to make up an absence which occurred during the last three days of the marking period) you may be permitted to make up time during the next marking period.

Medical Exemptions

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

Sanctioned Absences

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

Unexcused Absences

The following situations constitute unexcused absences:

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

What is the consequence for an unexcused absence?

Each unexcused absence per marking period per class will result in your grade being lowered in that class by 3.3%.

How are unexcused absences made up?

Unexcused absences, including those resulting from tardies, may be made up by special arrangement only. Such arrangements must be made with Miss Filpus, or Mrs. Plowe. *One make-up session for one unexcused absence is 45 minutes.*

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

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

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

Athletics

The Houghton-Portage Township School District encourages participation in interscholastic athletics by both boys and girls. The various levels of competition include varsity, junior varsity, and freshman.

The sports offered at Houghton High School are: football, basketball, hockey, cross-country, swimming, skiing, golf, track, volleyball, cheerleading, and softball.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS

Houghton High School is a member of the Michigan High School Athletic Association, and, as such, abides by the rules and regulations as set forth by that organization, some of which are outlined below.

ELIGIBILITY: To be eligible to compete in athletics, a student must be enrolled in school not later than the fourth Friday after Labor Day or the fourth Friday of February.

1. A student who competes in any interscholastic athletic contest must be under nineteen years of age, except that a student whose nineteenth birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Any student born before September 1, 1992, is ineligible.
2. No student shall be eligible for whom there is not on file a statement signed by a physician for the current school year certifying that (1) the student has passed a physical examination and is physically able to compete in athletic tryouts, practices, and contests and (2) effective August 1, 2008, there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPPA for the purpose of determining eligibility.
3. A student shall not compete in athletics who has been enrolled in grades nine to twelve, inclusive, for more than eight semesters. The seventh and eighth semesters must be consecutive.
4. A student, once enrolled in grade nine, shall be allowed to compete in only four first semesters and four second semesters.

A complete set of MHSAA Rules and Regulations is available in the Athletic Director’s Office.

POLICY FOR TRANSFERS FOLLOWING VIOLATIONS OF A SCHOOL’S STUDENT ATHLETIC CODE: Houghton High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student’s most recent previously attended school.

Athletic Code of Conduct

STATEMENT OF PHILOSOPHY

Participation in athletics is an integral part of a student’s overall high school experience. Participation is a privilege and should elicit great pride in both the student and his or her family. 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, Houghton High School extends the privilege of enriching the mind and body to any student meeting district and Michigan High School Athletic Association requirements. Like anything of value, it comes with responsibility. That responsibility is a commitment from you to follow established rules. 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. If accepted, this privilege carries certain responsibilities as presented in this code.

ELIGIBILITY

These Rules of Eligibility are established by the Houghton Portage Township School District in conjunction with the Michigan High School Athletic Association (MHSAA).

This athletic code is in effect 24 hours a day, 365 days a year, and is IN ADDITION to the Discipline Rubric in the Student Handbook. Should a report be received by the school district of an alleged student violation of this code, an investigation will be initiated within ten school days of the receipt of the report. (For example, if a student violates the code in July, but a report of such a violation is not received by the school authorities until November, action will not be taken until after the school investigation is completed, which would be after the November reporting.)

1. In order to participate in HHS athletics, a student must be enrolled as a full-time student.
2. Beginning with the 2011-12 school year, no student will be permitted to participate in HHS athletics until his/her parent or guardian has attended a mandatory athletic code meeting.
3. A current year copy of the Athletic Code of Conduct Contract signed by the athlete and his/her parent/guardian must be on file in the Athletic Office.

GOALS

Athletics are an integral part of your school experience. They provide learning experiences difficult to duplicate in other school activities. The goal of a team entering a competition is to win the competition. Therefore, although coaches shall make a sincere effort to allow each team member an opportunity to play in competition, there is no guarantee that every athlete will compete in every game. We subscribe to the following goals:

1. To develop leadership skills and responsibility
2. To show team spirit, encourage others and contribute to good morale.
3. To be fair and treat others with kindness.
4. To keep commitments to the team.
5. To experience a variety of activities and to offer an outlet for a wide variety of students' abilities and interests
6. To treat all persons respectfully regardless of individual differences; to show respect for legitimate authority (e.g. Coaches, Officials, Captains).
7. To accept responsibility to set a good example for teammates, peers, younger students, fans and the school community.
8. To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics.
9. To realize that participation in interscholastic athletics is a privilege with accompanying responsibilities.
10. To generate a sense of pride and unity for students, staff and community.

RESPONSIBILITIES

Participating in athletics is a privilege and not a right. You are expected to assume the following responsibilities:

Responsibility to Yourself: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, to live a healthy lifestyle and to respect your health both physically and mentally at all times.

Responsibility to your Academic Studies: Your academic studies and your participation in other co-curricular activities prepare you for life as an adult. In all cases, your academic performance must meet eligibility standards prior to participation in any co-curricular activity.

Responsibility to Your School: Houghton cannot maintain its position as having outstanding schools unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.

Responsibility to your Community: The community and school tax monies make your athletic experience possible. For that reason, you must remember that you hold a clear and paramount responsibility to your community. You assume a leadership role when you are involved in athletics. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a class act, known as young people of character and excellence. Make Houghton proud of you and your community proud of your school by your consistent demonstration of these ideals.

Responsibility to Your Family: Never give your parents anything to be ashamed of or embarrassed by. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day and that you have participated in the activity, you can keep your self-respect, and your family can be justly proud of you, win or lose.

Responsibility to Younger Students: The younger students in Houghton are watching you. They know who you are and what you do. Make them proud. Be an example. They will copy you in many ways. Set good examples for them.

CODE OF CONDUCT RULES, MISDEMEANORS AND VIOLATIONS

This code of conduct program is not designed to be a punishment, but a deterrent to your becoming involved in risky and dangerous behaviors. It is also to insure that you have the best possibilities to succeed in your activity and to learn the valuable lessons that athletics can teach. Because your mental and physical well-being are essential to your success, we want you to reach your full potential. Therefore, we are expecting you to become an active part of the solution, not to become part of the problem.

CODE OF CONDUCT RULES

The following rules will apply to each athlete and will be in effect at all times during the season. Each coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Coaches are expected to share these in writing with their participants and their parents/guardians on or before the first day of practice. A copy of these additional guidelines and expectations will be on file in the Athletic Office.

Academic:

Semester Eligibility

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

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

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

Weekly Eligibility

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

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

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

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

Attendance: Students must attend at least half the day in order to participate that day. (Note: this rule allows a student to keep a doctor's appointment without losing participation privileges.)

Dress: Every athlete is expected to maintain appropriate standards of dress and grooming while representing his/her school or team.

Cell Phone Privacy: It is the practice of Houghton-Portage Township School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. The use of cell phones is prohibited in any school locker room. Cell phones found in locker rooms may be confiscated.

Transportation: Students must ride the school bus or other school transportation to and from all events unless a request is made by a parent and the student is given special permission by the principal, athletic director, or coach to use some other means of transportation.

Injury: 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 coach will fill out an accident report form.

Equipment: Athletes are responsible for any uniforms and/or equipment issued to them. Each athlete is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.

Honesty Clause:

1. Athletes shall be truthful.
2. Athletes shall be forthcoming with information.

If a Houghton District Administrator has a reasonable suspicion that a specific athlete may have violated the Athletic Code of Conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, **it is expected that the student shall answer truthfully**. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, thereby impeding the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty will be doubled. (Example: a half season suspension will become a full season.)

CODE OF CONDUCT MISDEMEANORS

The following misdemeanors will apply to each athlete and will be in effect at all times during the season. The following misdemeanors are unacceptable and the principal and athletic director reserve the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition.

1. An unexcused absence from any class or study hall (even if the time is made up) automatically makes 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.")
2. Students in violation of our Cheating/Plagiarism Policy will be ineligible for the next event.
3. Hazing/Initiation: Houghton-Portage Township Schools will not permit, nor will any athlete stage any type of "initiation ceremony" or hazing at any time on any level. This prohibition includes locker/shower pranks, etc.
4. Violations/misdemeanors that lead to an in-school or out-of-school suspension automatically make a student ineligible for the next event or contest. (Note: this rule applies "in season" only. Once the first practice begins, we are "in season.") In addition, students serving an out-of-school suspension will also be suspended from participation, including practices, for the length of the school suspension. This rule applies to the days of suspension, including evenings.

ATHLETIC CODE OF CONDUCT VIOLATIONS

Athletic Code of Conduct violations will apply to each student athlete on a year-round (12 month) basis in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by the school board. All Athletic Code of Conduct violations will be cumulative, beginning with a student's initial participation on a freshman, junior varsity, or varsity team.

Criminal Behavior: Students shall not be involved in any criminal activity including but not limited to theft, vandalism, assault, arson, breaking and entering, or any felony.

Chemical Health Violation: A chemical health violation includes Possession, Use, Buying, Selling and/or Being Under the Influence of Any Drugs and Drug Paraphernalia: (Note drugs are defined as tobacco, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to prescription directions.)

Presence in a bar or tavern: Being present or loitering in a bar or tavern without a student's parents/guardian.

Presence at party or gathering where alcohol or drugs are being illegally consumed: If an athlete attends a party where alcohol or drugs are being illegally dispensed, the student must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall 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.

Hosts of Parties Lose the Most: If it is determined that an HHS athlete was involved in the organization, facilitation, promotion, or hosting of an event where drugs and alcohol were illegally dispersed, there may be a greater consequence for that particular athlete than others who may have been in attendance.

Cyber Image Policy: Any identifiable image, photo or video which implicates an athlete to have been in possession or presence of alcohol and/or drugs or portrays actual use of alcohol and/or drugs, or portrays an athlete participating in any illegal activity shall be confirmation of a violation of the code.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS

First Violation: The penalty for a first violation will be not less than suspension from two events if the length of the season is 12 contests or less; or, if the length of the season exceeds 12 contests, the penalty will not be less than suspension from four activities or contests. However, a first offense, depending on its severity, could result in a short-term suspension, long term suspension, or even permanent loss of eligibility.

Second Violation: Up to and including suspension from all athletics for one year from the date the penalty is imposed or even permanent loss of eligibility.

Third Violation: Up to and including permanent loss of eligibility.

CODE OF CONDUCT VIOLATIONS REINSTATEMENT

All students must seek reinstatement after any code of conduct violation to regain eligibility.

1. The student must attend all practices and meetings while under suspension. (Note: If an athlete is serving an out-of-school suspension, he/she may not attend any school events during the suspension.)
2. A written request for reinstatement must be submitted by the student to the athletic director. The letter should include the understanding of why the suspension was imposed, how the student plans to remain in good standing, and what he/she sees as the benefits of returning to competitive performance.
3. The student must make a verbal apology to the team and re-sign the code of conduct contract.

CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE

When an alleged violation of the Code is reported to the administration, the administrator or his/her designee shall meet with the student. The student will continue to participate in until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the administrator shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her guardians shall be given written notice of the violation and the discipline imposed.
2. In the event that the student denies the alleged violation, the administrator shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator shall impose the penalty for the violation as specified, which begins immediately. The student and his/her guardians shall be given written notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to the school board.

POWER OF THE BOARD

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

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

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

Houghton-Portage Township Schools Athletic Code of Conduct Contract

Our tradition has been to be honorable, win or lose, to develop young people of character, and to give our community pride in their school. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned.

SUPREME COURT UPHOLDS CODES FOR Athletic Codes

Athletic Codes of Conduct and drug testing have been upheld five times by the Supreme Court of the United States of America. That is referred to as a shutout! The basis for that support is due to the fact that we must insure the health and safety of those who partake in high level physical activities.

Parent/Guardian:

By signing this document, I (print) _____ parent/guardian, indicate that I have knowledge, understanding and agreement to these standards in order for my son/daughter _____ to be afforded the privilege of representing Houghton-Portage Township Schools as a student athlete. I am also aware that any violation on the part of my child of any of these standards shall result in the consequences contained within this policy.

Signature
Date

Athlete:

By signing this document, I (print) _____ indicate that I have knowledge, understanding and agreement to these standards in order for me to be afforded the privilege of representing Houghton-Portage Township Schools as a student athlete. I am also aware that any violation to any of these standards shall result in the consequences contained within this policy.

Signature
Date

Extracurricular Activity Code

We believe that participation in extracurricular activities can be a valuable component of your high school education. We also believe that academics come first, and extracurriculars are extra. Participation in extracurricular activities is a privilege, not a right, that carries with it responsibilities to the activity, to the school, to the community, and to yourself. Do not assume that you will automatically be allowed to participate. You will need to earn the privilege of participation by adhering to this code.

Academic Eligibility

Semester Eligibility

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

A student with any grade of "Incomplete" at the end of any semester will be ineligible until the school accepts the credit. A student entering 9th grade for the first time may participate without reference to their 8th grade records.

Weekly Eligibility

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

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

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

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

Other Rules

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

POWER OF THE BOARD

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

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

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

SPORTSMANSHIP

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

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

POLICY ON CHEATING AND PLAGIARISM

PLAGIARISM:

Plagiarism is a form of robbery. If you copy someone else's work and call it your own or neglect to give proper credit or citation, it is plagiarism. This includes quoting, paraphrasing, condensing, cutting and pasting, or using any part of another's work without giving proper credit. Plagiarism includes published and unpublished sources. No matter where you get the information, whether from a book, magazine, internet, television, friend, parent, or classmate, if you do not cite it, it is plagiarism.

CHEATING:

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

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

COLLABORATION:

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

- Getting help on your homework from your parents, siblings, or a tutor is standard practice and encouraged. Going beyond what would reasonably be considered “help” and having your parents, siblings, or tutor do the work for you is cheating.
- Getting together with friends and doing your homework together is also standard practice and encouraged. However, when others do the bulk of the work and you simply use their work and their thinking to complete your assignment, you have cheated.
- When you are assigned to a cooperative learning group by the teacher, you must make sure you understand what the teacher’s guidelines are for working within the group. Do not just assume that because you are in a group, you can sit back and have the other members do all the work.

CONSEQUENCES

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

1st Offense:

Student will receive a grade of “zero” on the work. Parents will be asked to attend a conference (either in person or on the phone) with the teacher/principal/student affairs coordinator.

2nd Offense:

Student will receive a grade of zero on the work and up to three days in-school or out-of-school suspension. The marking period grade will be 70% of the final percentage earned. For example, if a student earns 80% for the marking period, his/her percentage would be (.7 * 80%) 56%. Parents must participate in a conference with the teacher and an administrator before the student will be permitted back in class.

3rd Offense:

Student will receive a failing grade for the semester in the class in which the cheating occurred. Further consequences may be imposed.

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

DISCIPLINE POLICY

You are expected to conduct yourself in a dignified, respectful manner in all of your school affairs. The first level of authority regarding behavioral expectations and consequences is at the classroom level. This includes teachers, substitutes, and teacher aides. You are also expected to accept and follow instructions from every adult employed by Houghton High School. This includes custodians, bus drivers, lunchroom workers, and secretaries. Insubordination to this authority sends you to the second level of authority, which is the principal’s office.

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

DISCIPLINE RUBRIC

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

	Undesirable Behaviors	First Offense Suggested Consequences	Second Offense Additional Consequences	Third Offense Additional Consequences
Level 1	<p><u>(Mildly Improper)</u> Listed below are <i>examples</i> of Mildly Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses. Bullying, Disrespect, Pass Violation, Dress Code, Insubordination, Cell Phone, Classroom Disruption, Lying, Public Display of Affection, Possession of Electronic Devices, School Rule Violation</p>	<ul style="list-style-type: none"> • Warning • Apology • Lunch Detention • Attendance Redemption • Confiscation – 1 day • Pass Restriction 	<ul style="list-style-type: none"> • Parent Notification • Apology • Attendance Redemption • Lunch Detention • In/Out of School Suspension • Confiscation – 1 Week • Pass Restriction 	<ul style="list-style-type: none"> • Parent Notification • Apology • Attendance Redemption • Multiple Detentions • In/Out of School Suspension • Confiscation – 1 Month • Pass Restriction Continued
Level 2	<p><u>(Seriously Improper)</u> Listed below are <i>examples</i> of Seriously Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses. Bus Misconduct, Academic Dishonesty, Computer Violation, Damage to Property, Hitting/Pushing, Harassment (verbal, physical, sexual), Serious Bullying, Profanity, Alcohol/Tobacco Possession, Reckless Driving, Theft < \$10.00.</p>	<ul style="list-style-type: none"> • Parent Notification • Warning • Detention • In/Out of School Suspension • Restitution • Computer Restriction -2 Weeks 	<ul style="list-style-type: none"> • Parent Notification • Detention • In/Out of School Suspension • Computer Restriction – one Month • Restitution • <i>Conference with Principal</i> 	<ul style="list-style-type: none"> • Parent Notification • Responsible for own Transportation • Detention(s) • Suspension(s) • Computer Restriction – 1 semester • Restitution • <i>Conference with Principal</i>
Level 3	<p><u>(Severely Improper)</u> Listed below are <i>examples</i> of Severely Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses. Vandalism, Theft >\$10.00, Tobacco/Alcohol Consumption, Physical Assault, Student on Adult Assault, Possession or use of Illicit Drugs, Prescription Medication, or Drug Paraphernalia, Bomb Threat, Sexual Assault, Weapons Possession, Extortion</p>	<ul style="list-style-type: none"> • Parent Notification • Restitution • Detention(s) • Police Referral • Suspension (1 – 180 days) • Expulsion – State Mandate 	<ul style="list-style-type: none"> • Parent Notification • Restitution • Detention(s) • Police Referral • Suspension (1 – 180 days) • Expulsion – State Mandate 	<ul style="list-style-type: none"> • Parent Notification • Restitution • Detention(s) • Police Referral • Suspension (1 – 180 days) • Expulsion – State Mandate

MICHIGAN LAW PA 328 (WEAPONS)

No weapons of any sort may be brought to Houghton High School. If you are found in possession of a weapon, or are convicted of arson or rape on our campus, Michigan Law PA 328 of 1994 requires that you be expelled from this and all Michigan schools for at least 180 days. Do not even leave your hunting weapons in your vehicle when you drive to school! This law is specific and the penalties are harsh!

MICHIGAN LAW PA 104 (STUDENT ON ADULT ASSAULT)

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

MICHIGAN LAW PA 102 (STUDENT ON STUDENT ASSAULT)

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

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

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

IN-SCHOOL RESTRICTION

Purpose: The main purpose of the in-school restriction room is to improve undesirable behavior. It also serves to separate students who have acted inappropriately from the general student population, yet keep them in school, doing their homework.

Structure: In-School Restriction runs the entire length of a regular school day. This is a positive alternative to out-of-school suspension. However, if behavior or attitude prove to be inappropriate, this privilege may be immediately eliminated for a particular student and may no longer be an option in the future. Students are to report to the Principal's office before the first hour bell rings. They are to have all of their books and materials from all of their classes with them when they arrive. If a student refuses to work, appropriate disciplinary action will be taken (see #4 below). In-school restriction helps a student who is being disciplined to remain caught up on his/her schoolwork.

Expectations:

1. All school guidelines are in effect during the restriction.
2. Students may not sign out of school during their restriction for any reason.
3. If a student is removed from in-school for behavior problems, he/she will be sent home for the remainder of the day as soon as the parent can be reached.
4. The in-school restriction supervisor may post any other rules in accordance with the school policy. These rules will be enforced as in any classroom.
5. Parents will be notified by phone and/or in writing when a student is to be restricted or suspended from school.

TOBACCO

Tobacco possession and/or use in the building, on school grounds, in school buses, or at school activities and events will result in suspension from school. Please note that possession of tobacco in a locker is a violation of this rule. Michigan law specifically prohibits smoking on public school property. Smoking is defined as having tobacco in hand or mouth (lighted or unlighted), the exhalation of smoke or other sufficient evidence of smoking. Any student who is with another student when smoking occurs may also be suspended.

SEARCH & SEIZURE

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities, for any reason, may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

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

SECURITY CAMERAS

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

CLOSED CAMPUS

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

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

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

BOOK BAGS AND BACKPACKS

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

DRESS AND GROOMING

Students must recognize the importance of being well groomed and properly dressed for school. PROPERLY DRESSED FOR SCHOOL MEANS THE FOLLOWING:

1. Modesty and decency are key. Some apparel, such as low-cut tops, low-rise pants, and very short skirts and shorts, which may be fine outside of school, are not appropriate in school. Your clothing should be acceptable to the adults in the building and not be educationally distracting.
2. Hats are not to be worn in the building. Outdoor coats and jackets are not to be worn in the classrooms.
3. Jewelry must not be distracting or annoying to others. Chains, pocket chains, studs, and spikes are not permitted.
4. Clothing may not display messages which are obscene or violent or relate to alcohol or other drugs.
5. The presence of any apparel, such as bandanas and inappropriate t-shirts, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in groups which advocate drug use, violence, or disruptive behavior is prohibited.

Students dressed inappropriately will be required to change or go home. The principal makes the final determination of the appropriateness of questionable clothing.

SEXUAL HARASSMENT AND INTIMIDATION

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

APPEAL PROCEDURES

Under present school law, the principal is delegated the authority to temporarily separate or suspend a student from school. In such actions, the following procedure will be followed:

A student shall be fully informed of the charges brought against him/her, the rationale for the action, and the conditions of the termination.

Parents shall be immediately notified by phone or personal contact when a student is to be suspended from school. Written notation of such contact shall be made in each instance.

Verbal notification shall be followed by written communication to the parent(s) or guardian stating the charges, reasons and conditions of the suspension. The superintendent shall be notified of any suspension. Appeal procedures shall include:

1. The principal's decision, in cases of short-term suspension (less than 10 days), shall be final. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his/her action within two school days from the date of the conference.

2. In reference to long-term suspensions (10 days or more), the parents may appeal such decisions to the superintendent of schools within 5 school days from the principal's decision. The superintendent shall affirm or modify the decision of the principal within 2 school days from hearing the appeal.
3. The Superintendent's decision may be appealed to the Board of Education within 5 school days of such decision.
4. The Board of Education shall schedule a hearing within 10 school days and shall notify the parents.
5. The Board of Education shall render a written opinion of its determination within 2 school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

COUNSELING CENTER

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

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

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

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

TESTING SERVICE

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

GRADE

9 (R)	EXPLORE Michigan High School Test (MEAP) (Social Studies)
10 (R)	PLAN
11 (V)	PSAT/NMSQT
11 & 12 (V)	American College Test (ACT) Scholastic Aptitude Test (SAT)
11 (V)	Armed Services Vocational Aptitude Battery (ASVAB)
11 (R)	Michigan Merit Exam* (Reading, Writing, Math, Science, Social Studies)

*The Michigan Merit Exam (MME) will be given to all juniors on March 6, 7, and 8, 2012. It will take a total of 8 hours and consist of the following:

- ACT+Writing (English, Math, Reading, Science, Writing)
- ACT WorkKeys (Reading for Information, Applied Math, "Michigan" Math)
- Michigan Component (Science, Social Studies)
- Make up dates are March 20, 21, and 22, 2011.

DRIVING TO SCHOOL

If you plan to drive to school, you must register your vehicle in the principal's office. You will not be allowed to park non-registered vehicles in the school parking lot. In the lot behind the school, the un-numbered parking spaces are reserved for school employees. Students may park in numbered spaces ONLY. If you park your vehicle in an employee parking space, you will be asked to move it to a student parking space. When your car is parked in our lot, it is considered to be under the jurisdiction of Houghton High School and, like your locker, will be subject to search by administrators, given probable cause. It is understood that by driving your car to school and parking it in our lot you are accepting this jurisdiction. You will not be granted access to your car or the parking lot during the school day. Violations of these regulations may result in the loss of your driving privileges. Snowmobiles are not permitted on school grounds.

USE OF TELEPHONE

In case of emergency, students will be permitted to use the telephone in the high school office. You must obtain permission from the office staff before using the telephone. Use of the phone in the principal's office will be limited to those students wanting to sign out of the building for medical appointments, illness, etc.

RECEIVING MESSAGES AND GIFTS

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

ACCIDENTS

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

EMERGENCY DRILLS

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

BIRTH CERTIFICATES

Public Act of 1984, State of Michigan, requires that a district have a certified copy of the birth certificate on file for all new students. If a certified copy of the birth certificate is not available, the district may accept other reliable proof of the child's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate. Please contact the principal's office for further information.

REPRODUCTIVE HEALTH EDUCATION

According to Michigan law, school districts are required to teach about dangerous communicable diseases, including, but not limited to, HIV/AIDS, at least once a year at every building level. The Board may engage qualified instructors and provide facilities and equipment for instruction in sex education, including family planning, human sexuality, and the emotional, physical, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease. The instruction shall include the teaching of abstinence from sex as a responsible method of preventing unwanted pregnancy and sexually transmitted disease and as a positive lifestyle for unmarried young people.

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

IMMUNIZATIONS

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

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit a written statement before a waiver is granted.
3. The child has received at least one dose of each immunizing agent and the next dose(s) are not due yet.

STUDENT RECORDS AND THE PRIVACY ACT (FERPA)

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

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

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

U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

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

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

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

MEDICAL AUTHORIZATION

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

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

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

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

ELECTRONIC RESOURCES POLICY

Student Computer, Network, and E-Mail Acceptable Use

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

I UNDERSTAND THAT:

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

I PROMISE I WILL:

1. Use only the account assigned to me and log off of my account prior to leaving the computer.
2. Notify a teacher or administrator when I discover a computer that is logged on and not being used.
3. Keep my password confidential.
4. Access resources for valid educational purposes, at such time and in such manner as determined by a teacher, a school official, or an administrator.
5. Stop what I am doing immediately when a teacher or administrator asks me to do so.
6. Immediately report to a teacher or administrator any obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images I see.
7. Modify, change, or delete only my own data and files and create them only in my own directories unless given explicit permission to modify another user's data or files.
8. Immediately report to a teacher or administrator anything that has been misused or broken or is missing.
9. Leave switches, buttons, icons, and other operational settings as they are.
10. Be polite and treat others with respect and courtesy when using e-mail, Usenet news, chat rooms and other communication forums.
11. Get approval from the principal or other administrator for all work done on behalf of my school for publication on the Internet.
12. Follow all district policies and all laws regarding copyright and intellectual property.

I PROMISE I WILL NOT:

1. Use classroom telephones unless directed by an adult in charge.
2. Knowingly allow another person to use my account.
3. Use my account for any illegal activity.
4. Use my account to offer or provide any product or service for commercial gain.
5. Look at people's personal messages or files.
6. Post on the Internet personal messages or files without the original author's consent.
7. Post on the Internet anonymous messages, send anonymous e-mail, or use pen names.
8. Use or send my home address or phone number in e-mail messages.
9. Send or forward e-mail chain letters or petitions.
10. Try to open, look at, or change the information that controls a school computer, my school's network, or any other network.
11. Make, use, or show to another student any obscene, profane, lewd, harassing, vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files or images.
12. Install or download any software to a computer or the network.

13. Use any program or enter any information that slows, disables, stops or harms another program, a computer, or the network.
14. Play games, except in the presence of a teacher or administrator who gives me permission.
15. Store or transmit programs or files that I do not legally own or that use too much storage space.
16. Give any information beyond a first name and last initial that specifically identifies or would allow one to determine the specific identity of another student or myself in a picture, movie, or sound recording that I put on the Internet, except when directed to by an adult in charge in conjunction with an on-line course.
17. Misuse, break, or take any part of a computer or the network.
18. Try to repair things myself.
19. Make copies of any software or commercial diskettes.
20. Use school computers, Internet access, or network accounts, to order any commercial product for which there is a fee, cost, or charge.

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

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

CELL PHONE POLICY

Students are not permitted to use cell phones in school except for the period before the first class in the morning and after the last class in the afternoon. Cell phones shall not be used during instructional time or in the passing time between classes or during lunch unless there is a bona fide health or safety emergency.

- Cell phones must be turned off and stowed during the school day unless directed otherwise by a school employee.
- Cell phones must be temporarily forfeited by the student during make-up time, in-school suspension, or detention. If a teacher, administrator, or other school employee witnesses a student using a cell phone during make-up time, in-school suspension, or detention, the time served will not apply.
- If a teacher, administrator, or other school employee witnesses a student using a cell phone during school hours, the phone will be confiscated and will not be returned to the student. It will be given to the student's parent/guardian only. Students are responsible for arranging pick-up of the cell phone by a parent.
- If a teacher, administrator, or other school employee witnesses a student using a cell phone during a quiz or test, the student will receive a zero on that quiz or test and the phone will be confiscated and returned to the students' parent/guardian only. **It is important that you share this rule with your parents because it will be enforced even if it is a family member texting or calling you during a test!!**
- If a student refuses to relinquish his/her cell phone upon request of a teacher, administrator, or other school employee, it will be considered insubordination, and the student will be suspended from school for a minimum of one full day.
- A student who repeatedly violates the cell phone policy will be issued an out-of-school suspension.
- Students using cell phones to harass or intimidate or engage in "sexting" will be referred to law enforcement.

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

Section 1

Any person believing that the Houghton-Portage Township School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as grievance, to the local Civil Rights Coordinator at the following address:

Mr. Randall Ricchi
Houghton High School
1603 Gundlach Road
Houghton, MI 49931

Section II

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

Step 1

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

Step 2

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

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within (5) business days of receiving the superintendent's response in Step 2. In attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within (10) days of this meeting.

Step (4)

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

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20202.

The local coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

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