

Houghton Lake High School



STUDENT HANDBOOK 2011-12

Grades 8 – 12

MISSION STATEMENT

Houghton Lake High School strives for student evolvement into mature, valuable, community contributors. Our mission is to encourage all students to achieve proper attitudes, habits, citizenship and academic skills.

PARENT/STUDENT COMMUNICATION

In order to limit classroom disruptions, parents wanting to speak with their student or drop something off for their student will be asked to wait until the next class period change. Classes will not be interrupted except for emergencies.

This planner belongs to:

Name _____

Grade _____

Planner Cover Designed by: Amy Hughes

Houghton Lake High School
4433 W. Houghton Lake Dr.
Houghton Lake, MI 48629
www.hlcsk12.net

Attendance Call-in 989-366-2047

School Board Office	989-366-2000
High School Office	989-366-2006
Fax (High School)	989-366-2071
School Health Clinic	989-366-2061

ADMINISTRATION

Kevin Murphy Superintendent
Brent Cryderman High School Principal
Sue Milner High School Assistant Principal
Maureen Whidden High School Athletic Director
Susan Tyer Middle School Principal
Coreen Julin Middle School Athletic Director
Pam Akin Collins Elementary Principal

PARENTS AND STUDENTS

The purpose of this handbook is to assist students and parents to become familiar with the rules and policies of Houghton Lake High School. **The sections on discipline, grading, attendance and tardiness should be of particular interest to you.**

We strive to communicate with parents about their student’s activities. If you have suggestions for improving this handbook please share them with us. Most importantly, take the time to read and share this handbook with your student.

Parents are invited to contact the school for any questions at 366-2006.

The “Attendance Call-in” number is 366-2047 and is only a “voice mail” phone number. You may call it 24 hours a day, 7 days a week. This is the **preferred method** for reporting student absences.

TO HOUGHTON LAKE HIGH SCHOOL STUDENTS:

It is our pleasure to welcome you to your high school . . . Houghton Lake High School. The days you spend here will always be remembered. Please use them in a way that will honor you and your school.

The purpose of this handbook is to assist you with an awareness of the rules and policies of Houghton Lake High School. Refer to it often and have a great year!

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PROCEDURE FOR CONCERNS

If you have an unresolved problem, a follow-up call can be made to:

IF YOU CALLED:

Classroom Teacher
Counselor
Assistant Principal
Secretary of the Building
Transportation Supervisor
Food Service Director
Bus Problem
Building Principal
Central Office – Payroll/Accounting Dept.
Business Manager or Superintendent's Secretary
Superintendent

FOLLOW-UP CALL TO:

Building Principal
Building Principal
Building Principal
Building Principal
Building Principal
Superintendent
Transportation Supervisor
Superintendent
Business Manager
Superintendent
Board of Education President

SCHOOL CLOSING

If school is closed for any reason, including inclement weather, students and parents should tune their radio to ***WUPS (98.5) and WTCM*** and their TV to stations 9 & 10, 7 & 4, or 29 & 8. If school is dismissed early or closed due to weather, all extra-curricular activities and athletic practices will be cancelled. COOR classes will not be held if Houghton Lake Schools are closed due to weather.

NONDISCRIMINATION POLICY

Houghton Lake Community Schools is an equal opportunity employer who will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Houghton Lake Community Schools, 6001 W. Houghton Lake Dr., Houghton Lake, Michigan 48629; 989-366-2035.

Experience Success
at
Houghton Lake High School!

GUIDANCE AND COUNSELING

GRADUATION REQUIREMENTS

Graduates of Houghton Lake High School must fulfill the following requirements:

- (1) complete 4 full years of attendance,
- (2) complete the Michigan Merit Exam (MME),
- (3) satisfy credit requirements as determined by year of graduation:
 - Class of 2012: 25.5 credits
 - Class of 2013: 26.0 credits
 - Class of 2014: 26.0 credits
 - Class of 2015: 26.0 credits
 - Class of 2016: 26.0 credits

Students who have not fulfilled graduation requirements may not participate in graduation ceremonies nor will any student who has violated the student code of conduct prior to graduation ceremonies.

A subject that extends over two semesters of instruction will earn for the student 1 unit of credit when completed successfully with a grade of D- or above. A subject which extends over one semester of instruction will earn for the student ½ unit of credit when completed successfully with a grade of D- or above.

All students must attend full days except for vocational education, special education, and work experience. These students must take a minimum of 3 academic classes.

Please refer to the Course Offering Guide or our website for specific courses required for graduation.

GRADE CLASSIFICATION

Number of credits required to be classified at each grade level:

Freshman:	0 – 5.5
Sophomore:	6.0 – 11.5
Junior:	12.0 – 17.5
Senior:	18.0 or more

Note: Students are promoted once per year, in August. However, no student will be able to graduate in less than 4 full years of high school, nor elect less than 5 subjects per semester. Any student having total credits of a greater amount than those indicated for his/her grade level will not be classified at the next higher grade.

GRADE POINT AVERAGE (G.P.A.) and ACADEMIC HONORS

Students may earn credit out of normal school time towards graduation by completing summer school (Nova Net computer classes) or home based programs such as American School. However, those credits will not be computed within the student's G.P.A. for class rankings. The method for determining G.P.A. is as follows:

A	4.0	Honor Points	A-	3.7	Honor Points
B+	3.3	Honor Points	B	3.0	Honor Points
B-	2.7	Honor Points	C+	2.3	Honor Points
C	2.0	Honor Points	C-	1.7	Honor Points
D+	1.3	Honor Points	D	1.0	Honor Points
D-	0.7	Honor Points	E	0.0	Honor Points

Advanced Placement classes are given one additional honor point. Graduating seniors who have achieved the following grade point averages at the conclusion of the 1st semester of their senior year will be awarded the following honors:

<i>Summa Cum Laude</i>	3.90 – 4.00
<i>Magna Cum Laude</i>	3.75 – 3.89
<i>Cum Laude</i>	3.50 – 3.74
<i>Honors</i>	3.00 – 3.49

The top two students with the highest honors will be recognized as Valedictorian and Salutatorian.

Any HLHS student who studies in a foreign country as a foreign exchange student would be waived from the above policy and the grades received would not count toward a final G.P.A. Outgoing foreign exchange students must arrange for credits to be awarded with their counselor and the administration prior to leaving.

GRADING SCALE

93 – 100 = A
90 – 92 = A-
87 – 89 = B+
83 – 86 = B
80 – 82 = B-
77 – 79 = C+
73 – 76 = C
70 – 72 = C-
69 and below = E

DROPPING AND ADDING CLASSES

To drop or add a class, a request must be made during the first six days of the beginning of each new semester. At any later date, the approval of both instructors and the principal is required or class grade will result in an "E".

DUAL ENROLLMENT

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal.
3. Credit earned under this policy will not impact G.P.A. Transcript will reflect credit/no credit.
4. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.
5. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.

6. Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.

TESTING OUT OF COURSES

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than 77% in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may not be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution approved by principal or superintendent;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 2 credits may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;

3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance. Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Exchange Programs

An exchange student may be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance or honorary diploma to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

Foreign Language

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on foreign language proficiency achieved.

STUDENT ACTIVITIES

CLASS OFFICERS

Students at each grade level will nominate classmates for the four class offices with signed petitions. Each candidate must have and maintain at least a C average (2.0 or better) in all courses. Officers will help to organize and work at all fundraising and extra-curricular activities. Officers will be removed from office if their G.P.A. drops below a 2.0 or if they violate alcohol and other drug policies. Foreign exchange students may not be a class officer.

INTERACT CLUB (Rotary Club) and KEY CLUB (Kiwanis Club)

Students in service clubs are permitted to attend one luncheon meeting with the sponsoring organization each school year. Officers may request to attend more. **Students must receive permission from their teacher at least one week prior.**

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. NHS works hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community.

Chapters in high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service and character. These four ideals have been considered as the basis for selection. No student is inducted simply because of a

high academic average. The National Honor Society strives to recognize the total student: one who excels in all these areas.

NHS membership is more than an honor. It carries with it more than certain privileges. It incurs a responsibility and an obligation to demonstrate those outstanding qualities that resulted in the selection of the student. Members must adhere to chapter and school rules, including, but not limited to completion of required community service hours.

Membership also carries a responsibility to the chapter. If our chapter of the National Honor Society is to be effective and meaningful, each member must become involved. Qualifications begin with a 3.5 scholastic average. Students who meet that qualification have their names put on a ballot that is given to faculty members. The faculty members vote on the students in three categories: character, leadership and service. Students who meet with the approval of the faculty are then inducted into the Houghton Lake Chapter of the National Honor Society.

STUDENT SENATE NOMINATIONS AND ELECTIONS

Nominations for the office of Senator shall be made with a signed petition of 25 classmates. This will be filed with the principal's office one week before the elections. All students returning nomination forms will serve on the following year's council.

Elections: All the candidates returning nomination forms may run for the offices of Treasurer, Secretary, Student of the Month Chair, or Media Relations Chair. Only seniors and juniors may run for the offices of President and Vice President. 1) A Senator shall be elected by a plurality of the votes of the Senators present. 2) Votes shall be cast by secret ballot only.

In the event that a Senator cannot or will not perform his duties for any reason, on a permanent basis, they will be dropped from the Senate. Two consecutive absences will also constitute a drop.

In the event that a Senator cannot perform his/her duties on a temporary basis (i.e. because of sickness or injury), the Senator may appoint a member to serve as a Senator pro tempore until the regular Senator can resume their duties.

- A. Members of the Senate shall be elected in May each school year.
- B. Representation shall consist of a minimum three (3) members from each grade.
- C. Qualifications:
 1. Any student with a C average in Houghton Lake High School is eligible for a Senate office.
 2. Senators who do not maintain a C average while in office will be dismissed.
- D. Meetings will be held the first and third Wednesday of each month. All Senators are required to attend at least one meeting per month.

ATTENDANCE

<p style="text-align: center;">ATTENDANCE IS A REQUIREMENT TO EARN CREDIT IN ALL CLASSES</p>

“The compulsory attendance law recognizes an educational value in regular attendance at school. Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and

other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.”¹

¹ *Opinion No. 5414, issued December 20, 1978, Attorney General for the State of Michigan*

Class attendance is vital to succeeding in school. Excessive absences could lead to failure of a class. Our goal is to maximize student attendance. This can be accomplished only if the home and school work closely together. Parents are encouraged to communicate concerns regarding student attendance. This attendance policy applies to all students attending classes at HLHS.

ATTENDANCE POLICY

Students are permitted 6 **excused** absences per semester without penalty. **All absences must be excused.** On each of the 7th, 8th, 9th and 10th absences, a student's **grade will be lowered 10%** on the grading scale **for each absence** (eg., an 88% becomes 78% on the 7th absence, which is then lowered to 68% on the 8th absence, etc.). **Failure is immediate upon the 11th absence.**

“Make-up Time”: **One class absence may be “made-up” by attending one (1) Monday through Thursday tutoring session after school. Student must sign in, on time, and work the entire session (3:05 – 4:35). Student may not leave early or before being dismissed.**

Please take note of the following:

- Long-term absences (for family emergencies or medical leave) may be excused from penalty if approved by the Principal. Emergency medical leave will be handled the same way, with documentation required as soon as the medical problem is identified.
- Sequential excused absences of 3 or more days may be consolidated to one.
- Vacation days may be consolidated to one day with principal approval.
- All suspension days count towards the total number of absences.
- Teachers are **not required to give work, nor are they required to accept work, for unexcused absence days.**
- Students excused from class by another teacher must have prior permission from both teachers **before** leaving class.
- Only administratively approved school related absences are exempt from this policy.

General Attendance Information

- A. All absences must be reported to school by the parent or guardian. The phone number for absence reporting is **366-2047**. This is the “Attendance Call-in” number and is **only a “voice mail” phone number. You may call it 24 hours a day, 7 days a week.**
- B. Parents must contact the school (by phone message or written note) the **day** of the absence, or **no later than 9:00 a.m. on the day the student returns** to school. **Failure to notify the school in accordance with the above guidelines will result in an unexcused absence.**
- C. **Parent has one week from the time the absence occurs to contest the absence.**
- D. A parent phone call does not always constitute an excused absence. Over sleeping, vehicle problems, rock concerts, shopping trips, job interviews,

babysitting, nail and/or hair appointments, prom dress/tux fittings, etc. are examples of unexcused absences.

- E. Students will be considered “skipping” if, before leaving school early, they fail to:
 - 1. Notify office personnel,
 - 2. Receive parent permission, and
 - 3. Sign-out in the office prior to leaving school** 3 “skips” in one class will result in no credit for the semester.
- F. If students must be released early from school, parents should notify the school in advance of the early dismissal time. Students may not leave class until permission is given.
- G. Students legally not living with parents or a guardian must make arrangements with the principal regarding their absences keeping with the above stated guidelines.
- H. Students absent from school **MAY NOT** participate in *or be a spectator at school games or attend other activities* after school hours. If unusual circumstances arise, parents must contact the school.
- I. School related absences: Absences due to school-sponsored activities are excused. However, students are responsible for making up work missed.
- J. High school students are permitted 2 school related absence days to visit a college, university or trade school. An appointment must be made with that institution prior to visit. Written documentation on college letterhead must be turned in to the main office from the admission office visited on the day of return. All school rules and regulations apply during these visits.
- K. Armed Services recruiting/intake/physical appointments are permitted for high school students and count as the 2 school related absence days referred to in “J” above. An appointment must be made with that branch of service prior to visit. Written documentation on armed services letterhead must be turned in to the main office on the day of return. All school rules and regulations apply during these visits.
- L. Unusual weather conditions: Weather conditions in the Merritt area may prohibit transportation of students to school. Absences incurred by these students due to hazardous bus transportation problems will not count against the student. Students must make up work missed.
- M. Early Dismissal: **Students must attend class for at least 30 minutes** to be considered present, or an absence will be recorded for that class.
- N. Students absent 10 consecutive days without notification to the high school office will be automatically dropped for the remainder of the semester and must re-enroll with their parent/guardian for the following semester.
- O. Each student is required to carry 5 classes each semester.
- P. Students without the required number of credits, or not meeting graduation requirements, will not be permitted to participate in Commencement.
- Q. A student may be released during the day for religious instruction, not to exceed two hours per week. This will be counted as excused, but not a school-related absence.
- R. **The School Based Health Clinic is a medical office. Any absence from class to the SBHC will be treated the same as an absence when consulting a doctor or dentist office off campus. Each of these appointments count as an absence from class.**

TARDIES

- A. Students are expected to be in class on time every hour. Any student entering the room after the bell rings is tardy.

- B. When the 5 minute tardy period is exceeded, students are marked with an unexcused absence.
- C. The 3rd tardy and each subsequent tardy in that class will result in a Friday Detention. If the student chooses not to serve the detention, he/she will be suspended from school for 2 days. Three (3) tardies are permitted per semester.
- D. Detentions are assigned for the first Friday after the infraction occurs.

DISCIPLINE

DETENTION

Detention is part of the progressive discipline used by HLHS. Sessions are held from 3:10-5:10 p.m. on Friday. Examples of rule infractions resulting in detention:

- A. Leaving campus at any time, including lunch, without permission; this includes going to the parking lots
- B. Excessive tardies
- C. Inappropriate use of language, including profanity
- D. Inappropriate physical contact, including “public display of affection”
- E. Parking in the visitors’ parking lot
- F. Causing problems that are detrimental to the educational process

Detention rules:

- A. No student will be admitted after the designated starting time.
- B. No student will be allowed to use the phone or go to his/her locker.
- C. No talking among students.
- D. All students must bring schoolwork with them and should spend their time on homework. If they bring no schoolwork, the teacher in charge may either assign them work or dismiss them from the session.
- E. Students are limited to 3 detention sessions per semester. Rule infractions after the third detention session will then result in next progressive discipline.
- F. If a student is assigned a detention and then continues to be referred to the office for rule infractions, the assignment will be lifted and a suspension will be imposed.
- G. Students are allowed one make-up date to fulfill a detention session. If a student fails to appear for the make-up detention session, the student will be suspended from school for two full days.

SUSPENSION AND EXPULSION DUE PROCESS

General procedures followed by the administration in handling of discipline cases involving students are as follows:

- 1st offense:** **Detention. Conference with student by administration (Parent may or may not be contacted depending on severity of situation and attitude of student.)**
- 2nd offense:** **Detention. Administration may contact parent for conference with students, parents, and administration.**
- 3rd offense:** **One day out of school suspension. Parent will be contacted.**
- 4th offense:** **Three days out of school suspension. Parent will be contacted.**
- 5th offense:** **Five days out of school suspension. Parent will be contacted.**
- 6th offense:** **Ten days out of school suspension. Parent will be contacted.**
- 7th offense:** **Recommendation for expulsion to the Board of Education or its designee.**

Depending on the nature and seriousness of the situation, steps listed above may be eliminated (such as an assault on another student or disrespect to a staff member). This means that a student could be immediately suspended and/or referred to the superintendent's office for expulsion from school after a first offense.

Suspension: Rights and Responsibilities

- A. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her.
- B. The student has the right to present to the school administrator any relevant information that will support his defense.
- C. If suspended, the school administrator will:
 - 1. Notify the parent as soon as possible, the reasons for suspension, and the steps necessary for the student's return.
 - 2. Meet with the parent/guardian and the student, as necessary, to plan the satisfactory return of the student to school.
- D. If the parents or guardians are dissatisfied with the action, a complaint form may be obtained in office.
- E. It is the student's responsibility to get all work assigned during the suspension. All work must be turned in the day of return to receive credit. All tests must be taken on day of return.

Expulsion: Rights and Responsibilities

- A. Written and/or verbal notice of charges against a student will be given to the student and parent/guardian. Included with this notice shall be a statement of the time and place for the hearing. The parties involved shall mutually agree upon said time. Parent/guardian may be present at the hearing.
- B. Legal counsel may represent the student, parent/guardian.
- C. The student shall be given an opportunity to give his version of the facts and their implications. Student is allowed to offer testimony of other witnesses and other evidence.
- D. The student is allowed to observe all evidence offered against him. In addition, he shall be allowed to question any witness.
- E. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- F. A record shall be kept of the hearing.
- G. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision regarding expulsion.
- H. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
- I. The student and his parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

STUDENT CODE OF CONDUCT

Students violating any rule in the Student Handbook during extra-curricular activities will be suspended from all extra-curricular activities he/she is not participating in, for 30 calendar days.

A second offense will result in a suspension from all school sponsored extra-curricular activities for the remainder of the school year. In both circumstances parents will be notified and if the student does appear at an after school event during that time, a suspension from school would also then be imposed.

SUBSTANCE ABUSE AND/OR POSSESSION

HLCS is an Alcohol & Smoke Free Environment. No alcoholic beverage of any kind or any "look-alike" alcoholic beverage shall be used by any person at any time in school district buildings, on district property, or in connection with any HLCS sponsored activity, whether held on or off district property. Signs prohibiting the use of alcohol, tobacco, or tobacco products have been posted on school grounds. General public violations will be handled in accordance with State Law. **Students may not be in possession of tobacco products of any kind, nor matches or lighters.**

No student shall possess, use, consume, distribute, or be under the influence of any illicit drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage or intoxicating liquor, or **possess, use or distribute drug paraphernalia** or counterfeit or "look-alike" drugs or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior while in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function or event before, during or after school hours, or during any period of time when the student is subject to the authority of school personnel.

Use of a drug authorized by valid medical prescription from a registered health care professional shall not be considered a violation when the drug is taken by the student for whom it was prescribed as it was prescribed. **ALL medications must immediately be taken to the office by the parent or guardian.**

ALCOHOL, NARCOTICS, PRESCRIPTION DRUGS, OR "OVER THE COUNTER" MEDICATIONS VIOLATIONS

The following disciplinary sanctions and referral for prosecution will be imposed on students who violate the standards of conduct set forth in Paragraph I above. In addition, completion of an appropriate rehabilitation program will be imposed.

- A. First Offense: Students violating Paragraph I of Policy #5151 will be **suspended for five days** and the appropriate law enforcement agency notified. During that five days a referral will be made to **Catholic Human Services, Inc., (800-506-3602, ext. 18)** or other appropriate agency, for the purpose of assessment and the development of a drug-counseling program. **Students who fail to comply with the drug treatment program will not be readmitted to school.** Their suspension will be extended an **additional five days** and an expulsion hearing will be held with the Superintendent and a Hearing Officer from the Houghton Lake Board of Education.
- B. Second Offense: Students violating Paragraph I of Policy #5151 will be given a suspension for **up to 10 days** and recommended for an **expulsion hearing** with the Superintendent and a Hearing Officer from the Houghton Lake Board of Education. Notification will be given to the appropriate law enforcement agency.

Where a student is believed to have violated Paragraph I above or is believed to be under the influence of alcohol or any of the drugs or substances listed in Paragraph I above, the suspicion shall be immediately reported to the building administrator who shall assume responsibility for further action.

If, upon investigation, the administrator believes the student to be under the influence of alcohol or a drug or substance provided in Paragraph I above, he/she shall notify the proper authorities and the parent/guardian of a minor student and take such disciplinary action as he/she deems appropriate in accordance with this policy. When a student is 18 years of age or older, the principal (or other administrator) shall take such disciplinary action as he/she deems appropriate in accordance with this policy or as may be required by law.

Drug paraphernalia such as roach clips, rolling paper or look-a-like substances, etc., are not permitted in school. Anyone caught using or in possession of a lighter, candle or matches will be subject to suspension.

Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, etc.) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

READMISSION FROM DRUG-RELATED EXPULSION

When a student has been expelled for a drug related offense, the student must submit to a drug clearance test approved by the school district before being readmitted or re-enrolled as a student. Positive test results for drug use will preclude re-enrollment or readmission to the school district for the semester for which the test was made. The test will be administered at Board of Education expense by an agency determined by the Superintendent of Schools.

SMOKING VIOLATIONS

HLCS is an Alcohol & Smoke Free Environment. No person at any time shall smoke, chew or otherwise use, tobacco products of any kind (including medication containing nicotine), on school district property, on property under the control of the school district, or in school district vehicles. Signs prohibiting the use of alcohol, tobacco, or tobacco products have been posted on school grounds. General public violations will be handled in accordance with State Law.

Students may not be in possession of tobacco products of any kind, nor matches or lighters.

Student violation of the smoking/tobacco rule in school, on school grounds, or while attending school-sponsored activities will result in the following:

- A. First offense: a five-day suspension and a youth tobacco report will be filed with a local police agency which will then be sent to the appropriate court for disposition. **Catholic Human Services, Inc., (800-506-3602, ext. 18)** or other agency, evaluation is required.
- B. **An additional suspension day** will be added to the five-day suspension for each additional time a student is caught, plus an additional tobacco report will be filed and Catholic Human Services, Inc., or other appropriate agency, evaluation is required.
- C. Students may have the first time suspension reduced to three days, if parents enroll the offender in a smoking education awareness program within 24 hours of notification. This can be done by calling Catholic Human Services, Inc., or other appropriate agency, and making an appointment for evaluation.
- D. If the student fails to keep Catholic Human Services, Inc., or other appropriate agency, appointment, the remaining two days of the five-day suspension will then be assigned.

CATHOLIC HUMAN SERVICES, INC. (800-506-3602, ext. 18) (or other appropriate agency)

When a student is referred from Houghton Lake High School to Catholic Human Services, Inc., or other appropriate agency, for alcohol, tobacco or other drug use and/or possession, the following steps must be taken:

Step 1: EVALUATION

The first appointment is for an evaluation. A parent will accompany the student to this session. This will be a 1 1/2 or 2 hour appointment. The student and parent will complete an intake packet and will have an opportunity to speak with the staff person conducting the evaluation. There will be no charge for this session.

Step 2: RECOMMENDATIONS

After the evaluation is completed, the staff person will make recommendations. These may include, but not be limited to, a three-hour tobacco education class (for tobacco violators), individual sessions and individual counseling sessions. Any of the above, or a combination of two are possible.

Step 3: COMPLETION

Student will follow the recommendations and be responsible for keeping appointments, showing up on time and paying any costs for services. Parents need not accompany the students to these sessions unless they wish to do so.

NOTIFICATION

In accordance with the Drug Free Schools and Communities Act, all parents of students and students shall be provided with a copy of this policy and they are hereby advised that compliance with the standards of conduct identified in this policy are mandatory.

RULES/PROCEDURES

ALTERNATIVE EDUCATION

The Alternative Education program is in the Houghton Lake Community Education building at 179 Cloverleaf Lane, Houghton Lake; 989-422-6161.

Students wishing to leave HLHS and enroll in Alternative Education must be a minimum of 15 years of age (before September 1st of the current school year). If under the age of 16, the student must have approval from the high school administration, and must have been enrolled in HLHS for at least one year. Alternative Education students are no longer students of HLHS and therefore are ineligible for privileges associated with traditional HLHS students.

Students who elect to transfer to the Alternative Education program may re-enroll at the high school after one year. They must have successfully completed (based on attendance, behavior, and academic achievement) one year at the Alternative Education program.

ANNOUNCEMENTS/DAILY BULLETIN

Announcements are delivered each day to second hour teachers and are available in the office. Only student/school-sponsored organizations may have information posted. Outside organizations and the sale of personal items are prohibited.

Note: The announcements are posted daily on the school district website:
<http://www.hlcs.k12.mi.us>

BOMB THREATS AND FALSE ALARMS

These threats will result in suspension, expulsion hearing, and/or criminal prosecution.

BULLYING/HARASSMENT

Providing a safe school environment for our students is of the utmost importance in our schools. Bullying is one particularly troubling aspect of student misbehavior that

endangers school safety. Bullying, which is the repeated abuse of a student over time by other students, can take many forms including any combination of physical, emotional, verbal abuse, and/or online, e-mail, etc. all of which are unacceptable.

Behavior that promotes racial hatred or intimidation is not tolerated, including inappropriate dress/clothing. The offense of bullying/harassment is punishable by detention or suspension.

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

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

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

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

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

BUS RULES (HLCS Transportation Department Policy)

** Requests for bus passes must be received in the high school office no later than 2:30, but preferably before noon.

In order to provide a safe environment on our school buses, the Houghton Lake Board of Education has adopted the following school bus disciplinary policy: "Students need to be at their designated bus stop five minutes before the bus is scheduled to arrive. Due to scheduling, it is not possible for the bus to wait for students

BUS RULES

- The bus driver is in charge.
- Students will be seated as directed by the driver and may be assigned a seat.
- Students are reminded that all riders must keep all parts of their bodies inside the bus at all times.
- Students are not allowed to throw any object(s) in the bus or out of the bus.
- Physical assaults such as spitting, tripping, hitting, kicking, poking, hair pulling, biting, scratching, pinching, etc. are not allowed.
- General horseplay is unacceptable and is not allowed.
- No foul or inappropriate language is allowed.

- Food is not allowed including candy, chewing gum and drinking beverages.
- The bus supervisor, along with the bus driver, will determine whether any object(s) brought on the bus may be a safety hazard and such object(s) will not be allowed. This includes skateboards and roller blades.
- All safety requirements including proper crossing in front of the bus must be obeyed at all times.
- Any students who have been suspended from the bus shall not participate in any field trip.
- All students must get on and off at their designated stop.
- All students are required to provide a school written bus pass to the driver to allow them to ride a bus that is not their designated bus.
- Cell phones may be allowed unless it causes a disturbance

IF A STUDENT CHOOSES TO BREAK A RULE ON THE BUS

Step Process:

1st Offense: Verbal warning and call home

2nd Offense: Written warning

3rd Offense: Written warning, call home, parent meeting and 1-5 day bus suspension

4th Offense: 10-day bus suspension

5th Offense: 30-day bus suspension, parent meeting and possible continued suspension for the school year

All bus drivers must have the signature of the transportation supervisor and/or building administrator before calling a student's parent or guardian to send notification

SEVERE DISRUPTIONS

Consequences for severe disruptions, such as:

- fighting and/or physical harm to a student or bus driver
- failure to give correct name and/or address to the bus driver
- refusal to obey bus driver's direct request
- getting off the bus at the wrong stop
- swearing, being rude or showing disrespectful behavior to the driver begin at step 3 (offense) and results in a bus suspension of up to five (5) days
- property damage to transportation equipment
- consequences for property damage to the bus or equipment begin at step 5 (offense) with possible police report
- student(s) causing any damage will not have riding privileges restored until restitution of assessed costs of damages has been met

SEVERE OFFENSES - SUSPENSIONS OF 30 DAYS OR MORE

- Propellants of Noxious and Obnoxious Smelly Gases such as mace and pepper gases are not permitted and will be confiscated. Use of these will result in immediate suspension.
- Smoking, lighting matches, lighters or other flammable liquids.
- Physical harm or threat of harm (verbal or physical) to transportation personnel (and possible police report).
- Weapons violation will be handled per state law and school policy.
- Sexual harassment and/or inappropriate sexual behavior will be handled as per state law and school policy.

PARENT RESPONSIBILITIES

- To insure that their child arrives at the correct bus stop before bus time.

- To provide necessary protection for their child when going to and from the bus stop.
- To accept joint responsibility with school authorities for proper conduct of their child while riding the bus and at the bus stop.
- To explain to your child that a bus may take a different route on occasion and not to be upset. They will arrive at their bus stop or school.

CAFETERIA

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall follow the instructions of all staff and show proper respect toward all staff.
- All food and beverages must stay in the cafeteria at all times. Neither food nor beverage (other than water) is permitted outside of the building, in hallways, bathrooms, auditorium, or classrooms at any time.
- Each person is responsible for cleaning up his or her own mess.
- Students may not leave campus during lunch.

From Chartwells Corporation (Food Service Department):

- “Charging” of cafeteria food is not permitted.
- Theft from the cafeteria will be treated as theft anywhere else in the school, i.e., appropriate disciplinary action will follow (three days suspension and restitution made to the cafeteria) and criminal charges may be filed.

CELL PHONES and OTHER ELECTRONIC DEVICES

Such devices may not be used during class. Cell phones must be turned off in classrooms. Under no circumstances may these devices be used during testing. Students are permitted to make phone calls/text messages during class passing time and during that student’s lunch period only.

Staff has the right to confiscate a misused phone or other electronic device and then take it to the office. The incident will be recorded there. Confiscated items will remain in the office until the parent/guardian comes into school and signs for receipt of the item. Students will not have their misused phone returned to them.

Camera phones may not be used at any time in restrooms or locker rooms due to privacy issues. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet.

- 1st and 2nd offense: Friday detention
- 3rd offense and beyond is considered insubordination and will result in further disciplinary action

Included in this is any form of music playing device. Electronic devices brought to school are in no manner the responsibility of school staff. Individual classroom teachers may have additional rules in regard to this issue.

CHEATING/PLAGIARISM

Definition of plagiarism: intentionally or knowingly presenting words, ideas, or the work of others as one’s own work. This includes copying homework, lab reports, computer programs, etc.; using a work, or portions of a work, written or created by someone else without crediting them; using one’s own work, from a previous class in a different class without permission; or paraphrasing someone else’s work without crediting them.

Cheating, including plagiarism, is a serious offense. Students caught cheating or plagiarizing will receive a zero (0) for the assignment.

A detention will be given for the first offense. Students caught cheating for the second time in any class will be suspended from school one day. Cheating a third time will result in 3 days of suspension from school and a failing grade for that semester

CLOSED CAMPUS LUNCH POLICY

Houghton Lake High School has a closed campus lunch policy. Students may not leave to go to lunch or do errands. If it is necessary for a parent to grant permission for their student to leave for an appointment, they must call the office in advance.

Any student leaving the building during the lunch period must be signed out, in person, by his/her parent/guardian. The destination must be their own home and no other student may leave with them.

If a parent deems it necessary to take their own student to lunch, they must enter the building and sign the student out in the office. Students leaving without following proper sign-out procedure will serve detention.

COMPUTERS/INTERNET/TECHNOLOGY

The computers found in the high school, and the use of them, are subject to all school rules including:

- A. Information found is regulated under right of privacy laws and may not be used to "hack into files".
- B. Students are responsible for damage done to computers and for inappropriate information left on them. Monetary charges may be assessed for repair parts and the time/labor of our computer technicians required to correct either intentional or unintentional damage.
- C. Parents must understand that school officials do not permit misuse of Internet files; every effort is made to avoid access to unwholesome material.
- D. Inappropriate use of the school's computers will be disciplined according to the student handbook.
- E. No downloading of movies or music is permitted.
- F. Chat rooms and e-mail are prohibited unless it is school sanctioned by a classroom teacher.
- G. All students will receive Internet instruction. The Internet Use Agreement must be read, understood, signed and submitted to the school office. An adult supervisor will be present during student access of the Internet. (A copy of the Internet Use Agreement appears at the end of this Handbook.)

DANCES

Student groups wishing to sponsor a dance, must make the request to an administrator and have in writing the names of four (4) faculty members (at least two males and two females) who will be chaperoning. This must be done five days prior to the dance. Dances will begin immediately following home games and **will end by 11:00 p.m.** (Homecoming Dance and Prom end at 11:30.)

Students will have 30 minutes after the dance starts to enter the dance (unless prior arrangements have been made), and once they leave the dance, they will not be allowed to re-enter the building. NO middle school students or eighth graders are permitted to attend high school dances, including Homecoming and Prom. School appropriate dress is required. No glow sticks are permitted.

Students must be picked up within 15 after the dance is scheduled to end or they will not be permitted to attend the next function.

Dances are a privilege to attend and not a right. All dances are closed to outside guests, except Homecoming and Prom.

Homecoming and Prom guests of HLHS students must meet the following criteria:

- Must be an invited guest of an HLHS student.

- Must be a full time student and in good standing at their own school.
- Must be pre-registered in advance in our office.
- May be no older than 19 years of age or a 2 year HLHS alumni.
- Host/HLHS student accepts full responsibility for the actions of their guest.
- HLHS administrator must approve all guests.
- Approval form must be completed by the guest's school and submitted to our office at least one week prior to the event.

Houghton Lake Alternative High School and Second Chance Academy students must also comply with the following (only Prom and Homecoming are allowed):

- Both schools' administrators must submit written approval.
- There must be an administrator or faculty member from that program present.
- A **Second Chance Academy** Student must be at the "progress"/"merit" step.

DIRECTORY INFORMATION/STUDENT RECORDS

In accordance with federal legislation, Family Educational Rights and Privacy Act (FERPA), the only information released by the high school will be directory information such as name, address, date of birth, and grade. If parents do not want this information released under any circumstance, written notification must be placed on file in the high school office.

DISCRIMINATORY PRACTICES AND/OR HARASSMENT OF EMPLOYEES

Discriminatory harassment of HLCS elected officials, employees, or applicants for employment by Board of Education members, HLCS employees, vendors, contractors or others doing business with HLCS, students, parents guardians, invitees, volunteers or guests will not be tolerated.

Discriminatory harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, age, religion, height, weight, marital status or handicap/disability.

DRESS STANDARDS

Students are expected to be dressed in a school appropriate, **modest**, well-fitting, neat and clean manner, and may not present health or safety problems. Students wearing extreme or unwholesome attire that is disruptive to the learning process, or is deemed offensive by any staff member, will **be required** to change into school appropriate clothing. If there is any doubt about dress and appearance, the building principal will make the final decision.

Please note:

- No attire depicting profanity, sexual innuendos (including "Hooters", "Playboy Bunny", etc.), violent behavior, defamatory messages, drug use/drug paraphernalia, alcohol or tobacco products.
- No shorts or skirt length more than 6" above the center of the knee.
- No mesh, cropped, see-through clothing, halter-tops or clothes that expose the midriff area, bare back, and/or excessive cleavage.
- **No straps of blouses, tops, and dresses less than 1 ½" wide. The bodice of all tops must be considered to be "modest" to be worn to school. If any low-cut tops are deemed offensive, staff will send student to office to call parent for replacement clothing.**
- No "leggings" or "tights" may be worn unless the "top/blouse" is long enough to fully cover the derrière.

- No clothing with holes, rips, tears, or is otherwise poorly fitting, showing skin and/or undergarments.
- No hats, bandannas, or sunglasses.
- No pants may “sag” and no undergarments may be exposed.
- No gang symbols or gang colors.
- No dog chains or dog collars. No body-pierced jewelry if it poses a health risk to the individual wearing it.
- No book bags may be taken into classrooms.
- No pajamas, bathrobes or slippers. Shoes must be worn at all times. No “Heelys” brand or “wheelies” shoes are permitted.

DRIVING RESPONSIBILITIES (includes snowmobiles, ATVs, etc.)

Driving to school is a privilege. Student conduct may result in driving privileges being revoked. Behaviors such as excessive tardies, truancy, skipping class and other infractions (including rules stated above) are **grounds for loss of parking pass and driving privileges.**

Students choosing to drive to and from school (including carpooling, being dropped off, etc.) instead of using school-provided transportation, do so at their own risk. No excuse for tardiness will be allowed as a result of vehicle problems.

All vehicles driven to school must have a valid parking permit. There is an **annual** fee of **\$5.00 for this permit**, which **must be hung on the interior mirror**. (This fee will be deposited in a dedicated account for parking maintenance, signs, and painting of appropriate lines.) Every vehicle that might be driven by a student during the school year is required to be registered in the office. Students may not drive to school until they are registered and have paid the \$5.00 fee. HLCS is not responsible for damage, theft, or vandalism to vehicles.

Student vehicles must be parked within the painted lines. It is understood that at times, snow may obscure the lines that define parking spaces. During these times, vehicles must be parked in a reasonable, safe, angle-parking formation so as to leave enough room between rows to allow an emergency vehicle to pass safely between them. Drivers are not to block others into a parking spot. Violations of these parking procedures may result in a detention and the vehicle is subject to towing at the owner’s expense.

Snowmobiles are subject to all driving rules. They **also must be registered** in the high school office and **must be parked in the designated area**.

****Students may not leave campus.** If they do, the **driver and all passengers** will **lose driving privileges for 2 weeks**, as well as receive a detention. A subsequent infraction will result in suspension of all driving privileges for **the remainder of the semester** for all students involved.

Students driving recklessly or at a high rate of speed will **lose their driving privilege for at least ten (10) school days** for the first offense. A **subsequent offense** may cause loss of privilege for the remainder of the school year. Also, a report may be filed with the local police agency.

Drivers have full **responsibility for their passengers** and **any material found within their vehicles** while on school grounds. Vehicles are **subject to search** by administrators without notice or search warrant if illegal contraband is suspected of being in the vehicle. Local law enforcement may be contacted if anything illegal is found.

Upon arrival at school, students **may not linger in their vehicles**, but are to go inside immediately. Students **will not be allowed to go to the parking lot during school hours** without permission from office personnel.

The drive in front of the high school is a posted one-way drive. Drivers traveling in the **wrong direction** are subject to a “careless” or “reckless” citation, which could result in loss of driving privileges, a fine, and/or loss of driver’s license. This drive is also a

fire lane, as posted, and parking in this drive is not allowed. Should vehicles be parked in this fire lane, they can be cited and/or towed at owner's expense.

EXAMS

Exams will be given at the end of each semester and will count 20% of the final grade. All students are required to take exams at the end of each semester.

Second semester only: Seniors only may be exempt if they have 2 or fewer excused absences over the course of the semester, have no suspensions in the class, AND have at least a 77% (C+) grade in that class. (Absences may not be "made up" in after school tutoring to be able to qualify for this exemption, nor will the consolidation of absences qualify for this exemption.)

Once the exam has begun, no student will be permitted to leave the classroom until the end of the exam period; no early dismissals. Early exams may only be given with the written consent of the principal.

In the event of a "snow day" during final exams, the exam that was scheduled for that day will be administered on the first day of return to school.

FIGHTING/ASSAULT

Fighting/assaults are not tolerated. The penalty for fighting/assault is an automatic suspension. In the case of assault, legislation (Section 380.1310 of the Revised School Code) requires further compliance, involving possible School Board intervention and expulsion.

PHYSICAL ASSAULT:

Part I: Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct, and arson, any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines "physical assault" as "intentionally causing or attempting to cause physical harm to another through force or violence".

Part II: Applies to a physical assault by a student upon another student that occurs on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade 6 or above commits a physical assault and is reported to the Board or administration, the School Board may expel the student for up to 180 school days.

Stones, sticks and snow stay on the ground. (Throwing objects such as snowballs, etc. will result in detention).

VERBAL ASSAULT: Also mandates expulsion for up to 180 school days of any student in grade 6 or above who commits a "verbal assault" against a school employee, volunteer, or contractor. A verbal assault is defined as "any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented".

HANDBOOK/PLANNER

The school handbook/planner should be read carefully. You are responsible to know its contents and the disciplinary consequences for rule infractions. The school handbook must be carried with you at all times. Your name must be printed in it in ink on the first page.

If for any reason you must be out of class, it is your responsibility to carry your planner, signed by your teacher. No student will be allowed in the hallways during class without a planner. A defaced planner cannot be used as a pass, nor may you use another student's planner. **DO NOT rip out rules pages; you will be required to purchase a new handbook.**

HAZING/INITIATIONS

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Students who take it upon themselves to initiate other students will be suspended from school. Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, are subject to the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent/guardian
- Suspension for up to 10 days
- Long term suspension for the remainder of the school year, i.e., longer than one semester, but less than a full school year
- Referral to appropriate law enforcement agency and/or
- Permanent expulsion from the School District.

INDECENT EXPOSURE

Indecent exposure will be dealt with by suspension. Further, the incident will be turned over to our police liaison officer. This includes the “panting” of another student or “mooning” another person.

INSUBORDINATION

Students are expected to display respect for all adults in the building, as well as other students and themselves. Students will obey any reasonable request made by any adult, not limited to teaching staff. When a specific request is made, such as “please go to the office”, or “please tell me your name”, the request should be completed promptly. Any other response is considered insubordination and will be dealt with by disciplinary action, up to a 3day suspension.

LANGUAGE

Students using obscene language in school, or at school activities, may receive a suspension from school. This includes verbal, written, or electronic messages left on computers.

LASER PEN LIGHTS

Laser penlights or other disruptive or harmful devices are not permitted at school and will be immediately confiscated and only returned to a parent. If these devices are used at an athletic event, they will not only be confiscated, but the offender will be removed from the premises. Student may be disciplined by detention or suspension.

LEAVING THE BUILDING

Students shall not leave the school grounds during the day unless a parent or guardian has signed them out in the office. If unusual circumstances arise, the principal or assistant principal must grant permission. Also, once students arrive on campus they must enter the building, not loiter in their vehicle, nor may they leave the school grounds either on foot or by vehicle.

LOCKERS

School authorities may search a student and student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of their lockers. Students must protect their possessions by never sharing locker combinations with anyone and by keeping hall lockers and gym lockers locked at all times. The school is not responsible for theft resulting from student irresponsibility. Students may not “trade or change” lockers with any other student.

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 at any time without notice, without student or parental consent, and without a search warrant. Periodic walk-through by K-9 unit can be expected and will be unannounced.

A student's failure to permit searches 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) may be searched when 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 proper legal authorities.

Defacing lockers, desks, and other school property is unacceptable. School appropriate pictures and/or other objects may be hung in lockers by either magnets or regular tape (duct tape and stickers are strictly prohibited). Failure to comply with these rules will result in disciplinary action and/or restitution for labor and materials for proper cleaning and/or repair/replacement of these objects.

If, for any reason, a student requests a new locker be assigned to them, a \$10.00 fee will be charged for that reassignment.

(See also “Search and Seizure” in this Handbook)

MEDIA CENTER RULES

The media center is a quiet zone. No general chatting will be permitted. Each student must be actively reading or doing homework. Group assignments should be handled in another area unless approved by the librarian. As you enter, sign in and designate the class or area from which you came. As you leave, indicate the time. After using books at the table, place them on the cart for re-shelving. Do not try to replace them on the shelves unless you are sure of the proper location. Please show your materials as you leave the room. Open media center books to show the return date. All traffic will be through the main entrance, except in an emergency such as a fire.

There will be no eating in the media center. Any food brought will be taken away. There will be no card playing, electronic games, or radios in the media center at any time.

Media center privileges can be taken away from students if they have more than three books overdue, or if any book is more than one month overdue until they are returned or paid for. Any violations of the said rules could mean a suspension from the media center for the day. Continued violations will mean a loss of media center privileges for one week or up to a month, depending upon the severity of the offense. Any damage of media center materials will be paid for, along with suspension from the media center.

MEDICAL CONDITIONS

When a school official reasonably suspects that a student has a designated condition, except for AIDS, HIV infection, and non-communicable diseases, the official

may exclude the student for a period sufficient to obtain a determination by a health care professional or local health officer as to the presence of a designated condition. The local health officer may initiate the exclusion from school of a student who has a designated condition. A student may be returned to school when a health care professional or local health officer indicates that the student does not represent a risk to the other students.

MEDICATIONS

Taking medication 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".

All medicine administered through the office must be in the original container, clearly labeled with name and prescribed dose, and will be kept in accordance with District Policy. Students who desire to self-administer their own medication are subject to all guidelines found within the outlined policy. Students may not transport any form of medication to or from school. All medication must be delivered and picked up by the parent/guardian.

NOXIOUS GASES/FIREWORKS

Propellants such as mace, pepper gases, "stink bombs", etc. are not permitted and will be confiscated. Use of these will result in suspension.

Propellants in items such as deodorant, hair spray and cologne can cause asthmatic or other allergic reactions for some people. Responsible use of these items is expected and misuse will result in disciplinary action.

Students involved in setting off fireworks will be suspended from school.

NO NIT POLICY

No student with head lice or nits (eggs) will be permitted to attend school. If lice or nits are found on a student at school, parents or guardians will be contacted to pick the student up immediately for treatment. Students may return to school after one treatment and removal of ALL nits. Students will be rechecked when they return after treatment and must be free of lice and nits.

OFF LIMITS AREAS

During school hours: Students have access to the front of school and courtyard only. The following areas are off limits, including the time before school begins:

- **Student, visitor, and teacher parking lots**
- **Middle School and bus parking lot**
- **Collins Elementary School**
- **The woods around the school's perimeter**

Violations of the above rules will result in the following:

- 1) First Offense - Friday detention
- 2) Second Offense – Suspension

During lunch: You must stay out of the hallway where classes are being conducted, the gym hallway, and the auditorium hallway.

PARENT/GUARDIAN INVOLVEMENT POLICY

Title I Programs: HLCS, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a district-wide plan for parental/guardian involvement in the development of a Title I plan, and directs the administration to:

- Involve parents/guardians in the development of the plan;
- Develop a plan that provides for the involvement of parents/guardians in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parental/guardian involvement activities to improve student academic achievement and school performance;
- To integrate and coordinate the plans/policies for parental/guardian involvement in Title I programs with parental/guardian involvement in other programs, including but not limited to Head Start;
- To review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- To assure that the policy/plan contains a compact that outlines how parents/guardians, the school staff and students will share the responsibility of improved student achievement; and,
- To distribute the District plan to parents/guardians of participating children and to the local community.

Migrant Education Program(MEP) Parent/Guardian Involvement: Parents/guardians of students in MEP will be involved in, and regularly consulted about, the development, implementation, operation, and evaluation of the program.

Limited English Proficiency (LEP) Parent/Guardian Involvement: In accordance with federal law, parents/guardians of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parents/guardians will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English and the achievement of promotion and graduation standards. The notice will include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language understood by the family.

PESTICIDE APPLICATION

At times it may be necessary for the application of pesticides in and around school property. Parents wishing advance notification prior to the spread of pesticides need to notify head of maintenance.

PUBLICATIONS/LITERATURE

Distribution of any literature and/or publications must be approved by the principal or assistant principal. No information considered being obscene, or which encourages violation of either criminal, civil law or school regulations will be distributed. After

receiving office permission, students will be given a designated time and place to hand out their information and will be responsible for the cleanup of that area.

PUBLIC DISPLAY OF AFFECTION

Public display of affection, other than holding hands, is inappropriate behavior in school. When public display of affection is observed, students will be reported to the office and parents will be notified. If repeated, students will be disciplined.

SEARCH AND SEIZURE

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

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances, including searches conducted through the use of specially-trained dogs.

Students

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

Seizure of Property

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

SEXUAL HARASSMENT

Sexual harassment has no place in 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 building principal. Reports of sexual harassment should be made to the school's building administrator.

By section 1300a of the Michigan School Code, and by School Board policy, students found using verbal harassment or abuse, making repeated remarks with sexual or demeaning implications or initiating unwelcome physical touching will be subject to suspension based on a case by case situation according to Board policy.

SKATEBOARDING

Skateboarding is not permitted on the school grounds. Skateboards are not permitted on school buses. No "wheelies" shoes are permitted inside the school building.

SKIPPING/TRUANCY

Skipping is being truant from class without teacher and/or office consent.

- | | |
|-------------------|---|
| 1) First offense | Detention |
| 2) Second offense | Detention |
| 3) Third offense | Failing grade for the semester & suspension |

** Students are not given credit for work missed (homework, class work, quizzes and/or tests) due to truant behavior.

SPORTSMANSHIP AT ALL EVENTS

ACCEPTABLE BEHAVIOR:

- Applause during the introduction of the players and coaches of both teams and officials
- Accept all decisions of officials in a respectful manner
- Applause at end of contest for performances of all participants
- Show concern for an injured player, regardless of team
- Encourage surrounding people to display only sportsmanlike conduct

UNACCEPTABLE BEHAVIOR:

- Disrespectful or derogatory yelling, chanting, singing or gestures
- Booming, heckling, or displays of extreme temper over an official's or coach's decision
- Use of profanity or displays of anger that draw attention away from the game
- Deliberately shouting derogatory chants over the cheerleaders' cheers
- Use of artificial noisemakers, throw-able items or non-school spirit items at indoor events

GOLDEN RULE:

“CHEER FOR YOUR TEAM NOT AGAINST THE OPPONENT”

SPORTSMANSHIP:

“NO ALTERNATE ROUTES”

SQUIRT GUNS, ETC.

Squirt guns, water balloons, shaving cream, etc. sprayed either at school, school events, or on school grounds will result in a three day suspension which may be carried over to the following school year if incident is during the final days of school.

SUSPENSIONS

Students suspended from school will not be allowed in school or on school grounds during the length of suspension. They may not participate in, or attend extra-curricular activities, either at home or away, while on suspension. Trespassing charges may be filed if this rule is violated.

Suspensions are excused absences, therefore the student should complete work missed during this time. **The student is responsible for securing worked missed** and must turn in this work the **day of return to school**, or a “zero” grade will be assigned. Further, any tests missed during suspension must be made up on the day of return, unless other arrangements have been made with the teacher.

TELEPHONES

The office phone is not for student use. Please do not ask to use it except for extreme emergencies. CLASSROOM PHONES ARE TO BE USED BY STAFF ONLY. STUDENT USE OF CLASSROOM PHONES WILL RESULT IN DETENTION.

In the case of an illness, the following procedure must be followed: the student must FIRST go to class, report in to the teacher, have planner signed, and then report to the office and ask permission to use the office phone. The call must then be transferred to a secretary if a parent is excusing the student to leave the building.

TEXTBOOKS

Whenever a student is assigned a textbook or any other school materials, the student is responsible for the care of this material. The student is responsible for whatever happens to these materials and will be assessed a fine for damage or loss according to the school policy. You must print your name in ink in the front of each textbook.

THEFT

Students who steal during school or at school activities will be suspended for 3 days. Restitution must be made and, in addition, criminal charges may be filed. This policy includes theft in the cafeteria.

VANDALISM/DEFACTING/MISUSING SCHOOL PROPERTY

Students who write on desks, walls, or floors, or deface or destroy any school property in any manner (including trees) will receive a detention and/or suspension. Payment/restitution will be required.

VIDEO MONITORING SYSTEM

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

VISITORS

Visitors are not permitted to be with any student during school hours, including lunch.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

WEAPONS

Students in possession of dangerous weapons in school, or on school grounds, will be suspended from school. A “dangerous weapon”, as defined by “Gun Free Schools Act of 1994”, includes but is not limited to: firearm, dagger, dirk, stiletto, knife with a blade over 3” in length, pocketknife opened by mechanical device, iron bar, and brass knuckles. This also includes but is not limited to scissors, screw drivers, and other sharp objects that could be used as a dangerous object.

Furthermore, section #1311 of the Michigan School Code requires the mandatory expulsion of students who bring weapons to school, as well as students who commit rape or arson on school property. In addition, any student caught using any foreign object as a weapon (such as a club or baseball bat) will be suspended and may be subject to an expulsion hearing.

Please note: Knives of any length, regardless of the 3 inch definition stated above, are prohibited on HLCS school property. They will be confiscated and the student will be disciplined.

WORK PERMITS

In compliance with the Michigan Constitution and Laws, a work permit is required for minors under 18 years except those 17 years of age or over who have completed the requirements and received a valid high school diploma. Any student who wishes to work may obtain a permit in the high school office.

ATHLETIC POLICIES

Participation in athletics at Houghton Lake High School is considered a privilege in which athletes in all sports must follow the rules outlined below, as well as those established by the respective coaches as they relate to their particular sport, and those established by the Michigan High School Athletic Association.

These rules are in effect for all athletes (both in and out of season) beginning with the first practice date in fall, to the last day of school in spring, regardless of the sport.

Off-season violations will carry over to the next sport season even if that means the following school year and are in effect from the time the student/athlete enters the ninth grade until graduation.

Students involved in school sponsored Clubs and Organizations will also be held accountable to these rules:

TRAINING RULES

1. No possession or use of alcohol
2. No possession or use of tobacco (including chewing tobacco)
3. No possession or use of controlled drugs
4. No possession or use of marijuana
5. Theft
6. Violation of state, federal, or local laws (misdemeanors other than stated above excluded)
7. Other infractions of training rules or misconduct result in disciplinary action as determined by the coach
8. All athletes are responsible for school issued equipment and uniforms, and will be charged replacement cost for items not returned (or lost, stolen, or needing repair).
9. Athletes must ride school provided transportation to and from contests. Athletes may ride home from a contest only with their parent or guardian upon coach’s receipt of written notification.

10. Athletes must be in school at least one-half of the school day (3 ½ hours) in order to either practice or participate in a game. If a student is unexcused for part of the day, they may not participate in any after school activity. Athletes who leave school early due to illness will not practice or play in a contest that day. Exception may be made if there is a doctor's note.

DISCIPLINARY ACTION

Violation of training rules 1 through 6 will result in the following, along with guidelines found in the student handbook:

1. **FIRST OFFENSE:** Suspension for 20% of the games of the sports seasons he/she is or will be participating in. Suspension begins from the date of offense.
2. **SECOND OFFENSE:** (during school year) Immediate suspension for the remainder of the sports season he/she is participating in, plus 20% of next sport the athlete participates in, extending into the next sports season, as applicable.
3. **THIRD OFFENSE:** (during school year) Immediate suspension from all sports participation for one calendar year.
4. Violations of training rules 1, 2, 3, and 4 will also require referral to Catholic Human Services, Inc., or other appropriate agency, for evaluation and counseling.

VIOLATION OF RULES

Students, coaches, and parents are advised that the following procedures are to be followed in the notification and enforcement of the code:

1. Violations of the code must be reported to the athletic director or principal by a member of the teacher/coaching staff, police or court reports, or other public notices, regardless of when the violation occurred.
2. A preliminary determination shall be made between the reporting person and/or agency and the athletic director administrator as to whether or not a violation of the code has occurred.
3. The parents of the violator must be notified within a reasonable period of time not to exceed one week from the date of violation, or notice of violation. This notification must be prior to imposition of any penalties.
4. The athletic director/administrator must verbally inform the student of any action taken or anticipated.
5. If a student involved in athletics or his parents do not agree with the decision of the athletic director/administrator of the penalties to be imposed, they may appeal the disciplinary decision. The athletic director/administrator must receive notice of appeal in writing within two (2) days of notification of penalties to be imposed. The athletic review committee shall be convened within five (5) days to hear the appeal. The athletic review committee includes three coaches, one school board member, athletic director, and high school principal.
6. If the student/athlete is not satisfied with the executive committee's decision, he/she shall have the right to appeal in writing within five (5) days to the Superintendent of Schools. This hearing shall be convened within ten (10) days.
7. If the student/athlete is not satisfied with the Superintendent's decision, the final appeal may be to the Board of Education.
8. During the appeal process, the student/athlete will not be allowed to participate in scheduled contests.

Exceptions To The Above

In exceptional circumstances, the Superintendent, Principal and Athletic Director are authorized, subject to appeal and review by the Board of Education, to deny any student the right to participate in athletics for whatever duration of time deemed proper by said three member panel. It is recognized by the adoption of this policy that the participation in athletics is a privilege and that the participants are looked upon as representatives of the school district and are role models for other students of all ages. This provision may be invoked by the panel where the totality of a student's unacceptable behavior, either during school hours, during the school year or any time while the student is of school age, could be considered as a negative impact as a role model for other students and as a negative representative of the school district. If the panel institutes this provision, the student affected has the right to immediately appeal the decision to the Board of Education.

In adopting this amendment to the Athletic Rules, the Board of Education acknowledges that it will not be instituted and used except in the extreme unusual circumstances and circumstances where the present policy does not cover a situation and where justice and fairness for all concerned mandate that certain actions be taken to prevent a given student from participation in certain extra-curricular activities.

ADDITIONAL POLICIES

1. No sport may start its official practice, or make any team determinations prior to the official starting dates of practice as set by the MHSAA. Conditioning and weight training may take place. Generally speaking, the use of equipment pertinent to that sport program and working under the supervision of the coach would constitute a practice session. (This does not include summer programs.)

a. If an athlete has quit or is cut from the squad because of lack of ability or reason unrelated to disciplinary or attitude problems, he/she may enter another sport program at once.

b. If an athlete leaves a sport due to disciplinary or attitude problem, he/she may enter another sport only if he/she has a written release from the athletic director.

2. Athletic equipment/uniforms purchased by HLHS may not be worn by students other than the athlete, and not for any purpose other than games and/or practice. Any exception to this rule must be cleared in advance with the Athletic Director.

ACADEMIC CREDIT RECORD (Previous)

By MHSAA rules, a student must have received credit for at least 66% of full credit load potential for a full time student in the previous academic term. **This means that at least five (5) classes of the seven (7) must be passed each semester.**

Students who do not pass 66% of their class load at the end of each semester will be INELIGIBLE for the next 60 SCHEDULED SCHOOL DAYS, or until deficiency is made up (summer school, on-line, credit recovery) and is accepted by the school. An ineligible player may become eligible on the 61st school day provided they are passing 66% of their class load on the 60th scheduled school day.

ACADEMIC CREDIT RECORD (Current)

A student-athlete is not eligible to play for one week if he/she is failing ANY class. If an athlete is marked ineligible for a class, he/she is given one warning week in order to bring their grade up to passing (which is now at least 70%). Parent should be notified of the failing grade(s) by the coach and/or the reporting teacher. If after one

week the student is not passing all classes, he/she is ineligible to participate in any athletic contest for one full school week. Eligibility runs from Monday through Sunday.

ACADEMIC CREDIT RECORD (MHSAA Rules)

“Current academic credit checks must occur at least once in 10 weeks. If a student is not passing at least 66% of full credit load potential for a full-time student when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66% of full credit load potential for a full-time student, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing 66% of full credit load potential for a full-time student from the start of the semester through the most recent eligibility check.”
(2011-12 MHSAA Handbook, page 33, Regulation 1, Section 8)

AWARDS

Students eligible to receive an athletic award must attend the athletic awards program for their sport. Any student unable to attend the program must notify their coach in advance in order to receive their awards after the conclusion of the awards program. Academic All Conference awards will be given to those athletes receiving a varsity letter and who have been placed on the Academic Honor Roll for the marking period concluding the sport season.

ATHLETIC TICKETS

The Athletic Department, prior to the beginning of the season, will sell passes. **Passes are not transferable (they may not be used by a person other than the one it is purchased for).** Passes are not honored at other schools, nor during playoff games. Passes are available through the office only, during regular school hours.

PAY TO PARTICIPATE FEES

Each student-athlete is required to pay \$100 per season. This fee is due before the first contest. If a student is not able to pay the \$100 before the first contest, a payment plan must be arranged by the parent with the Athletic Director.

A Participation Fee is a financial assessment made by the school district for its students to participate on an extracurricular athletic team. Participation Fees are **not** a guarantee of playing time on that team. The fee does not automatically provide for playing time for a student-athlete. All of the conditions of being a team member apply as if the fee did not exist. That includes but is not limited to playing time based on the coach's decision of the student-athlete's athletic ability and practice commitment.

Participation Fees do not confer authority to make demands of the school related to the athletic department. Paying a Participation Fee does not give the payer of that fee a greater voice in how the program is operated. The school administration will maintain complete control.

Participation on an athletic team is a privilege available to all students meeting the academic and other eligibility criteria. No refund will be made if athlete quits the team or if he/she becomes academically ineligible to play.

Message From the MHSAA

To: Michigan High School Student/Athletes

The Michigan High School Athletic Association (MHSAA) has been the governing body of high school athletics in our state since 1924, and your school is one of over 700 public, parochial and private high schools that have agreed to follow the rules and regulations they help enact.

Your high school years will provide some of the most memorable and enjoyable moments you will ever experience. Competition in interschool athletics is a once-in-a-lifetime experience, which will influence you forever, but participation is dependent on your eligibility.

The MHSAA rules listed are only a summary of some of the regulations affecting student eligibility. Most rules are found in the MHSAA HANDBOOK, which can be located in the school administrative office. In addition, your school district has the authority to establish more stringent standards and to enact codes of athletic conduct that are in the best interests of individual students, the team and community.

Review the rules with your parents/guardians and ask questions of your principal, athletic director and coaches. Your role in following the rules will assure eligibility to participate in interscholastic sports or prevent your participation as an ineligible athlete, which would result in forfeiture of contests.

MHSAA Rules and Regulations Apply to the Following Interscholastic Sports

Baseball	Girls Softball	Soccer
Basketball	Girls Volleyball	Swimming
Cross Country	Golf	Tennis
Football	Ice Hockey	Track & Field
Girls Competitive Cheer	Lacrosse	Wrestling
Girls Gymnastics	Skiing	

MHSAA Rules and Regulations

1. AGE - High school students become ineligible if they reach their 19th birthday before September 1 of a current school year.

2. PHYSICAL EXAMINATION - Students must have on file, in the school's office, a health care professional's statement for the current school year (after April 15) certifying that he/she is physically able to compete in athletic practices and contests.

3. ENROLLMENT - Students must be enrolled in school prior to the fourth Wednesday after Labor Day or the fourth Friday of February. A student must be enrolled in the school for which he or she competes.

4. SEMESTERS OF ENROLLMENT - Students cannot be eligible in high school for more than 12 semesters. The 11th and 12th semesters must be consecutive. Students cannot compete if they have graduated from high school.

5. SEMESTER RECORDS - Students must have passed at least four full credit subjects in the previous semester of enrollment, and must be currently passing four full credit courses.

6. TRANSFER STUDENTS - A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for 90 school days unless the student qualifies for immediate eligibility under one or more of thirteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.

7. UNDUE INFLUENCE - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.

8. LIMITED TEAM MEMBERSHIP - After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. Students in individual sports

may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

9. ALL-STAR COMPETITION - Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

10. AWARDS AND AMATEURISM - Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award that does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.

POLICY FOR TRANSFERS FOLLOWING VIOLATIONS OF ANOTHER SCHOOL'S STUDENT/ATHLETIC CODE

Houghton Lake High School will enforce upon a transfer student any period on 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.

A student who transfers to HLHS after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at HLHS for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of HLHS and the MHSAA (Regulation I, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at HLHS. That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of HLHS from teams, positions, events and awards at least until the full period of ineligibility has been served.

NCAA ELIGIBILITY REGULATIONS

In order to practice and play as a freshman at an NCAA Division I or Division II college, the student-athlete must satisfy the following requirements:

1. Graduate from high school
2. Have at least a 2.00 GPA and have completed at least 13 classes in the following core curriculum:

COURSE	DIVISION I	DIVISION II
	2008 & after 16 Core Courses*	14 Core Courses
English	4 Years	3 Years
Mathematics (Algebra I or higher)	3 Years	2 Years
Natural/physical science (1 year of lab if offered by high school)	2 Years	2 Years
Social science	2 Years	2 Years
Additional English, mathematics or natural/physical science	1 Year	2 Years
Additional courses (from any area above, foreign language, or non-doctrinal religion/philosophy)	4 Years	3 Years

*** In 2008 the requirements changed for Division I, increasing the total core courses to 16 with one additional course in math and one additional course in any listed.**

3. Earn a total score of 86 on the ACT (with the minimum 2.0) or a combined score of 1010 on the SAT.
4. Complete & submit the NCAA Initial-Eligibility Clearinghouse “Student Release Form” with a payment of \$35.00 to the Clearinghouse. These are available through your high school counselor.

Any student/athlete who thinks they may one day like to play at the collegiate level should begin early in their freshman year working with their counselor so that they may acquire the necessary requirements by the time they are seniors. The NCAA Clearinghouse may be contacted at 877-262-1492 or www.NCAAClearinghouse.net for more information.

IMPORTANT POINTS

These requirements do not apply to NCAA Division III institutions. This legislation establishes a minimum standard for athletic eligibility. It is not a guide to a student’s admission to the institution. Under NCAA legislation, a student’s admission is governed by the regularly published entrance requirements of each college.

NAIA ELIGIBILITY REGULATIONS

To be eligible to participate at a NAIA college, an entering freshman must meet two of the three entry level requirements;

1. A minimum score of 18 on the ACT or 860 on the SAT. Tests must be taken on a national testing date. Scores must be achieved on a single test.
2. Achieve an overall high school grade point average of 2.000 on a 4.000 scale, or
3. Graduate in the top half of his/her high school graduating class.

Houghton Lake High School School Fight Song “Let’s Go Green”

March, march on down the court
Fighting for Houghton Lake
Break through that (opponent)’s line
With strength to defy

We’ll give a cheer for (coach’s name) men
They’re here to win again
(Opponent)’s team will fight to the end
But we will win!

EIGHTH GRADE

We welcome all students into our high school, especially the new eighth graders. We will strive to make your experience pleasant and rewarding. We are here to help and to serve your needs. Let us know how we may make the transition easier for you.

**** NOTE: Eighth grade students will follow attendance and discipline policies noted in the High School Handbook. Further, the Middle School Handbook is used for applicable activities, organizations, and middle school events.**

All 8th graders will receive a copy of the Middle School handbook, as well as the High School Handbook/Planner. It is imperative that you read and understand what is expected of you in your dual role as a middle school student in a high school setting.

OFF CAMPUS PARTICIPATION

The middle school curriculum goes beyond the “regular” classes offered. Enrichment Days and other activities extend our school day beyond the classroom walls. It is expected that all students will participate in these experiences.

However, students with 3 or more Friday detentions or one suspension within the semester of the event will be considered ineligible to attend. Student and parent/guardian may appeal to a committee consisting of the principal, assistant principal, counselor and representative 8th grade staff member.

STUDENT GUIDELINES

The Student Handbook policies apply equally to all extracurricular and school-sponsored activities. Also, students in violation of Handbook policies at any school activity will be suspended from attending and/or participating in all extra-curricular activities up to thirty (30) calendar days.

The following points will address some issues and answers to common questions:

* NJHS will meet at established times in the high school building. Seventh graders will continue to be inducted near the end of their spring semester.

* Dances: 8th graders will continue to be invited to attend middle school dances and other after school activities.

* Sports: 8th grade athletes will continue to participate in middle school sports teams. They will practice in the middle school and will be picked up for games at the middle school by the team bus, unless otherwise noted.

Last Name: _____ First Name: _____

Year of Graduation _____

**Houghton Lake Community Schools Internet Use Agreement
Staff & Student Request for Computer Network Access**

The District provides access to our computer network to students and staff so as to promote and enhance the learning of our students through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any staff or student user's account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms and conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

1. Use of the network must be for the purpose of education and research consistent with the goals of the District.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the user's errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.
8. The user is responsible for regular prompt payment of any fees charged by the District for network use. *(over)*

I understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

Signature of Applicant

Date

(For Student Requests) I have read this request for network access. I understand that it is designed for educational purposes. I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I consent to the unrestricted release of any of my child's work, materials, and/or records which my child voluntarily or accidentally places in public-access storage areas on the District network/Internet. I have discussed the terms of this request with my child, and hereby request that my child be allowed access to the District network in accord with these terms.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

HOUGHTON LAKE COMMUNITY SCHOOLS
GRIEVANCE PROCEDURES
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section I

Any person believing that the Houghton Lake Community 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) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Superintendent of Schools
Houghton Lake Community Schools
6001 W. Houghton Lake Drive
Houghton Lake, Michigan 48629
(989) 366-2035

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Superintendent of Schools, who shall in turn investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they 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 Superintendent within five (5) business days of receipt of answers to the informal complaint. The Superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the written (or Step 1) decision of the Superintendent may submit a signed statement of appeal to the Board of Education, Civil Rights Complaint Chairperson within five (5) business days after receipt of the Superintendent's response. The Chairperson shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

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

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The local Superintendent, on request, will provide the complainant with 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 Superintendent of Schools office.

HLCS BOARD POLICY HOMELESS ACT

The McKinney-Vento Act enacted in 1987 requires all state and local educational agencies to develop, review, and revise their policies to remove barriers to the enrollment and retention in school of children and youth experiencing homelessness. The Act requires educational access, attendance, and success for children and youth experiencing homelessness. The Act provides states with funding to support statewide and local initiatives. It is broad and specific and can be abbreviated or otherwise adapted to accommodate the needs of any LEA.

Houghton Lake Community Schools may use McKinney-Vento ARRA funds to assist homeless children and youth in enrolling, attending, and succeeding in school. In particular, the funds may support any of the activities authorized under section 723(d) of the McKinney-Vento Act (42 U.S.C. 11433(d)), including the following:

1. Supplemental educational services, such as tutoring and other academic enrichment programs;
2. Expedited evaluations for various educational services;
3. Professional development activities for educators and pupil services personnel working with homeless students;
4. Health referral services;
5. Defraying the excess cost of transportation in order to enable students to attend school of origin;
6. Early childhood education programs for pre-school-aged homeless children;
7. Services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs;
8. Before- and after-school mentoring, and summer programs with educational activities;
9. Payment of fees and costs associated with tracking, obtaining, and transferring records of homeless children and youth;
10. Education and training for parents of homeless children and youth about rights and resources;
11. Development of coordination between schools and agencies providing services;
12. Provision of pupil services (including violence prevention counseling) and referrals for such services;
13. Activities to address needs that may arise from domestic violence;
14. Adaptation of space and purchase of supplies for non-school facilities to provide services listed above;
15. Provision of school supplies, including those to be distributed at shelters or other appropriate locations; and
16. Other extraordinary or emergency assistance needed to enable homeless students to attend school.

A child is homeless if: An individual who lacks a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing housing due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate housing.
- Living in emergency or transitional housing.
- Abandoned in hospitals.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.

- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations.
- Migratory children who qualify as homeless because they are living in the circumstances described above.

Houghton Lake Community School shall enroll and immediately enroll students experiencing homelessness even when lacking:

- Proof of residency
- Guardianship
- Birth certificates, school records, or other documents
- Medical records, including immunization records
- Required dress code items, including uniforms

The Houghton Lake Community Schools shall meet the following McKinney-Vento Enrollment Procedures for homeless students:

- School placement in:
 1. School or origin, if the parent wishes and it is feasible
 2. School in area of current residency
- Educational rights posted in:
 1. All public schools
 2. The community
- Access for unaccompanied youth
- A dispute resolution process:
 1. District level process (30 days)
 2. State level process (30 days)
 3. Children remain enrolled in the district until both resolution processes have been completed.

The Houghton Lake Community School District shall address the needs of students experiencing homelessness:

- Set aside Title I funds.
- Reserve slots in Head Start and Even Start.
- Ensure enrollment.

The Houghton Lake School Individual Buildings shall:

- Enroll students in free breakfast and lunch programs.
- Ensure access to appropriate instructional supports/resources, including those available through Title I set asides, gifted programs, and special education.
- Conduct an educational assessment.
- Provide homeless awareness training to all staff especially those responsible for enrollment.
- Alert teachers of a student's living situation (respecting privacy).

The Houghton Lake Community Schools shall work with children and youth experiencing homelessness:

- Encourage supportive relationships.
- Establish consistent boundaries.
- Have high expectations.
- Recognize stressful environments outside of school, and provide accommodations for homework. (For example, the child may not have the means to be able to make a collage or do a science project outside of school).
 1. Provide needed supplies.
 2. Provide time and space in the school.
 3. Modify homework.

The Houghton Lake Community School District and Staff shall make every effort to follow the intent of the McKinney-Vento Act successful by including:

- Comparable services
- Parental involvement
- District Liaison and Building Level Liaisons collaboration between social service agencies and school districts
- Restriction of the segregation of homeless students

**HLCS PARENT, VISITOR AND VOLUNTEER
BUILDING ADMITTANCE POLICY**

The Houghton Lake Community School Board of Education promotes both the active participation of parents in the education of their children, and the selflessness of volunteerism. Parents and volunteers are welcome in the District’s facilities. However, of paramount concern to the Board is providing a safe learning environment for its students. Therefore, the Board has enacted this policy to ensure the safety of students.

The School Safety Legislation of 2005 (collectively Public Acts 129-131 and 138 of 2005, and hereafter “the Acts”) requires that a school district run a criminal background check on an individual in a position to spend time with its students. The Acts go further to delineate a number of crimes that, if convicted of, preclude an individual’s access to public school facilities. Though the Acts require background checks in certain circumstances, they offer guidance on how to treat only a limited number of convictions. The intent of this policy is to provide consistency to how the District handles the results of criminal background checks.

In all buildings of the Houghton Lake Community Schools, parents, visitors and volunteers must immediately report to the office to check in. If a parent, visitor or volunteer is to spend time with students, with limited or distracted presence of District staff, the school office shall request a criminal background check for the parent, visitor or volunteer.

If permission to run the check is denied by the parent, visitor or volunteer, access to the school building shall be denied. *If permission to run a check is granted, the following chart indicates how, in general, a conviction result will be handled:*

Nature of Conviction	Admittance Decision
Crimes against children	No admittance
Violent crimes (not against children)	Deferred to committee*
Non-violent crimes (not against children)	Permitted with possible restrictions

In the event that an admittance decision is to go to committee, a decision will be rendered within 48 hours.

*The committee in question will consist of any five (5) of the following named positions, but will, whenever possible, include at least one central office administrator, at least one building administrator, and at least one Board member:

Superintendent, High School Principal, Middle School Principal, Collins Elementary Principal, Board of Education President, Board of Education Vice President, or Board of Education Secretary.

The committee shall make record of its determination and provide the record to the central office for consideration as guidance in the administrative guidelines to accompany this policy.

This policy shall in no way limit an administrator’s authority to deny admittance to, or remove from the premises, an individual without a criminal record, if said individual, in the opinion of the administrator, is behaving in a threatening or

inappropriate manner. Administrators are encouraged to involve the school liaison officer in any situation they feel warrants assistance.

SECTION 504 POLICY

It is the policy of HLCS to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. Under this policy, a handicapped student is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment, or (c) is regarded as having such an impairment (34 CF. R. Section 104.3 (1) and (k)). Students may be handicapped under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

FAMILY EDUCATION RIGHTS & PRIVACY (FERPA)

The educational records of any student enrolled in HLCS are protected under the Family Educational Rights and Privacy Act of 1974. A parent may review their child's educational records by contacting the building principal and arranging an appointment. The principal or designated school employee will simultaneously review the records and provide explanation and interpretation as necessary. If a parent or eligible student feels some portion of the record is inaccurate, misleading or otherwise in violation of privacy or other rights of the student, a request to amend the record may be submitted.