Houghton Lake Community Education

Another Choice – Another Chance



2026-2027 Student Handbook

Houghton Lake Community Education
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Mission

The mission of Houghton Lake Community Schools is to develop lifelong learners through high-quality instruction, meaningful engagement, and community collaboration.

Vision

We are the destination district where a proud community works together to develop lifelong learners through connection, opportunity, and support.

Board Approved: August 17, 2026

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WELCOME

It is with great pleasure that we welcome you to the Houghton Lake Community Education (HLCE) Program. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. The year ahead will be a time of academic and social growth. It is our goal to see that each student has the opportunity to be successful. It is up to each student to study, attend classes regularly, and to become involved in their school. Alternative education provides guidance and direction for problem solving. It is a positive alternative to continued failure in the regular school system. It offers students and parents a choice, an alternative education. We, the staff of Houghton Lake Community Education, look forward to helping each of you reach your goals.

This handbook is meant to provide students at HLCE with quick and easy access to information about the school. It is intended to address the questions most commonly asked concerning how our program operates. ***The sections on discipline, grading, attendance and tardiness should be of particular interest to you.*** It is hoped that this handbook will be used as a success guide to all students as they pursue their educational goals at HLCE.

ADMISSION TO THE PROGRAM

The Houghton Lake Community Education program is designed to address the needs of high school and adult students who have not been successful in a typical high school setting. Students who wish to enroll need to come to the community education building prior to the first day of classes, which is September 8, 2026. At this time students will be expected to complete enrollment forms.

Individuals wishing to enroll in the community education program are required to go through an intake process unless they have a proven track record of success in our program. These meetings will be scheduled when you come in to enroll. You must bring the following documentation to the meeting:

- Proof of Residency (i.e. Utility bill, lease agreement, etc.)
- Birth Certificate (MUST be original and not a photocopy)
- Picture I.D. (Driver's License, State I.D., Passport)
- Copy of Immunization Records (Can be looked up online if you do not have an up-to-date record)

If you do not have all items listed above, please contact the main office prior to your intake meeting. Intake meetings will last approximately 30 minutes. During this time students will fill out additional paperwork and review the student handbook. **IMPORTANT: If you do not bring all documentation to the intake meeting or you do not show up, you will not be enrolled into the alternative education program.**

Students will only be accepted into the program at the beginning of each new term. If a family has extenuating circumstances, other options for enrollment may be available. **Students attending Houghton Lake Jr./Sr. High School who would like to enroll in HLCE must be referred by high school administration or counseling staff.**

SCHOOL CLOSING

If school would be closed for any reason, including inclement weather, students and parents should tune their radio to **WUPS (98.5) or WTCM** and their TV's to stations 9&10, 7&4, or 29&8**.**

BOARD OF EDUCATION

Bryan Jeske	…….....	President
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Paula Whittington	…….....	Treasurer
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ADMINISTRATION

Ben Williams	…….....	Superintendent
Angie Stern	…….	Principal

COMMUNITY EDUCATION FACULTY and STAFF

Connie Cline	…….....	Mentor
Jeremy Ryan	……	Mentor/HSE (GED) Examiner
Sara Patti	……	Mentor
Amy Ruff	……	Special Education Provider
Lynette Gosney	……	Administrative Assistant
Crystal Celaya	…….....	HSE (GED) Instructor

SCHOOL OPERATIONS

DROPPING AND ADDING CLASSES

To drop or add a class, a request must be made during the first two weeks of a class being added.

REPETITIVE COURSE FAILURE

Our school utilizes Imagine Learning, Edgenuity as our online learning platform, and the school pays for each course. The school provides daily mentor support and assistance to help students master course concepts. Students who fail to diligently work with their assigned mentor and who fail a class more than two times will have to pay to take the same class for the third time. For the 2026/27 school year, the cost is $250.00 per class.

GRADE CLASSIFICATION

The number of credits required to be classified at each grade level:

Freshman	0 - 4.5
Sophomore	5 - 9.5
Junior	10 - 14.5
Senior	15 or more

GRADE POINT AVERAGE

Students may earn credit out of normal school time towards graduation by completing 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	=	4.00	B-	=	2.67	D+	=	1.33

A-	=	3.67	C+	=	2.33	D	=	1.00
B+	=	3.33	C	=	2.00	D-	=	0.67
B	=	3.00	C-	=	1.67	E	=	0.00

GRADING SCALE

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

GRADUATION REQUIREMENTS

Graduates of Houghton Lake Community Education must fulfill the following requirements:

(1) complete 4 full years of attendance (unless there are extenuating circumstances),
(2) satisfy credit requirements as determined by year of graduation:

- Students who have not fulfilled all graduation requirements may not be allowed to participate in graduation ceremonies.
- A subject that extends over one term of instruction will earn for the student one-half (.5) unit of credit when completed successfully with a grade of D- or above
- All students must enroll full-time unless there are extenuating circumstances that are approved by the program administration.

The following classes and credits are required to graduate:

English	4.0 credits
Math	4.0 credits
Social Studies	3.0 credits
Science	3.0 credits
Health	0.5 credits
Physical Education	0.5 credits
Fine Arts	2.0 credits
Foreign Language	1.0 credits

*All students must complete one math class their senior year.
*Beginning with the class of 2028, a ½ credit of personal finance is required.

CLASS TIMES

The building and classrooms are open from 8:00 a.m.-3:00 p.m.

TESTING OUT OF COURSES

Public Act 335, Section 1279b of the State Code says, "The board of a school district shall grant high school credit in any course to a pupil enrolled in high school…who has exhibited a reasonable level of mastery…by attaining a grade of not less than a C+ in a final exam of the course."

This act allows a student the opportunity to attempt to test-out of all the credit areas required for graduation in the Michigan Merit Curriculum by taking the comprehensive final exam or a series of assessments that were given throughout the term. Houghton Lake Community Education shall grant high school credits to a pupil enrolled in the program, but who is not enrolled in the course, who has exhibited a reasonable level of mastery on the subject matter of the course by attaining a grade of not less than C+ (77%) on the end of course exam, which may consist of a test, portfolio, performance, paper, project, or presentation. Credit earned under this section shall be based on a "CR/NC" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may be counted toward the total credits required for graduation. Credit may be counted toward fulfillment of a requirement for a subject area course (e.g. English 9A, World History A, etc.) and shall be counted toward fulfillment or a requirement as to course sequence (e.g. A student may count English 9A as a prerequisite to English 9B). Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. We will offer testing out utilizing Edgenuity final exams or participate in the high school test out dates and times.

PROGRESS REPORTS AND GRADES

Students are able to access grades in their Edgenuity classes.

SIS ONLINE COURSE PROGRAM EDGENUITY BY IMAGINE LEARNING

HLCE partners with Imagine Learning through the SIS Online Course Program, Edgenuity, to provide a rigorous, research-backed curriculum aligned with our academic mission and students' individual needs. Edgenuity offers dynamic and customizable courses designed to help students meet their personal academic goals, while providing the flexibility and personalization of online and hybrid learning environments.

Students are scheduled for a full academic course load each semester consisting of six classes. However, students are assigned one course at a time to promote focus and successful completion. Most courses are completed within approximately three weeks, at which time the next course will be assigned.

Students are expected to complete at least 7% of their assigned coursework daily to remain on pace for successful semester completion. Each student will also be assigned a mentor from HLCE who will provide support and accountability through at least two contacts per week and will require weekly two-way communication with the student.

IMAGINE LEARNING ACADEMIC INTEGRITY POLICY

Students are expected to conduct themselves with five fundamental values: (1) honesty, (2) trust, (3) fairness, (4) respect, and (5) responsibilities. **Academic Integrity violations occur when a student turns in work that is not original.**

Examples include:

• Inadequate, or absence of citations

• Using Artificial Intelligence to complete work without proper citation

• Submission of work completed by another person

• Utilization of unauthorized materials or sites Assignments submitted are scanned to check for Academic Integrity concerns.

Second Offense:

• Violation will be noted in the ILVP

• Notification of violation will be sent to the student, guardian, mentor and administrators listed on student's profile

• Student will be expected to meet with the teacher to discuss or will receive a "0"

• Formal review and re-acknowledgement of all academic integrity policies will be required

Third Offense:

• Violation will be noted in the ILVP

• Conference with the student and/or guardian and/or mentor will be required

• The essay or assignment related to the offense will receive a "0"

• A conference will be held with a school official regarding continued course enrollment or disciplinary action. Escalation is based on the severity of the offense or violation and is subject to behavioral/conduct review by the school district.

Imagine Learning's Academic Integrity Policy Summary:

1. **1st offense 0% then up to 100% opportunity to resubmit**
2. 2nd offense 0% then up to 50% opportunity to resubmit
3. 3rd + offense 0% no opportunity to resubmit

FLAGGED COURSEWORK AND FINAL EXAM REQUIREMENT

In the event that a student's coursework is flagged for concern by Edgenuity or HLCE staff, the following requirements shall apply:

1. Mandatory In-Person Examination: The student shall be required to complete the final examination for the course in person, under direct supervision, at a time and place designated by school administration.

2. Minimum Performance Standard: The student must achieve a score of no less than seventy-seven percent (77%) on the in-person final examination in order to validate the course grade.

3. Grade Determination:

    a. If the student achieves the minimum performance standard of 77% or higher, the final grade earned through coursework shall stand.

    b. If the student fails to achieve the minimum performance standard, the course grade shall be subject to administrative determination, which may include assignment of a failing grade for the course.
4. Administrative Authority: The school administration reserves the right to enforce this policy without exception. Appeals may only be considered through the formal academic review process, and the decision of administration shall be final.

PERSONAL CURRICULUM

A Personal Curriculum (PC) in Michigan is a documented, individualized process that modifies certain Michigan Merit Curriculum (MMC) high school graduation requirements. It allows parents or guardians to request changes to coursework to either accelerate learning, go beyond core requirements, or provide needed flexibility for students with disabilities, transfer students, or those needing to modify Algebra II.

PC FOR STUDENTS WITH IEP

A personal curriculum is a self-designed, voluntary learning plan or "syllabus" that helps individuals explore specific interests, hobbies, or career skills through structured, self-guided study. It acts as a curated roadmap for lifelong learning, featuring personalized goals and study materials to combat passive consumption and foster intellectual curiosity

Purpose: To modify MMC standards and credits for students with an IEP, enabling them to earn a high school diploma.

When to Request: Parents or legal guardians of students with an IEP may request a PC at any time, including before entering 9th grade.

Development Team: The PC is developed by a team including the student, parent/guardian, counselor or principal designee, and a teacher. For students with an IEP, a school psychologist should also be included.

Modification Limits: While modifications are allowed, the PC must incorporate as much of the MMC subject area content as possible.

Alignment: The PC must be consistent with both the student's IEP and EDP

Exceptional Students Course Suite

Imagine Edgenuity offers courses designed for students with accommodations that allow them to work on below-grade-level content. The Exceptional Students Course Suite will help ensure students are receiving the scaffolds and supports they need to succeed.

***Any HLCE student enrolled in these courses, will receive a credit/no credit in place of a letter grade.**

SKYWARD

Skyward, our student data system, includes an easy-to-use tool for communicating student progress that will allow you to take an even more active role in your education. Students, parents and guardians now have online, timely and secure access attendance through the portal site.

Every student/parent is expected to act in a responsible, ethical, and legal manner when accessing the portal site. Users will adhere to the following guidelines:

- Authorized users will not share their password with any unauthorized person.
- Authorized users will not attempt to harm or destroy any data of any student or of any user of the HLCE network through the portal.
- Authorized users will not use the HLCE portal for any illegal activity, including violation of any privacy laws.
- Authorized users who are found to have violated any provision listed above will be denied access to the portal.

RETURNING TO THE HIGH SCHOOL

Alternative education students are no longer students of Houghton Lake Jr/Sr High School and therefore are ineligible for privileges associated with traditional HL JR/SR HS students. Students who elect to transfer to the Alternative Education program may re-enroll at the high school after one academically successful semester or one academic school year. Students must have successfully completed (based on attendance, behavior, and academic achievement) one year at the Alternative Education program in order to be considered for re-enrollment. Administration reserves the right to allow exceptions.

WORK PERMITS

The laws of the State of Michigan governing child labor require that a person under the age of eighteen (18) must obtain a work permit, except those seventeen (17) years of age or over who have completed the requirements and received a valid high school diploma, before engaging in a gainful occupation. The law further provides that a student must be sixteen (16) to be released during school hours to work only if there is evidence that his/her income is needed to help support his/her family.

CELL PHONES and OTHER ELECTRONIC DEVICES-

Such devices may not be used during class. Under no circumstances may these devices be used during testing. Camera phones may not be used at any time in restrooms due to privacy issues.

To support student learning, engagement, and school safety, our Alternative and Adult Education Program prohibits the use of personal wireless communication devices during instructional time. Wireless communication devices include smartphones and other electronic devices capable of texting, internet access, social media, email, entertainment, or photo and video sharing. Students may use these devices only as permitted by staff or under approved exceptions, including medical needs, individualized education plans (IEPs), Section 504 accommodations, teacher-directed instructional activities, or emergency situations. School-issued devices used for educational purposes are permitted. Violations of this policy may result in disciplinary action in accordance with program procedures. The complete wireless communication device policy, including enforcement procedures, is available through the program office and school website.

Authority: Michigan Revised School Code, House Bill 4141 (H-8), proposed MCL 380.1303a.

Staff have the right to confiscate a misused phone or other electronic device and turn it into the office. The incident will be recorded by the mentor and documented in the office. The student may pick up the phone at the end of the school day. If a student is a habitual offender, confiscated items will remain in the office until a parent/guardian comes into school and signs that they have received the item.

LUNCH HOUR

Lunch is served in the building midday. No trays or waste paper products are to be left on or under the tables. Breakfast is also available for students before school starts. Students are **not allowed** in the refrigerators unless given permission by a staff member.

OPEN CAMPUS

Students may not leave the building once they arrive, unless they are leaving for the day.

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.

TRANSPORTATION

AUTOMOBILES

The following regulations concerning students and automobiles are in effect:

1. All student vehicles must be parked in the Standard Street parking lot.
2. Vehicles are to be used for transportation to and from school. Vehicles are **off limits** during the school day.
3. Vehicles are to be operated in a **safe** and **sensible** manner to and from school as well as on school property. Driving to school is a privilege, not a right. Driving privileges will be revoked for persons violating this policy. Law enforcement may be called.
4. Vehicles must be parked in a reasonable, safe, angle-parking formation so as to leave enough room between rows to allow vehicles to pass safely between them.
5. Students driving recklessly or at a high rate of speed will lose their driving privileges for up to 10 days for the first offense. A subsequent offense may cause loss of privilege for the remainder of the school year.

An automobile may be visually and/or physically inspected without notice, student consent, or search warrant whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. HLCE is not responsible for damage, theft, or vandalism to vehicles.

PUBLIC TRANSPORTATION

Houghton Lake Community Education provides tokens for transportation to and from school on the Roscommon County Transit Authority (RCTA). HLCE will not pay for:

1. Missed rides
2. When a student leaves school early unless for a doctor's appointment, illness or other medical reasons.
3. When a student doesn't make any progress in their class.

RCTA is a public transportation system and reserves the right to deny any student transportation. Students may be denied service if any of the following, but not limited to, behaviors occur:

- Excessive profanity
- Bullying
- Fighting
- Excessive noise levels
- Disrespect
- Horseplay
- Throwing objects

PARKING LOT

The parking lot is off limits to all persons that are not currently attending classes at our facility. Picking up and/or dropping off students is permitted; loitering is not. Students are not permitted to have visitors on school grounds during the lunch period. Persons not having business with school personnel are not permitted on the premises.

STUDENT ACTIVITIES

DANCE POLICY

Dances are a privilege to attend and not a right.

- HL Jr/Sr HS Prom and Homecoming: Open to all students that meet the criteria listed below.
    - Be an invited guest of a student from the host school.
    - Be 19-and-under in age.
    - Must sign up for homecoming or prom with both the principals at HLCE and the High School.
    - Must have a "good standing" recognition by your school principal.
    - You may only attend if approved by both principals.

SCHOOL POLICIES AND PROCEDURES

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, 4433 W. Houghton Lake Dr., Houghton Lake, Michigan 48629; 989-366-2035.

MEDICATIONS

Students required to have medication administered to them, must have a written consent form on file in the office. All medicine administered through the office must be in the original container, clearly labeled with name and prescription dosage, and will be kept in accordance with District policy. All medications must be kept in the office. Students are not allowed to carry medications, including acetaminophen and ibuprofen, in their personal belongings during the school day.

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 the office.

PUBLICATIONS/LITERATURE

Distribution of any literature and/or publications must be approved by the principal. No information considered obscene, or that 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.

STUDENT RECORDS/DIRECTORY INFORMATION

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

SUSPENSIONS

Students suspended from school will not be allowed in school or on school grounds during the length of suspension for any reason. Trespassing charges may be filed if this rule is violated.

VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the

Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program. The Superintendent is to inform each volunteer that s/he:

- shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- will be properly informed by the Superintendent of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

STUDENT SEARCH AND SEIZURE

- The administration retains the right to search areas assigned to students (such as lockers, desks, computer accounts, e-mail messages, etc.). Students do not have any reasonable expectations that such areas are private.
- Student personal property may be seized by school authorities if the items are illegal, stolen, prohibited or are determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
- School authorities may also search a student's person or personal property, to enforce school rules, if such authorities have a reasonable suspicion that items that are illegal, stolen, dangerous, prohibited or threaten safety or the educational process, and are likely to be found on a student's person.
- Any student that smells like marijuana will be searched by the administration.

COMPUTERS & CHROMEBOOK~/INTERNET USE

The computers/Chromebooks are subject to all school rules including:

- Information found is regulated under right of privacy laws and may not be used to "hack into files".
- Students must use the login that was assigned to them by the main office. The use of other students' login information is prohibited. If you have trouble logging into a computer with your log-in information, please let the main office know.
- 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.
- Inappropriate use of the school's computers will be disciplined according to the student handbook.
- No downloading of music, video games or movies is permitted.

In general, students are to use the computer hardware, software, and Internet capabilities, as they were intended. Students using these tools for illegal, illicit, or damaging intent will be subject to expulsion, and possible criminal prosecution.

If a student chooses to bring their own laptop/netbook/tablet to school, it is important to know that the use of this electronic device will be monitored and regulated by the classroom teacher. Teachers have the right to limit a student's computer usage. If students abuse this privilege, they will be asked to leave their electronic device in the office until the end of the day.

FIRE PROCEDURES

There are exit procedures and routes posted in all classrooms. Please review these postings in your classrooms so you are aware of the procedure in the case of a fire. When a fire alarm has sounded, all students will be expected to leave the building through the nearest exit door. For parents with children in Childcare, exit the building first, then go around the building to the outside exit door of the Childcare room. Childcare staff will meet you at the exit door with your children. Do not return to the building until instructed to do so by a staff member.

TORNADO PROCEDURES

If a tornado warning is announced by the weather service, an announcement will be made via phone to all classrooms and offices. All students will then follow instructions from the classroom teacher, which will also be posted in each classroom. Rooms 5 and 6 will remain in their classrooms, away from all windows. Childcare will move all children into the self-enclosed women's bathroom located in the West Side of the building. Rooms 3 and 4 will move into the hall as the posted instructions indicate.

LOCKDOWN PROCEDURES

1. Follow directions given by the teacher/administration.
2. Move quickly and quietly to the designated shelter area in the classroom or to the closest open room where there is space for lockdown shelter.
3. Remain in the lockdown shelter area until distinctive sound and/or P.A. announcement signals all clear.

CRISIS SITUATION

Each classroom teacher will be informed if a crisis situation arises in our building. Announcements will be made via phone and students must follow the teacher's directives.

HOME , PARENT, AND ADULT CONTACT

The Alternative Education program will maintain contact with the responsible adult(s) designated for each student. We feel it is important to communicate about successes, accomplishments, and to facilitate problem-solving. All students, regardless of age, are expected to abide by the policies and guidelines of the program. Students that have reached the age of majority, or have been emancipated, must follow the rules as stated in this handbook with the following exceptions:

1. They may represent themselves at any discipline step that requires a parent conference.
2. They may request that correspondence be mailed to them as well as their parents.
3. They may request access to their records and must give approval before access to records can be given to anyone except a school official or parent.
4. Parents have a right to be informed of all school matters provided the student is a dependent of his/her parents as defined in Section 152 of the Internal Revenue Code of 1954.

The Family Education Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the students when s/he reaches the age of 18 or attends a school beyond the high school level.

ATTENDANCE

Regular attendance in all online classes is a student's best assurance for success. It is our belief that students learn and retain at a higher degree when they are active participants in their classes.

- *Compulsory Attendance at Public School:* A student who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, is required by law to attend school until they reach the age of 18. If a student under the compulsory age goes over on their attendance and loses credit, they are still required to attend school the rest of the term and actively participate in class. If a student under the age of 18 stops attending school or accumulates excessive absences, a truancy officer will be notified and the student and/or legal guardian will be processed for a truancy offense.
- Long-term absences (for family emergencies or medical leave, not vacations) may be excused from penalty if a Long-Term Absence Form is completed prior to the absence and approved by the Principal. Emergency medical leave will be handled the same way, with documentation required as soon as the medical condition is identified.
- Students will be considered "skipping" if, before leaving school early, they fail to sign out in the office and receive parental permission to leave school if under the age of 18 when getting a ride from another student or someone who is not their parent or guardian. The incident will be documented.
- Students who are absent for 10 consecutive days without notification to the office, may be automatically dropped for the remainder of the term and must re-enroll with their parent or guardian for the following term.
- Students leaving the building during the school day must sign out in the office. Permission to leave the school building at any time during the school day must be granted from the principal's office.

Attendance Rules and Regulations

It is important to reiterate what our attendance policy is so both parents and students have a clear understanding how students acquire attendance for the day. Classes run from Monday through Friday and students are expected to log into their classes everyday, whether they are at school or work remotely from home. Students are also required to provide **2** two-way communications to our mentors. Two-way communication can come in the form of emails, phone calls, text messages, or they can come to school. However, we want to point out that coming to school does **not** automatically result in being marked present that day. In order to be marked present for attendance purposes, students must log into their online classes each day and complete an assignment. We provide Chromebooks to all students, if needed.

ATTENDANCE IS A REQUIREMENT TO EARN CREDIT IN ALL CLASSES

"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*

TRUANCY POLICY

1. When a student reaches their **fifth (5th) unexcused** absence in their class, a school official will contact the parent/guardian regarding the excessive absences. The contact will be a letter mailed home and a phone call to the parent/guardian..
2. When a student reaches their **tenth (10th) unexcused** absence in their class, a school official will attempt to contact the parent/guardian to discuss the student's ongoing attendance issue. The parent/guardian will be contacted by phone and a certified letter will be mailed to the parent/guardian or be delivered personally by the School Resource Officer if possible. A copy of the school attendance policy, the student's attendance record, and Roscommon County Truancy Protocol shall be sent with the letter.
3. When a student reaches their thirteenth (13th) unexcused absence, an attendance-planning meeting will be held at the school. The student and parent/guardian will be required to attend this meeting. At this meeting, the school official will facilitate contact between the school, the parents, and the Roscommon County Probate Court Diversion Officer. The Diversion Officer will work with the school and parents to discover the issues causing the unexcused absences and ensure there are no further unexcused absences. The date of paperwork submission will be documented.

General Attendance Information

A. All absences must be reported to school by the parent or guardian. The phone number for absence reporting is **989-422-6161** or email gosneyl@hlcsk12.net. Parents must contact the school (by phone message, written note, or email).
B. A parent phone call does not always constitute an excused absence.
C. 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

D. Students who are consistently absent from school, regardless of reason, may be identified as chronically absent. For any student identified as chronically absent, the administration reserves the right to require documentation to verify and excuse future absences. If the administration requests documentation, any subsequent absences will be recorded as unexcused until the verification is provided.

   Chronically Absent- The State of Michigan defines as : Any student that is absent for 10% or more of the enrolled school days in a school year, whether unexcused, or excused. (For example, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.

STUDENT ATTIRE

Houghton Lake Community Schools considers the matter of individual student dress to be the responsibility of students and the parents of students attending within the district. However, it should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school or deemed offensive to any staff member, or dressing in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will be sent home to change into appropriate clothing.

The following **is not** considered appropriate student attire:

- Dress determined to be gang-related.
- Clothing with obscenity, inferences of obscenity, sexual innuendos, illustrations, references to, or promotions for tobacco, alcohol, or illegal substances. This includes Hooters or Playboy Bunny motifs.
- Shorts and skirts must be no more than six inches above the center of the knee.
- No spaghetti straps, off-the-shoulder, sleeveless, cropped or see-through clothing is permitted. No halter-tops, tank tops, bathing suit tops or clothes that expose the midriff area or bare backs. Low cut tops are also not permitted. Pants must be pulled up so that no undergarments are exposed.
- Tattoos that are deemed to pose a health risk or deemed offensive must be removed during school hours or covered at all times or the student will be sent home.

REASONABLE RULES OF CONDUCT

Cooperation within a school is a strengthening bond, which solidifies a smooth working relationship between the students, faculty, administration, and community. Complete cooperation on the part of students is necessary in order for the school to function smoothly and to insure every student of the best educational and total school experience possible. The following school policies and procedures are presented so that each student will become familiar with them. Good school citizenship is the responsibility of each individual student. Your observance of all school policies and procedures will result in a successful school year.

General Student Obligations

1. Obey school and individual classroom rules.
2. Be in attendance at all times.
3. Respect the rights of fellow students and school personnel.
4. Attain the best possible level of academic achievement.
5. Be responsible for your own actions.
6. Respect school and community property.

Students are expected to conduct themselves in an adult manner that reflects favorably on the reputation and good name of the Community Education program. Behavior that disrupts the educational process and/or rights of other students in the classroom will not be tolerated. The principal or her designee has the final responsibility for maintaining good discipline and the authority to suspend or expel students for conduct unbecoming a student while in school. Additionally, unreasonable behavior will be logged by staff members and disciplinary action can be taken.

UNACCEPTABLE BEHAVIORS

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply**.**

This section describes behaviors that will not be tolerated and the disciplinary actions that may be taken. In addition to the actions listed, warnings, conferences with parents, and referrals to a counselor may be used. This is not an exclusive list, and is meant to be a guideline. Incidents will be evaluated on an individual basis and the appropriate disciplinary action will be determined by administration.

UNACCEPTABLE BEHAVIOR	DISCIPLINARY ACTION
Alcohol, Nicotine and Drugs: Possession of, use of, under the influence of alcoholic beverages, any nicotine products, drug-like substances, narcotics, drugs and/or any controlled substances. A police officer who has reasonable cause to believe that a person less than 21 years of age has consumed alcoholic liquor may require the person to submit to a preliminary chemical breath analysis. *"Drug Like Substance" shall mean any non controlled and nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over the counter cough medicines, certain types of glue, caffeine pills and diet pills.*	Possession or Use: 1st Offense Suspension–5 to 10 days and/or referral to police. 2nd Offense Referral to police and/or drug assessment Suspension – 5 to 10 days 3rd Offense Referral to police Suspension – 10 days Possible recommended expulsion Referral to a substance abuse treatment program.
Arson: Purposefully setting fire on school premises.	Referral to police and payment of damages Recommended expulsion
Assault/Fighting: Striking or threatening to use physical force with school personnel, students, and/or others on school property or at school sponsored events.	Suspension for 5 to 10 days. Recommended expulsion for up to 180 days. Referral to police
Bullying: The act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion.	Verbal warning Suspension – 1 to 10 days Possible police referral
Careless or reckless driving: On school property or at school-sponsored events that creates a potential hazard or danger.	Referral to police and/or loss of driving privileges. Possible suspension – 1 to 10 days
Cheating and AI use: The act or an instance of fraudulently deceiving. This includes the individual who cheats and, if applicable, the individual who knowingly allowed the copying of their classwork. Use of AI without proper citing and documentation.	1st Offense – Zero on the assignment 2nd Offense - Suspension for 1 to 10 days and a zero on the assignment. 3rd Offense – At least a 3 day suspension and must take a staff proctored exam.
Computer Tampering: Unauthorized access, modification, or destruction of files and/or network operating systems, computer hardware, and/or electronic information.	Suspension – 1 to 10 days Responsible for repair/replacement costs Loss of computer privileges Possible recommended expulsion
Extortion: Taking money or items of value through force, illegal activity, or ingenuity.	Referral to police Suspension – 1 to 10 days and restitution.
False alarms: Fire alarms or bomb threats.	Referral to police Suspension – 5 day minimum

	Possible expulsion/restitution
Habits or Bodily Conditions Detrimental to School: Conditions under which the pupil is suspected of having a communicable disease or one who has persistently neglected personal hygiene.	Possible parental notification Students will be required to correct the situation.
Harassment: Conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability.	Verbal and/or written warning or reprimand Possible referral to police Suspension – 1 to 10 days Possible recommended expulsion.
Hazing: Soliciting, encouraging, aiding, or engaging in "hazing" on school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.	Verbal warning Suspension – 1 to 10 days Possible police referral
Illegal Activities: Activities not referred to in other portions of this handbook (breaking and entering, possession of keys, etc.)	Suspension – 1 to 10 days Referral to police – if appropriate.
Inappropriate behavior: Disrespectful student behavior or instigating inappropriate behavior on school grounds.	Verbal warning or reprimand. Suspension – 1 to 10 days
Insubordination: Defiance of authority; the refusal of a student to comply with the reasonable requests of any school employee.	Verbal warning or reprimand. Suspension – 1 to 3 days Possible removal from class
Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by school administration). This may include items of clothing that the administration determines to be inappropriate.	Send home for the day or change attire. Students will be required to correct the condition. Possible suspension – 1 to 10 days
Littering: Any form of littering on or around school property.	Verbal warning Cleaning of littered area Possible suspension – 1 to 3 days
Non-Productive behavior: Not meeting reasonable academic and/or attendance responsibilities; failure to comply with the reasonable request of the teachers, principals, custodians, etc.	Verbal warning Possible suspension – 1 to 10 days Possible removal from class.
Plagiarism: The use of another's ideas, facts, photos, art, charts, or words without giving proper credit. In writing and in speech, the use of the words of another without telling the reader or listener that those words are not one's own. Must cite the source and document when using AI.	Loss of credit for the specific assignment involved. Possible suspension from the specific class involved – 1 to 10 days.
Possession of drug paraphernalia: The possession of drug paraphernalia is prohibited within the school environment. *"Drug Paraphernalia" shall mean all equipment, products and materials that can be used for the purpose of abusing drugs. This*	Any drug paraphernalia found in a student's possession will be sealed, documented, and turned over to authorities as potential evidence. Possible suspension – 1 to 10 days

may include, for example, roach clips, vape pens, one-hitters, miniature cocaine spoons and containers for packaging drugs.	Referral to police – if appropriate.
Possession of nuisance electronic devices: Use or possession of cellular telephone or any other electronic device that disrupts classes.	Relinquish item to administrator/ teacher Guardian notification and/or device picked-up by guardian.
Profanity: Use of inappropriate/offensive language, either written or spoken, or actions of vulgarity.	Verbal warning Possible suspension – 1 to 10 days
Public Display of Affection: Students are expected to conduct themselves as responsible, mature individuals.	Verbal warning Possible suspension – 1 to 10 days
Sexual Assault: Any physical or verbal effort to intimidate or force, or attempt to force another person against his/her will into any sexually related activity.	Referral to police Suspension- 3 to 10 days Possible recommended expulsion
Sexual Harassment: Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature.	Verbal and/or written warning Referral to police Suspension - 1 to 5 days Possible recommended expulsion
Technology Violation: Use of instant messaging, Facebook, or any other social network site is prohibited during school hours.	Written warning (SWIS) Possible suspension – 1 to 3 days
Truancy: Excessive tardiness; skipping classes or school.	Referral to Juvenile authorities
Theft: The act of stealing and/or possessing stolen goods.	Referral to police and restitution Suspension – 1 to 10 days Possible recommended expulsion
Tobacco: Use of tobacco in any form, or in the presence of visible smoke, is prohibited on school property. This includes the use of vapor pens or any other electronic nicotine delivery system.	Verbal warning Referral to police Suspension – 1 to 10 days
Transferring or sale: Attempting to sell/ furnish illegal drugs, "look-alikes", narcotics, hallucinogens, amphetamines, barbiturates, steroids, marijuana, or controlled substances at school or any school-related activity, or within 500 feet of school.	Confiscation and/or referral to police Suspension – 5 to 10 days Possible recommended expulsion
Vandalism: Defacing or destroying property of the school, staff, or students.	Referral to police and payment of damages Conference with parents Suspension – 1 to 10 days Recommended expulsion
Weapon possession: Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the administration. The term weapon includes such items as a firearm, gun, revolver, pistol (including a starter gun or BB gun), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, etc.	Referral to police Recommended expulsion The law requires the school administrator to contact the local police agency when a student is found in possession of any weapon. Excerpt from Revised School Code 380.1311: "If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon…the school board shall expel the pupil from the school district permanently.

<u>Please note</u>: Knives of any length, regardless of the 3-inch definition stated above, are prohibited on HLCE property. They will be confiscated and the student will be disciplined.	

<u>CORRIDOR CONDUCT</u>

Students have five minutes passing time between classes. Students are not to leave the instructional area until the teacher dismisses the class. Running, shoving, or other misconduct is not acceptable. When students are moving between classrooms while class is in session, it is imperative that you are quiet in the hallway so as not to disrupt the other classes.

<u>SMOKING POLICY</u>

State law prohibits smoking on school grounds at any time. Any student found in possession of tobacco products will result in disciplinary action.

<u>EQUAL OPPORTUNITY EMPLOYER</u>

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, 4433 W. Houghton Lake Dr., Houghton Lake, Michigan 48629 or call (989) 366-2035.

<u>SEXUAL HARASSMENT/INTIMIDATION</u>

Sexual harassment is a type of discrimination. All students, and all district employees, are expected to conduct themselves with respect for the dignity of others and are also encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning or working environment. Anyone found to have violated this policy, will be subject to disciplinary action up to and including expulsion from school. Some examples of sexual harassment include, but are not limited to:

1. Dirty jokes, offensive language, and offensive gestures.
2. Display of drawings or pictures that show or suggest private body parts.
3. Making degrading or graphic comments about a student's appearance, dress, or anatomy.

<u>DISCRIMINATORY PRACTICES AND/OR HARASSMENT OF EMPLOYEES</u>

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.

<u>TITLE IX STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW</u>

The Houghton Lake Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Board of Education that no person on the basis of race, color, religion, national origin or ancestry,

age, marital status, sex, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise subjected to discrimination in any program or activity for which it is responsible for which it receives financial assistance from the United States Department of Education.

This Statement of Assurance replaces any and all statements made by the Board prior to this date. Complaint procedures regarding non-compliance to the above are posted in all school buildings in the school district and list the designee to hear complaints. Any questions concerning Title IX of the Education Amendments, which prohibit discrimination on the basis of sex or handicap, should be directed to the Superintendent of Schools.

AUTHORIZATION/ACKNOWLEDGEMENT

By signing this page, I acknowledge receipt of a **Student Handbook**, have read and will abide by the rules, guidelines, and procedures outlined in the handbook.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Appendix A

BULLYING AND AGGRESSIVE BEHAVIOR POLICY

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free

speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"**At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting 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. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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

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

C. 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.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Appendix B

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
4433 W. Houghton Lake Drive
Houghton Lake, Michigan 48629

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 answer 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 on 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.

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 in based may be found in the Superintendent of Schools office.

Appendix C

Last Name:_____ First Name:_____Year of Graduation:_____

Houghton Lake Community Schools Internet Use Agreement
Staff and 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 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, 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 had 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 service.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandising 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 loss, 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 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.

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 education 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 in the District network/Internet. I have discussed the terms of this request with my child, and hereby, request that my child be allowed to access the District network in accord with these terms.

_____

Parent/Guardian name (please print)

_____ _____

Parent/Guardian Signature Date

Appendix D

HOMELESS POLICY

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
C. live in emergency or transitional shelters
D. are abandoned in hospitals
E. are awaiting foster care placement
F. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

A. transportation services;
B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
C. programs in vocational and technical education;

D. programs for gifted and talented students;
E. school nutrition programs; and
F. before- and after- school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school or origin as follows:

A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

Appendix E

PARENT, VISITOR, AND VOLUNTEER BUILDING ADMITTANCE POLICY

The Houghton Lake Community Schools 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

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

In the event that an admittance decision is to go to committee, a decision will be rendered within 48 hours. The committee shall make a record of its determinations 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.

Appendix F

SEXUAL HARASSMENT and TITLE IX

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers, contractors or applicants for employment by students, employees, board members, volunteers or contractors.

Copies of the sexual harassment and Title IX policies are available from the Administrative Center at *(See Board of Education Policies 5517, 2264 and 2266, and form 2264F1)*:

4433 W. Houghton Lake Drive
Houghton Lake, MI 48629
989-366-2035

District Title IX Coordinators

The following individual(s) shall serve as the District's Title IX coordinators, and will work in collaboration with the District Title IX compliance officers in managing Title IX investigations

Leanna Hartman
District Finance Director & Human Resources Specialist
989-366-2056
4433 W. Houghton Lake Dr.
Houghton Lake, MI 48629
hartmanl@hlcsk12.net

Robin Daugherty
School Payroll Specialist & Human Resources Specialist
989-366-2034
4433 W. Houghton Lake Dr.
Houghton Lake, MI 48629
daughertyr@hlcsk12.net

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Jeff Goodwin
JrSr High School Principal
989-366-2005
4433 W. Houghton Lake Dr.
Houghton Lake, MI 48629
goodwinj@hlcsk12.net

Alicia Thompson
Elementary School Principal
989-366-2030
4441 W. Houghton Lake Dr.
Houghton Lake, MI 48629
thompsoa@hlcsk12.net

The names, titles, and contact information of these individuals will be published annually on the District's website and in all **student**/staff/parent **handbooks**.

Appendix G:

ARTIFICIAL INTELLIGENCE ("AI")

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board Policies.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. The Administration will refer any illegal acts to law enforcement.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret

large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.