

Houghton Lake Middle School



Student Handbook

2017-2018

MISSION STATEMENT

Houghton Lake Community Schools' mission is that all students in the Houghton Lake Community Schools will show annual academic progress leading to readiness for career, college and community.

VISION STATEMENT

Houghton Lake Community Schools will be a destination district recognized for its quality programming and performance.

HOUGHTON LAKE COMMUNITY SCHOOLS *BOARD OF EDUCATION*

Thomas Dean, President
Julie Brown, Vice President
Kelly Christian, Treasurer
Renee Nichols, Secretary
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Nan Combs, Trustee

www.hlcsk12.net

Dear Parents and Students,

Welcome to the 2017-2018 school year! Please take the time to read and discuss this handbook together. The rules and regulations contained in this handbook are reviewed annually to meet the high expectations of our staff and the safety of our student body. Some of our practices and procedures have been modified while most have remained the same. Our handbook has been approved by the Houghton Lake Board of Education as the official policies students must follow while in attendance at Houghton Lake Middle School. The policies are in effect while in attendance at ALL district-wide, school-sponsored activities.

Please sign and return the *Statement of Understanding* which accompanies this handbook after you have read and discussed its contents. Also included with the packet of information to be returned is a *Partnership Agreement*. We believe parents and educators are partners in the education of our children and together, we can make tremendous progress. Please take a moment to complete this agreement together to indicate our joint commitment to education at the middle level.

Middle school is an exciting time, filled with new experiences. Students are growing physically, socially, emotionally and intellectually. It is our desire that your child's educational experience at HLMS is a positive one. We look forward to an exciting year and encourage open communication as together we pursue success in every aspect of your child's school life.

Leif C. Williams
Principal

Contact Information

Leif Williams, Principal	(989) 366-2016
Darren Barnes, Assistant Principal	(989) 366-2030
Tom Sucaet, School Social Worker	(989) 366-2049
Ellen Butler, School Secretary	(989) 366-2000 ext. 2017
Lynette Gosney, School Secretary	(989) 366-2018
Jim Gerdes, Athletic Director	(989) 366-2018
HLMS Fax	(989) 366-2078
To contact a classroom teacher, please call the office phone	(989) 366-2018
Central Office	(989) 366-2035
Susan Tyer, Superintendent	(989) 366-2031
Food Service	(989) 366-2013
Bob Bryant, Transportation Director	(989) 366-2029

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 or call (989) 366-2035.

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PROCEDURE FOR CONCERNS

If you have a problem that does not seem to be resolved, a follow-up call can be made to the person listed below:

If you called:

Teaching Assistant
Classroom Teacher
Secretary of the building
Food Service Director
Bus Problem
Transportation Supervisor
Principal
Central Office-Payroll/Accounting
Business Manager
Superintendent

Follow-up call to:

Principal
Principal
Principal
Superintendent
Transportation Supervisor
Superintendent
Superintendent
Superintendent
Superintendent
Superintendent
Board of Education President

GRADING SCALE

100-93	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 - below	E

SCHOOL IMPROVEMENT

We are continuously seeking to improve the educational experiences of Houghton Lake Middle School students. If you would like to learn more about the school improvement goals, please attend our building school improvement meetings which are posted on the district calendar.

DISTRICT & BUILDING INFORMATION

SCHOOL SAFETY PROCEDURES

CLOSED CAMPUS

The school is considered a closed campus. A closed campus means students are not allowed to leave the school grounds, and visitors are not allowed to visit without proper authorization by school authorities. Students are not allowed to leave school during the day without a parent or guardian. Parents must sign students out of school at the office. Students reporting late to school or leaving early must report to the office.

EMERGENCY INFORMATION NOTICE

The school will provide each child an information card for emergency purposes. It is filled out when they first register in any Houghton Lake Community School. This information needs to be updated yearly and returned to the office. Please return any updated information or special information that may be needed in case of an emergency.

ENTERING/EXITING THE BUILDING

The first morning bell rings at 7:55 AM and the second bell indicates school begins at 8:00 AM. Students are expected in their classroom and ready to receive instruction. The dismissal bell rings at 3:15 P.M. NO class is dismissed until the teacher dismisses the class. We do have a 1:15 P.M. dismissal for students on Wednesday afternoons.

FIRE DRILLS/EVACUATION DRILLS

A number of fire drills will be held throughout the year. Students are expected to vacate the building with their classroom teacher in a quiet, swift manner, and are expected to conduct themselves in an orderly fashion during these drills. These drills are to be considered serious practice for the safety of all students. We will also conduct tornado and lockdown drills.

EMERGENCY/LOCKDOWN DRILLS

The most important aspect of any emergency drill is for students to follow the directions given to them by the adult in charge. This may be a teacher, teacher's assistant, cafeteria worker, custodian or administrator. All lockdown drills will be conducted by local law enforcement agencies. Students will be familiar with procedures before a drill takes place.

SCHOOL SECURITY

Adults entering the building shall use the front door only and report to the office before continuing throughout the building. All other doors will remain locked during the school day. The safety of your children is our number one priority. **Upon entering the building, ALL VISITORS INCLUDING PARENTS are asked to immediately report to and sign in at the office.** Teachers are instructed not to release students to anyone without notification from the office. Trespassers may be subject to law enforcement intervention.

STUDENTS PICKED UP BY PERSONS OTHER THAN PARENTS

Students will not be permitted to leave the building with persons other than their parent or guardian, unless a note or phone call has been received stating the identity of the person designated. **A parent or designee must sign the child out of the office and write the reason for the child leaving and/or returning.**

SCHOOL VISITORS

Time on task is important for our children. A friend or relative visiting from outside our school district may want to visit. **The principal will not approve a guest student visiting a classroom during the school day.** The host parent may bring the visitor to school during the lunch period with the approval of the principal.

EMERGENCY SCHOOL CLOSING

In the event of bad weather, snow or ice conditions which close school, announcements will be made as early as possible. You will be contacted via School Messenger (phone system) and local radio and television stations.

PARENT COMMUNICATION

WHEN THERE IS A PROBLEM

Call or email us! We would rather take care of a problem in its early stage than wait until we have a serious situation. Please contact us if the things you hear concerning school do not seem to fit together. Usually there is an explanation and if there is not, we should know about it. Call 366-2018 to reach the office. Contact Mr. Williams, Principal, at williamsl@hlcsk12.net or Mr. Barnes, Assistant Principal at barnesd@hlcsk12.net.

REPORT CARDS

Report cards are issued four (4) times per year. The dates are listed in the school calendar. Parents can access student grades via Parent Portal throughout the school year.

NON-CUSTODIAL PARENT POLICY

Parents or guardians with joint or special custody considerations are strongly encouraged to provide a copy of the current custody papers from the court system with us. We will honor the guidelines in the legal document, but cannot enforce a parent's request without it. We will provide copies of report cards to both parents upon request.

PARENT OPPORTUNITIES

Research shows children do better in school when their parents are involved in the school community. Please consider becoming a school volunteer. **All school volunteers must undergo a criminal background check before being allowed to volunteer.** Consider volunteering to:

- help with sporting events
- chaperone a field trip
- help organize Paw Pride
- teach an enrichment class for Enrichment Days
- volunteer in your child's classroom
- help with field day
- be a big brother/sister

HEALTH & SAFETY PROCEDURES

MidMichigan Health Services, in conjunction with the Michigan Departments of Education and Community Health offer the services of the **School Based Health Center** to the students of Roscommon County. The School Based Health Center also provides Mental Health Services and Outreach Nurse Services.

- The School Based Health Centers at Houghton Lake High School is open and available to serve the students of the district. The goal of the School Based Health Center is to help improve the health and well being of our county's students. Healthy students are better equipped for school and life success. Our target population is 10-21 year old students and the dependent children of those students. Services include primary health care, sports physicals, confidential services, first aid, well child checks, immunizations, preventative care, mental health services and health education. The center can also assist with student enrollment in Medicaid services. Charges are billed to insurance and all students are eligible for a sliding fee scale so cost should never prohibit access to care.
- The School Health Services Program also has on staff a full time counselor. The counselor is available to students for individual and group counseling as well as health education services. Students may request services or be referred for services by the School Based Health Center staff, school staff, or parents. The sliding fee scale also applies to this service.

All students seen in the School Based Health Center or for Mental Health Services (with the exception of services allowed by law) must have a Parental Consent Form on file before they can access services. Consent forms are sent home at the beginning of each school year and additional copies are available in the center.

Staff and Contact Information:

Carissa Bonner, CPNP	Pediatric Nurse Practitioner/Director	(989) 366-2061
Caitlin Berresford, LMSW	Mental Health Counselor	(989) 366-2061

We look forward to working with you!!!

ADMINISTRATION OF MEDICATION - BOARD POLICY

The administration of medication to students by school personnel or the self-possession and/or administration of medication by the student shall only be authorized and permitted in circumstances consistent with this policy and which require the student to receive the medication in the school setting. Medication shall be administered to students only by school personnel who are specifically designated and authorized by the building principal or other school administrator, and only in compliance with the requirements of this policy. If your child requires medication in the school environment, please fill out the form: *Request for the Administration of Medication*. This form is available in the office. For purposes of this policy, the term "medication" shall include both prescription and non-prescription medications taken by mouth, inhaler, injection, (including epi-pen) or application including drops and creams.

STUDENT SELF - POSSESSION/SELF - ADMINISTRATION OF MEDICATION

Students who are able to self-administer specific medications shall be permitted to do so only when the student's parent/guardian has provided written authorization for the student to self-possess and/or

self-administer the medication in the school setting. Regardless of the student's age, a health care provider must provide written instructions regarding the use of the medication.

ALLERGIES, SEIZURES

If your child has allergies, seizures, or other medical problems, notify the office immediately so we can notify your child's teacher.

COMMUNICABLE DISEASES

Students with communicable diseases shall not attend school unless cleared by their health care provider.

"NO NIT POLICY"

The following policy was effective January 21, 1997:

"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 before entering their classrooms."

This policy was adopted and will be enforced to ensure the children in the Houghton Lake schools are in a "lice free" environment.

ACCIDENTS

If your child is severely injured at school, we will notify you to come and pick up the child. Minor bumps and scrapes will be handled in the office and/or at the school based health center. The emergency form signed by the parent/guardian allows us to contact services when the injury is severe or parent/guardian cannot be reached. An attempt will be made to contact you if your child has been injured and to inform you what type of first aid we have administered. The consent form to be seen at the School Based Health Center by the Nurse Practitioner will be sent home on the first day of school.

CONCUSSIONS

A concussion is a type of traumatic brain injury which changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body which causes the head and brain to move quickly back and forth. Previously signed Concussion Awareness forms for all students are maintained in their student records. New enrollees will receive a Concussion Information Sheet to be signed and returned to the school office.

FOOD SERVICE PROGRAM

School breakfast and lunches will be available FREE to all middle school students. Ala Carte items and milk may be purchased separately for a minimal charge. Food and beverages are to be consumed in the cafeteria only. No glass bottled beverages are to be brought into the building. Unopened plastic bottled beverages may be brought into the building for lunchtime only. Empties must be removed from the student's locker at the end of each day. In order to receive a free lunch, families are required to complete the Household Information Survey which is distributed in the packet the first day of school.

CORE CURRICULUM

All students participate in Core Curriculum classes every day and electives, which may include physical education, computers, music, and band (beginning in Grade 6). Houghton Lake Middle School offers a core curriculum of mathematics, science, social studies and language arts.

Structured Intervention at HLMS

Response to Intervention (RTI) is a process designed to help schools focus on high quality interventions that are matched to students' needs. Assessment data are used by school personnel to adapt instruction and to make decisions regarding the student's educational program on a frequent basis.

H.I.V. AND REPRODUCTIVE HEALTH EDUCATION

Presentations concerning the physical and emotional development of adolescence, as well as H.I.V. education (per Michigan law), will be offered to middle school students. You have the right to review all materials. You also have the right to excuse your child from participation in the classes. Written notice of your request is required.

M-STEP TESTING

This statewide assessment is administered in the spring to all students grades 4 through 7.

In addition to M-Step testing, students will be formally assessed each marking period in all core curricular areas. We also administer the Northwest Evaluation Association (NWEA) testing three times a year.

ATTENDANCE POLICY

- A. **Students absent during the school day MAY NOT participate in school activities after school hours.** One half day of attendance (three class periods excluding lunch) must be attended to participate in extracurricular activities. Any extenuating circumstance must be approved by the building administration.
- B. All absences should be reported to school officials no later than 9:00 AM the day following the day of absence. Absences must be reported in writing, email (to gosneyl@hlcsk12.net) or by phone (989-366-2018) by the parents or guardian. (See sample note below). A student is given one day for each day absent to make up homework, unless other arrangements are made between the teacher and student.
- C. PARENTS MUST ASSUME THE RESPONSIBILITY OF CONTACT WITH THE SCHOOL FOR ALL ABSENCES. Unreported absences will be unexcused and handled as truancy.
- D. Students absent 10 consecutive days without notification to the middle school office will be automatically dropped.
- E. If students must be released early from school, parents should notify the school in advance of the early dismissal time. Parent/guardian should send a note with the student on the day of early dismissal. Parent/guardian must come in and sign the student out at the office.
- F. Students will receive an unexcused absence if they leave school without notifying school officials and receiving permission, and/or having their parent or guardian sign them out at the office.

G. Excused Absence - A student's absence may be excused for the following reasons:

- Personal illness
- Subpoenaed court appearance
- Family emergency
- Suspension from school
- Doctor or dentist appointments
- Attendance at a funeral

PLEASE NOTE

- ⇒ The principal has the right to question those absences believed to be excessive even though there might be reasons generally considered as excused.
- ⇒ School related absences or absences caused by suspensions from school will be treated as excused absences.
- ⇒ An excused absence allows the student to make-up any missed assignments or tests. The day(s) are recorded as "absent from school" on the student's total attendance.
- ⇒ Absences for reasons such as oversleeping, missing the bus, being suspended from the bus, being out of town without prearranged permission, etc. are considered unexcused. Also, a student who skips school will be required to make up the time missed.
- ⇒ The parent or guardian is to send a note with the student upon student's return to school. In order for the absence to be considered excused, the notification must be received in the school office no more than one school day after the day the student returns to school.

SAMPLE NOTE:

DATE

Dear (Teacher),

(Child's Name), (days absent) and (reason for absence).

Closing,

(Parent/guardian signature)

UNEXCUSED TARDINESS

All students are expected to report to school no later than 8:00 AM. Students reporting to school after 8:00 are reported tardy. Habitual or chronic tardiness will be handled through administrative actions. This may include behavior referrals, parent conferences and/or referral to the school resource officer.

PRE - PLANNED ABSENCE

Absences such as medical appointments and family trips are absences that are known in advance of the day of the absence. These absences must be cleared with the principal three (3) days in advance of the day of the absence for a determination if they will be excused or unexcused. The following must be met:

- Personal, prior arrangement is made by parent(s) with principal.
- Arrangements with the teacher for make-up work are made prior to leaving and completed before they return.

- Absences in excess, whether excused or unexcused, may be reported as a truancy matter.

MAKE-UP WORK

It is the responsibility of the student to contact his/her teacher for the work missed immediately upon his/her return to school.

UNEXCUSED

When a student does NOT produce a valid excuse in the allotted time or deliberately skips school, or refuses to attend class he/she will receive an unexcused absence or tardy.

POOR ATTENDANCE

Poor attendance may negatively affect progress since a student may fail to earn passing grades due to lack of class participation.

TRUANCY POLICY

1. Attendance letters will be sent home after a student has accrued 8 unexcused absences.
2. A second attendance letter will be sent home after a student has accrued 10 unexcused absences.
3. A third attendance letter will be sent home after a student has accrued 15 unexcused absences.

Number of absences for notification is based on recommendations from the 34th Circuit Court.

SUSPENSION AND ABSENCES

A student is marked suspended rather than absent, making the absence excused. A student is expected to make up all work missed during the suspension. Students MAY NOT come to any school function or be on school property while suspended.

PERFECT ATTENDANCE INCENTIVE

Each student with perfect attendance for the year will be invited to participate in a special event at the end of the school year. Perfect attendance is defined as missing three or fewer hours of school during the school year.

GENERAL INFORMATION

COMPUTERS AND INTERNET USAGE

Computer use is a privilege at Houghton Lake Middle School. Students will be responsible for any damage done to computers or for inappropriate information left on them. Students and parents must sign and return the *Internet Use Agreement Form* before students will be allowed to use computers at school. Student computer use privileges will be revoked if a student violates school rules or accesses information on the internet which are deemed inappropriate. Additional disciplinary action may be taken.

MEDIA PHOTO RELEASE

Unless otherwise notified in writing by parent/guardian, student pictures may be published in the newspaper, newsletters, or used in TV news stories or promotional video of school events. Students' personal information will not be included other than name, and in some cases, parent's name.

FAMILY FUN NIGHTS

Family fun nights will be held at the middle school periodically. Students and families will be notified through weekly phone calls by the principal, school newsletters, social media, the sign in front of the building and/or the school website.

FIELD TRIPS

Students on a field trip represent their school and are expected to follow all school rules. A positive attitude and good behavior will help ensure the field trip is a fun learning experience. Students will be given notice for expectations and academic performance prior to any field trip. Parents should agree to the expectations and may be asked to sign the notice and understand their student may be held back from the trip if their behavior at school is unacceptable. Field trips are not currently funded by the school district and will be dependent on fundraisers or donations. Participation in field trips is subject to the school behavior policies and practices.

LEARNING MATERIALS

All materials required for learning will be provided by the school per state law. However, students are welcome to bring their own general supplies, such as notebooks, crayons, and pencils for their personal use.

GYM LOCKS

Gym locks can be obtained by paying a \$5.00 deposit which will be refunded at the end of the school year upon return of the lock in good condition.

INAPPROPRIATE SCHOOL ITEMS

Items deemed inappropriate for school may NOT be used on school grounds at any time during the school day or for a school related function. These items include, but are not limited to: skateboards, rollerblades, electronics (except with principal permission), toys, aerosol containers water balloons, squirt guns, shaving cream. Possession or use of these items will not be tolerated and may result in administrative action.

LEAVING THE BUILDING

HLMS students are not to leave the middle school building or grounds before or during the school day except as directed by a responsible adult with the principal's permission. Middle school students are NOT allowed in the woods or on the high school grounds.

LOCKER AND DESK SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. **A student's failure to permit searches and seizures may result in disciplinary action.**

PERSON AND POSSESSION SEARCHES

A student's person and/or personal effects (purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe the student is in possession of illegal or unauthorized materials. If illegal or contraband materials are discovered in a proper search, they may be turned over to legal authorities. Refusal to permit searches may be considered ground for disciplinary action.

PETS

All pet visits must be approved by the administrator or designee. Students may not bring animals, dead or alive, to school for any reason without prior permission.

SCHOOL PARTIES

Room parties are held at the discretion of the teacher. Your child's teacher will notify you concerning the details of parties.

TELEPHONE USE

A telephone designated for student use is located in the office. Students must secure permission from their teacher to go to the office as well as permission to use the phone from office staff. Routine use of the phone for non-emergency use will not be tolerated. Students may use the phone when ill or when practices have been cancelled. Other uses will be determined by office staff.

CELL PHONES

Must be stored in student lockers and must be **turned off** during school hours. Staff members may take cell phones from students if they are used between 7:30 a.m. and 3:15 p.m. (unless special permission is given by a school employee). Phones will be turned in to the office and may be picked up after school.

TEXTBOOKS

Textbooks assigned to a student are the student's responsibility. Students will be held responsible for loss or damage to materials issued for learning purposes. If damage is done to a book, a charge for repair will be assessed. Lost materials, or those damaged beyond repair will be assessed at replacement costs. It is the student's responsibility to notify the teacher of any damage to the book at the time it is issued if the student receives a book that is already in poor shape. Otherwise, the student in possession of the material shall pay damages.

SCHOOL DRESS CODE

The staff of Houghton Lake Middle School will enforce a dress code policy consistent with Board Policy 5511: Dress and Grooming. Please refer to this policy for any questions or concerns.

Please respect the following guidelines:

- Children should dress appropriately for going outside for recess each day.
- Coats, hats, headscarves and sunglasses may be worn on the playground depending on the outdoor temperature, but they are to be taken OFF inside the building and put in lockers.
- The absence of footwear will be considered a health hazard. Athletic shoes must be worn for physical education.

- Students wearing clothing with obscene language, offensive sayings, offensive designs, or items promoting alcohol, drugs, cigarettes, drug paraphernalia, or gang signs will be directed to call home and have other clothing brought to school.
- Studded or spiked bracelets, spiked wristbands, wallets with chains and choke chains are not acceptable school apparel. The wearing of dog collars are not permitted in our schools. These kinds of items will be confiscated until an adult picks them up.
- Sleepwear (i.e. pajamas) will not be allowed.
- No “sagging” or torn clothing deemed inappropriate will be allowed.
- Shoes with roller skate wheels are not to be worn at school.

Please label all HATS, MITTENS, COATS, TENNIS SHOES AND BOOTS. If your child’s belongings end up in the lost and found, there is less chance it will be taken if well labeled!

STUDENT ACTIVITIES

ATHLETIC INFORMATION

Participation in athletics at Houghton Lake Middle School is considered a privilege. Athletes and student managers in all sports MUST follow all school rules in addition to any issued by coaches. Substance use (alcohol, drugs or tobacco) will not be tolerated. Violation of state, federal or local laws will exempt a player from all contests and practices. In addition, athletes must meet eligibility standards. Athletes will receive a participation contract with all rules and qualification standards.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student (6th and 7th grade only). Membership is based on the five ideals of: scholarship, leadership, service, character and citizenship. No student is inducted simply because of a high academic average. Membership incurs the responsibility to uphold these ideals. Students who meet the 3.3 cumulative g.p.a. qualifications are considered for membership by a faculty council.

HLMS ACTIVITY NIGHTS

The middle school student council sponsors Activity Nights a number of times during the school year. In order to attend Activity Night, students must have no more than 3 Office Discipline Referrals and no suspensions from school for the preceding month. Students will be notified at school that they may not attend, but it is ultimately the student’s responsibility to know how many detentions they have had or whether they have been suspended since the last Activity Night. Keeping track is easy-just mark your planner! Parents will be asked to chaperone Activity Nights. Consider volunteering to sell concessions, run a game room, or watch over the dance floor!

PARENT INVOLVEMENT POLICY

TITLE I SCHOOL

Houghton Lake Middle School, as a recipient of Title I funds, hereby adopts the following policy for parental/guardian involvement. This policy meets the No Child Left Behind requirements of Section 1118 and applies to the entire middle school student population and their parents. It supports the goals and strategies outlined in the school wide plan.

1. The school will involve parents in the joint development of the school wide plan and the processes of school review and improvement.
2. The school will provide the coordination, technical assistance and other support necessary to assist in planning and implementing effective parent involvement strategies in state approved programs.
3. The school will strive to build school and parent capacity for strong parental involvement.
4. The school will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the particular attention to parents who are economically disadvantaged, are disabled, have limited literacy or are of any racial or ethnic minority background and use the findings to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policy of the school. The results of the evaluation will be used to drive improvement of the school wide plan. The school will involve parents in the activities of the school. Parents of children receiving services shall be involved in the decisions regarding how funds are allotted for parental involvement activities.
5. A copy of this policy shall be placed in the student/parent handbook and copies will be made available to parents and community members. Parents shall be notified of the policy in a uniform format and language the parents can understand.
6. An annual meeting shall be convened to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I funds and activities and to explain the rights of parents. The school will be flexible in the times of the meetings to meet the needs of the parents.
7. If the plan is not satisfactory to the parents of participating children, the district shall submit any parent comments with the plan when the school submits the plan to the State.
8. The school will involve parents in the annual planning, review and improvement of the school wide policy.
9. The school will provide a description and explanation of the curriculum in use at the middle school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet. The school shall provide materials and training to help parents work with their children to improve their child's achievement in areas such as technology. Professional development will be provided to staff on how to work with children and their parents in a coordinated school/parent environment.
10. The school shall jointly develop a school/parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved students academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's standards. This compact will be distributed in the fall and discussed at the parent/teacher conferences.

RULES AND PROCEDURES

BULLYING/HARASSMENT

Bullying, which is the repeated abuse of a student over time by other students, can take many forms including any combination of written, verbal, or physical acts, including cyber bullying which

- A) substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- B) adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C) has an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D) causes substantial disruption in, or substantial interference with, the orderly operation of the school.

Some examples of bullying are:

Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal – taunting, malicious teasing, insulting, name calling, making threats.

Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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 administrative action consistent with the school and district's 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 administrative action.

BEHAVIORAL EXPECTATIONS FOR ALL STUDENTS IN ALL SETTINGS

Students are expected to adhere to the common expectations of being Responsible, Respectful, Safe and Engaged while they are students at Houghton Lake Community Schools. Specific expectations for various settings throughout the school are described and taught to all students.

CAFETERIA EXPECTATIONS

The cafeteria offers a healthy breakfast and lunch FREE to all students. Students are expected to practice respect for others and self-discipline by using good manners and language. Profanity and throwing things will not be permitted. Please get permission from a staff member before leaving the cafeteria. At the end of your lunch period, remember to find a seat and wait to be dismissed. Keep food and drink in the cafeteria.

BUS RULES (HLCS Transportation Department Policy)

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 impossible for the bus to wait for students.

- 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 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. will not be allowed.
- General horseplay is unacceptable and will not be 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 your 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; the bus drivers will confiscate them if the phones are used while on the bus.

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 home.

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 will result 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 THIRTY (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 arrive 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.

PLAYGROUND EXPECTATIONS

RECESS

We encourage all children to participate outside at free play during recess periods. Children attending school should feel well enough to play outside. Exceptions may be made depending on the child's illness. Please send clothing for your child suitable with the temperature. Recess will be in an alternate setting in inclement conditions.

At the onset of each school year, and as needed, staff will teach responsible, respectful, safe, and engaged expectations on the playground. These will include:

RESPONSIBLE: Line up when the whistle blows; Put equipment in the bag and bring in

RESPECTFUL: Follow directions the first time given; Use kind words; Resolve conflicts without hurting feelings

SAFE: Keep hands, feet and belongings to self

ENGAGED: Include others in games and activities

Special rules for sledding and other winter activities will be taught as needed.

MISBEHAVIOR ON THE PLAYGROUND

Because of its unique setting, behavior that is unsafe, or does not otherwise meet expectations will be addressed by the staff member(s) responsible for supervising the playground. This may include a behavior referral, time out, or loss of recess privileges for a short time.

General Infractions

General infractions-will generally be handled by the teacher through the use of strategies, conference with the student, RTC referral, consultation with other teachers, school counselor, the social worker, discussion with the parent or guardian, discussion of the problem with the principal, or other appropriate consequence.

Expectations

Houghton Lake Middle School Positive Behavior Interventions and Supports framework is designed to teach and reinforce desired behaviors through direct teaching of expectations, acknowledging appropriate behaviors, and correcting inappropriate behaviors. It focuses on four overarching expectations: RESPONSIBLE, RESPECTFUL, SAFE, and ENGAGED

These expectations were identified with input from students and staff, and are discussed and reinforced with students on a regular basis. The expectations were further defined for both classroom and non-classroom settings to teach students desired and acceptable behaviors throughout their school day. These expectations can be reviewed on the Schoolwide Behavior Expectations Matrix at the end of the handbook.

Classroom teachers and other school staff are trained and qualified professionals who share in the responsibility of teaching expected behaviors, and addressing student behaviors when they do not meet those

expectations. Teachers may use a variety of classroom management strategies when student behaviors become disruptive to the responsible, respectful, safe and engaged learning environment.

These strategies may include conferences with the student, parent contact, classroom accommodations or supports, referral to the Responsible Thinking Process, referral to additional behavioral supports or interventions, and after-school or lunch/recess detentions.

Minor Problem Behaviors

Occasionally, a student's behavior will continue to disrupt the learning environment despite effective classroom and behavior management strategies and interventions. When the disruption is minor and short-lived, a teacher or administrator may refer the student to the Responsible Thinking Classroom (RTC). In this setting, the student identifies the expectation that was not being met and, with the assistance of a trained staff member, develops a plan to meet that expectation in the future. Once that plan is reviewed with the classroom teacher, the student is allowed to return to the classroom setting without further action.

The Responsible Thinking Process does not replace effective classroom management, strategies and skills. Referrals to the RTC are documented daily. Teachers will contact parents/guardians if behavior is repeated despite use of the Responsible Thinking Process. Persistent, chronic misbehavior, or behaviors that are considered serious or severe may be addressed through administrative action.

Major Problem Behaviors

Any conduct which causes or creates a reasonable likelihood of substantial disruption to any school function, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of themselves or others is considered a Major Problem Behavior. The following is a list of major infractions that will not be tolerated, and call for administrative action (not all acts of misconduct can be itemized here):

- Abusive Language/Inappropriate Language/ Profanity
- Bullying - *Repeated intimidation, teasing, taunting, threats, or name calling*
- Disrespect
- Defiance/Insubordination/Non-Compliance
- Disruption
- Fighting/Physical Aggression
- Forgery/ Theft/Plagiarism
- Harassment - *Related to gender, ethnicity, sex, race, religion, disability, physical features*
- Inappropriate Location/ Out of Bounds Area
- Lying/Cheating
- Skip Class/Truancy/Chronic Tardiness
- Technology Violation
- Property Damage/Vandalism
- Use/Possession of Alcohol, combustibles, drugs, tobacco, electronic cigarettes or weapons

Administrative action may include, but is not limited to; detention, suspension, recommendation for expulsion, restitution, parent meeting, referral to police or other community agency, referral for additional behavioral

interventions or supports, or request for restorative conference. Parents/guardians may appeal administrative actions using the appropriate Houghton Lake Board Procedure.

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.

HOUGHTON LAKE COMMUNITY SCHOOLS 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 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 of 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

Houghton Lake Middle School - Behavior Expectations

	Cafeteria	Arrival/Departure	Classroom	Hallway	Restroom	Playground
Responsible	<ul style="list-style-type: none"> Know and use your ID number Clean up after yourself 	<ul style="list-style-type: none"> Arrive and exit on time Enter only through appropriate door Go straight to the cafeteria or outside. Save your locker for later 	<ul style="list-style-type: none"> Bring materials and assignments to class Use restroom on your time Turn in your work and show up on time 	<ul style="list-style-type: none"> Keep floors and lockers clean Be on time 	<ul style="list-style-type: none"> Go, Flush, Wash, Leave Use soap and supplies appropriately Report unsafe conditions Use restroom on your time 	<ul style="list-style-type: none"> Line up when the whistle blows Put equipment in bag and bring in
Respectful	<ul style="list-style-type: none"> Follow directions the first time given Use kind words; "please," "thank you," and "no, thank you." Voice Level 0-2 	<ul style="list-style-type: none"> Follow directions the first time given Say "Good morning" to staff and keep moving Voice Level 0-2 	<ul style="list-style-type: none"> Follow directions the first time given Listen when anyone else is talking Wait your turn to speak Use kind words; "please," "thank you," and "no, thank you." 	<ul style="list-style-type: none"> Follow directions the first time given Go around when others are talking Use kind words Voice Level 0-1 	<ul style="list-style-type: none"> Follow directions the first time given Put garbage in the garbage can, TP down the toilet, Water in the sink Voice Level 0-1 	<ul style="list-style-type: none"> Follow directions the first time given Use kind words Resolve conflicts without hurting feelings Voice Level 0-4
Safe	<ul style="list-style-type: none"> Keep hands, feet and belongings to self WALK on the right 	<ul style="list-style-type: none"> Keep hands, feet and belongings to self WALK on the right Face forward 	<ul style="list-style-type: none"> Stay in your class until your teacher dismisses you Sit with all four chair legs on the floor. Use materials properly 	<ul style="list-style-type: none"> Keep hands, feet and belongings to self WALK on the right Face forward Go through doors on the right-hand side 	<ul style="list-style-type: none"> Keep hands, feet and belongings to self Go directly to the stall; Honor others' privacy 	<ul style="list-style-type: none"> Keep hands, feet and belongings to self
Engaged		<ul style="list-style-type: none"> Pay attention to time so you get to class on time Put phones away 	<ul style="list-style-type: none"> Look at the person speaking Do your best Stay on task 	<ul style="list-style-type: none"> Pay attention at corners and doorways 	<ul style="list-style-type: none"> Remember why you are here 	<ul style="list-style-type: none"> Include others in games and activities