

Dear Parents and Students:

Welcome to the 2017-2018 school year. Please take the time to read this handbook and discuss it with your child. The rules and regulations contained in this handbook have been approved by the Houghton Lake Community School Board of Education as the official policies students must follow while in attendance at Collins Elementary School. The policies are in effect while in attendance at ALL school-sponsored activities.

We look forward to working with you throughout the school year. Your support is essential in helping your child achieve success. Please feel free to contact us anytime at 366-2048.

Thank you,

Mrs. Amy Peterson, Principal



***Vision Statement***

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

***Mission Statement***

***All students in the Houghton Lake Community Schools will show annual academic progress leading to readiness for career, college and community.***

**School Improvement Goals**

We are continuously seeking to improve the educational experience of Collins Elementary students:

1. All students will improve in reading.
2. All staff will focus on what students need to succeed and build it into the learning and social environment every day.

## General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.hlcsk12.net](http://www.hlcsk12.net) or at the Board office, located at:

6001 W. Houghton Lake Drive  
Houghton Lake, MI 48629

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

Thomas, Dean, President  
Julie Brown, Vice-President  
Kelly Christian, Secretary  
Renee Nichols, Treasurer  
Mark Souder, Member/Trustee  
Nan Combs, Member/Trustee  
Charlene Baker, Member/Trustee

The School Board has hired the following administrative staff to operate the school:

Susan K. Tyer,	Superintendent
Amy Peterson,	Principal

The school is located and may be contacted at:

4451 W. Houghton Lake Drive  
Houghton Lake, MI 48629

989 366 2048	Collins Office
989 366 2023	Principal's Office

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**\*\*\* BUILDING PROCEDURES AND POLICIES \*\*\***

**SCHOOL HOURS:** 8:00 a.m. to 3:15 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. 8:00 a.m. to 1:15 p.m. on Wednesdays. Students should not arrive before 7:40 a.m. It is extremely important that students arrive at school on time. This assures that the student has an easy transition from arrival to the beginning of the day's opening activities in the classroom. A consistent routine for your child is most important.

**NEW STUDENT REGISTRATION:** The following information is required for all students enrolling in Collins Elementary School:

- 1) An original, certified birth certificate
- 2) A current copy of immunization records
- 3) Proof of residency in our district

**Proof of residency guidelines**

The parent or legal guardian must provide a proof of primary residence as part of the enrollment process. A DRIVER'S LICENSE IS NOT AN ACCEPTABLE PROOF OF RESIDENCY. The following is a list of acceptable documents:

- Voter's Registration Card
- Utility Bill dated within the past 60 days (phone, electric, natural gas, cable)
- Real Estate Documents
  - o Deed or mortgage payment receipt within the past 60 days
  - o Property tax bill dated within the past 365 days
  - o Current lease agreement
  - o Rent receipts dated within the past 30 days (or notarized letter from the landlord if receipts are not available)
    - Rent receipts/notarized letter must contain all of the following information: Address of the property being rented; date of payment; signature, address and phone number of the landlord
- Financial Documents
  - o Bank or credit card statement dated within the past 60 days
  - o W2 form dated with the past 365 days
  - o Pay stub dated within the past 60 days
- Insurance Documents (home, rental, health, auto)
- Government Documents (Social Security, Unemployment, WIC, DHS, Disability)
- Medical documents (bill/statement from doctor, dentist)
- Other documents will be reviewed on a case-by-case basis.

If the student's family is residing with a relative or friend, the proof of residency document needs to be provided by the relative or friend along with a completed HLCS proof of residency form. The relative or friend must be present and show picture identification when filling out the HLCS proof of residency form or the form must be notarized.

**Students may not attend school until all of these documents are provided.**

**STUDENT TRANSFERS:** If you are moving to another school district, please notify the school in advance. Your child's records will be forwarded upon enrollment in the new school. Please return all school property before leaving.

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

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

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

**ATTENDANCE:** Regular attendance and arriving at school on time are both vitally important to each student as it directly affects academic progress and development of attitudes and habits for later life. An early bedtime will help ensure that students are rested and alert. The compulsory attendance law requires schools to notify authorities when students are consistently truant. Our policy is to inform parents of their child's absence with letters mailed home. The first letter will be sent home after a student has accrued 5 unexcused absences. A second attendance letter will be sent home after a student has accrued 8 unexcused absences. A meeting will also need to take place between an administrator, counselor, student, and parent/guardian. The date and contents of the meeting will be documented. A third attendance letter will be sent home after a student has accrued 10 unexcused absences. At this time, paperwork may be filled out and filed with 34<sup>th</sup> Circuit Court for possible truancy. The date of paperwork submission will be documented. According to Board policy, the following factors constitute an excused absence:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a bona fide religious holiday
- G. Such other good cause as may be acceptable to the Superintendent

**ABSENCES AND TARDIES:** If your child is going to be absent, call the school office and give reason for absence. When your child returns to school, send a note or other documentation to the teacher explaining the reason for the absence. We do appreciate a phone call if your child has a communicable disease, as this information must be reported to the Health Department. If your child is late for school, you must sign him/her in at the office. We also require an explanation for tardiness. If a child's absences or tardiness become excessive or a pattern develops we will send a referral to our truancy officer. The following guidelines are used for attendance:

<u>Monday, Tuesday, Thursday, Friday</u>	Arrive at/before 9:00 am	Tardy
	Arrive after 9:00 am	1/2 day am absent
	Leave before 2:15 pm	1/2 day pm absent
	Leave at/after 2:15 pm	Early Pick-up
<u>Wednesday</u>	Arrive at/before 9:00 am	Tardy
	Arrive after 9:00 am	1/2 day am absent
	Leave before 12:15 pm	1/2 day pm absent
	Leave at/after 12:15 pm	Early Pick-up

If a student is absent for 1 hour or more during a school day, the child will be considered absent for 1/2 of that school day.

**EXCUSE FROM PHYSICAL EDUCATION CLASS:** A child will be excused from Physical Education class one time with a parent note. If an injury or illness is ongoing, a doctor's note of excuse or restriction is needed. If a child comes to class without a note they will be required to participate.

**STUDENT DROP OFF AND PICK UP:** If you plan to drop your child off at school in the morning, please drop them off at the front entrance (**not before 7:40 a.m.**). Please pull in the parking lot and turn to the right and use the loop for drop off. This will help with traffic flow on M-55. Also, if you plan to pick your child up from school, you may pick them up in the Middle School Cafeteria. You may not go to the classroom while school is in session. **YOU WILL ENTER THE MIDDLE SCHOOL DOORS NEAR THE FLAGPOLE.** These doors will be open at 1:05 on Wednesdays and 3:05 for the remainder of the week. When you go into the Middle School, please enter the hallway and wait. Your children will be in the Middle School Cafeteria. **All students must be signed out. Once your child is signed out, you will exit through the Collins Gym and go out the Collins front door.**

If you are going to pick your child up every day, you may send in one note at the beginning of the year.

**BUS PASSES:** For the safety of your children, Collins Elementary follows the bus pass policy adopted by the Houghton Lake School Board. The policy states:

It shall be the policy of the Board of Education not to allow transporting students to other than **their regular destination** except under and limited to the following circumstances:

1. Passes may be issued for the home of a **regular** and/or **emergency** sitter
2. In the case of a regular sitter, a note needs to be given to the building principal by the parent stating the child's name and the sitter's name, address and telephone number. This note shall be good for the school year.
3. An emergency sitter requires the same information as a regular sitter, except a telephone call is acceptable.
4. The office will not write bus passes for students to visit other student's or family member's home for the purpose of social reasons.

With regards to #3, a telephone call for the emergency address will only be accepted until noon. As you are planning where your child will go after school, you have the following 3 options:

1. Your child can be transported to 1 regular destination (home) address.
2. Your child can be transported to 1 regular sitter (an alternate) address. (This is what we need a note for.) This regular sitter address may not be changed over the phone. If this needs to be changed, you must come to the office to make the change.
3. Your child can be transported to 1 emergency sitter address.

IF YOU DON'T SEND A NOTE AND NEED TO CALL, WE WILL ASK FOR WHICH OPTION ABOVE YOU ARE CHOOSING. YOU WILL NOT NEED TO GIVE AN ADDRESS. WE WILL HAVE THE CHOICES ON FILE.

**CHANGE IN ROUTINE:** If your child regularly rides the bus and you plan to pick him/her up at school either at dismissal time or earlier, we **must** have a note sent to the teacher or a phone call before noon. **We will not allow your child to wait after school for a ride without a note or phone call.**

**AFTER SCHOOL ACTIVITIES:** If your child will be staying after school to attend an after school activity, we need a note including the name of the activity, when it takes place and the person in charge. One note for the entire year is acceptable. Student conduct is expected to be appropriate. Inappropriate behavior may prevent a student from participating. It is the parent's responsibility to ensure that "rides home" arrive

on time.

**RECESS:** Fresh air and exercise are an important part of your child's school program. All children are expected to go outside for recess unless the weather is extremely poor. We do not send children outside in inclement weather. It is very important that students have the proper outdoor clothing (depending on the time of year) and that these items are labeled with your child's name. In general, a child who is well enough to be in school is well enough to play outside. Your child may stay inside if there is a doctor's excuse. Since our staff members have other duties during recess times, individual indoor supervision is difficult.

**STUDENT PROGRESS:** Student Report Cards are sent home with students four times a year at about nine to ten week intervals. The report card is yours to keep and need not be returned. Parent-Teacher conferences are also held in the fall and spring. In addition, parents or teachers may request a conference at any time during the school year.

**HOMEWORK:** Usually there is some type of homework assignment at each grade level. Homework is very important as it helps develop a pattern of learning and study habits that will affect your child throughout a lifetime. Children need your attention and support as well as a consistent time and place to work at home. When your child returns from an absence, work that can be made up will be sent home.

**GREEN FOLDERS:** Each student at Collins is issued a green folder. The purpose of this folder is to organize homework and aid in the communication between teacher and parent. These folders go home everyday. If it is lost or destroyed, a new folder can be purchased for \$2.00.

**PARENT INVOLVEMENT:** We welcome parents/guardians and grandparents as volunteers at Collins. All volunteers must undergo an annual criminal background check before being allowed to volunteer. An ICHAT Background Check Consent Form is available in the office or on the Collins web page. The completed ICHAT form and a copy of your driver's license can be submitted at any of the HLCS buildings. Please allow a minimum of three business days for processing. Let your child's teacher know if you would like to volunteer.

**BOOKS AND SUPPLIES:** All necessary educational supplies will be provided by your school district. Textbooks are loaned to the student each year. It is the student's responsibility to see that the books are kept in suitable condition. If severe damage or loss occurs, the student will be charged for the replacement. Damage and/or loss also apply to library books.

**NEWSLETTERS:** Newsletters are sent home with students each month. Please read them carefully as they have new and updated information and important dates. Newsletters and school information is also available at our website: [www.hlcsk12.net](http://www.hlcsk12.net) on the Collins page.

**CLASS PARTIES:** Classroom parties are held at the discretion of the teacher. Parents will be notified in advance concerning party dates and details.

**LOST AND FOUND:** If your child has lost an item at school please check the lost and found barrel near the front entrance.

**PHONE USE:** Except in an emergency, students are not permitted to use the phone to call home. The phone may only be used with the teacher's and/or office permission.

**LOCKERS:** Lockers should be kept clean and articles of clothing should be worn or taken home each day. Teachers in some classrooms may allow school or gym shoes to be kept in lockers.



**TOYS & ELECTRONIC DEVICES:** Students should not bring toys, knives, radios or electronic devices to school. This would include trading cards and cell phones. These items will be kept at school until the parent has an opportunity to come to school and get them.

**DIRECTORY INFORMATION:** The only information released by Collins Elementary will be directory information such as name, address, date of birth, picture and grade. If parents do not want this information released under any circumstances, written notification must be placed on file in the school office.

**STUDENT RECORDS:** We invite parents or guardians to review your child's official school file at any time if you have questions about what is contained therein. Generally speaking, the official student records file includes attendance data for each school year, grades and other achievement information, standardized test score results and medical information such as immunizations and vision and hearing screening results.

**DRESS CODE:** Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day. Hairstyles, dress, and accessories that pose a safety hazard are not permitted. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. The length of shorts or skirts must be appropriate for the school environment. Appropriate footwear must be worn at all times. If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

**CLEANLINESS:** Personal hygiene is important to the well being of your child. If your child consistently comes to school dirty and/or unkempt, you will be notified.

**CHILD ABUSE/NEGLECT:** If teachers are alert to the signs and symptoms which point to the possibility of neglect or abuse, they must take the first step to bring help to children whose needs are not being met at home. The community's Children's Protective Services are available to address these needs.

**FIRE DRILLS:** Fire drills are required by law. Students must evacuate the building when the alarm sounds. Students are to follow the directions given by the teacher. All students should be 200 feet from the building and remain orderly until the "all clear" signal is given.

**TORNADO DRILLS:** Tornado drills are conducted in the spring. Each classroom has a designated location for students, which is posted in each room. In the sheltered area students are to sit quietly until the "all clear" signal is given.

**EMERGENCY/LOCK DOWN 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 assistant, cafeteria worker, custodian, or administrator. All lock down drills will be conducted by local law enforcement agencies. Students will be familiar with procedures before a drill takes place.

**CANCELLATION OF SCHOOL:** In the event of inclement weather, snow or ice conditions which close school, or cause an early dismissal, announcements will be made as early as possible. You will be contacted via School Messenger (phone system) and local radio and television stations.

**DELAYED START OF SCHOOL:** If road conditions are most likely to improve in the early morning, a delayed start of two hours may be called. In such cases, the announcement of the delayed start will be made as with school closings. Bus pickups will be two hours later than normal and school will begin two hours later than normal. When a delayed start is in effect, students should arrive at school no earlier than fifteen minutes prior to the start of school to insure that proper supervision is available. Breakfast will not be served.

**BREAKFAST:** Breakfast is free for all students and is served daily beginning at 7:40 a.m.

**LUNCH:** Lunch is free for all students. Students may bring their lunch from home and purchase milk, if preferred. Milk price is \$.40. Breakfast and lunch menus are posted outside the cafeteria and can be found online.

**WEAPONS:** The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

**EXPLOSIVES:** Students are not to possess, use or threaten to use any fireworks, explosives or other such instruments capable of inflicting bodily injury. Students will be processed according to Board Policy (suspension to expulsion).

**BOMB THREATS:** The act of initiating a false bomb threat, fire alarm or other false catastrophe is not allowed. Students will be processed according to Board Policy (suspension or expulsion).

**PUBLICATIONS AND LITERATURE:** Distribution of all literature and/or publications must be approved by the principal. No information considered to be obscene or which encourages violation of either criminal, civil law or school regulations will be distributed. After receiving office permission, students will be given a designated time and place to hand out their information and will be responsible for the cleanup of that area.

**MEDIA PHOTO RELEASE:** On our Universal Consent Form there is a section titled "Directory Information." In this section you will find a list of events of which you can "opt out" of disclosure.

**INTERVENTION SERVICES:** Unless otherwise notified in writing by parent/guardian, your child may receive support from an interventionist in the areas of math or reading.

**SCHOOL/DISTRICT IMPROVEMENT:** Our Collins Building Improvement Committee includes the principal, elected teaching staff, teacher assistants and/or other staff members and parents. The Committee meets regularly to address Building and/or District issues.

**\*\*\* HEALTH ISSUES \*\*\***

**IMMUNIZATIONS:** Students enrolled in a Michigan school for the first time are required by state law to be fully vaccinated in accordance with Part 92, Act 368 of the Public Acts of 1978, as amended. For the protection of your child and other children, these immunizations **must** have been given or are in the process of being administered:

- ❖ 4 – DPT (Diphtheria, Pertussis and Tetanus)
- ❖ 3 – Polio
- ❖ 2 – MMR (Measles, Mumps and Rubella)
- ❖ 3 – Hepatitis B
- ❖ 2 – Varicella (Chicken Pox)

The Michigan Immunization Law requires that a child be immunized against diseases specified unless a waiver exemption applies. There are three circumstances in which a required vaccine may be waived or delayed:

1. The child has received at least one dose of required vaccine(s) and the next dose(s) are not yet due. These children are considered to be in a “provisional” status. Schools are required to follow-up with these students to be sure subsequent doses of vaccine are received until they are complete for all required vaccines;
2. The child has a medical contraindication to a vaccine, in which case a Medical Contraindication Form is required to be completed and signed by the child’s medical physician. The form shall state the medical contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s);
3. A parent or guardian holds a religious or philosophical (“other”) belief which precludes receipt of vaccination(s). Parent/guardian must obtain a Nonmedical Waiver Form from the local Health Department.

**ILLNESS:** If your child is ill, please keep him/her home from school. Be alert to such symptoms as upset stomach, runny nose, fever or sore throat. Check with your doctor for diagnosis, treatment and the proper time for returning to school. If your child becomes ill at school, efforts will be made to contact the parent/guardian or other contacts listed on the student’s contact card. Any student leaving the building because of an illness must check out through the office and be signed out.

**COMMUNICABLE DISEASES:** The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**Accommodating Persons with Disabilities:** Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or

services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

**Education of Students with Disabilities:** It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

**STUDENT MEDICAL INFORMATION:** If your child has allergies, seizures or other medical problems, please notify the teacher and office immediately.

**CONSENT FORM:** It is very important that the Consent Form be filled out, signed and returned to school. In case of a medical emergency we must be aware of your instructions regarding the information included on the form. Your child will not be permitted to participate in certain school activities without a Consent Form on file.

**CONTACT CARD:** Please fill out the white contact card and send it back to school with your child. You must come in to the office to make changes to the contact card.

**ACCIDENTS:** Minor bumps, scrapes and bruises will be handled in the office. If your child is severely injured at school, we will notify you so that you may come and pick up your child. The consent form signed by the parent/guardian allows us to contact emergency services when the injury is severe or parents/guardians cannot be reached.

**SCREENINGS:** Vision and/or Hearing screenings are provided yearly. A potential or existing problem may be identified during a screening. Parents are notified that further evaluation is needed by a Doctor so

that corrective treatment can be initiated and possible permanent damage or loss prevented. Parental assistance towards good health for each child will enhance their ability to learn and enjoy school.

**MEDICATIONS:** **If at all possible, medications should be given during the hours that the student is at home.** Absolutely **no** medications are given at school unless the proper forms are on file. Forms must be filled out by the physician and the parent. Forms are available at the school office for this purpose. Medications **must** be in the original pharmaceutical container and clearly labeled with the name of the medication, student's name and dosage instructions. **Medications must be delivered to the school office by the parent or other designated adult.** Over the counter drugs such as aspirin, cough syrup, etc. shall not be administered without the written authorization of a physician. It shall be the student's responsibility to request the medication at the appropriate time.  
(Please see complete Board Policy; pages 12 – 14)

**HEAD LICE AND NITS:** The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. A staff member will do periodic checks of the student's hair over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

**\*\*\* COLLINS ELEMENTARY SCHOOL BEHAVIOR CODE \*\*\***  
**BE RESPONSIBLE • BE RESPECTFUL • BE SAFE**

Student behavior and discipline at Collins Elementary School is based on the premise that everyone has a right to learn and work in a safe and happy environment. Students and staff have the responsibility to respect the rights of others, respect school property, and be responsible and well organized. Good discipline is best thought of as helping the student to adjust, and of turning unacceptable behavior into acceptable behavior. Discipline should be treated on an individual basis and should be preventive in nature as opposed to punitive.

**SCHOOL-WIDE RULES**

- \* Use kind words
- \* Keep your hands and feet to yourself
- \* Be on time for class and ready to learn
- \* Follow directions when given the first time

**PLANNED TEACHING INTERACTION**

1. Introduce rule
2. Describe appropriate behavior
3. Give rationale
4. Request acknowledgment
5. Practice
6. Feedback
7. Positive consequences
8. Establish future follow-up practice





# Collins Elementary School Behavior Expectations



	Hallway	Bathroom	Cafeteria	Playground	In Line	Bus
<b>VOICE LEVEL</b>	0	0-1	0-2	0-4	0	0-2
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Keep lockers neat</li> <li>Keep hallways clean</li> <li>Walk with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>Leave supplies in class</li> <li>Flush when finished</li> <li>Use one squirt of soap, two paper towels</li> <li>Keep it clean! Water in the sink, towels in the trash, TP in the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your whole space</li> <li>Wait your turn</li> <li>Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away</li> <li>Wait for your turn</li> <li>Stop playing when the whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>Take your space at the end of the line</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bus clean: Collect your belongings, Keep all items in book bag</li> <li>Pay attention and recognize your stop</li> <li>Be at your stop on time</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Quiet feet</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>In and out</li> <li>Go to the first open stall</li> </ul>	<ul style="list-style-type: none"> <li>Hands, feet, and germs to self</li> <li>Use kind words, Help others</li> </ul>	<ul style="list-style-type: none"> <li>Help others in need</li> <li>Use kind words</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Hands, feet, and items to self</li> </ul>	<ul style="list-style-type: none"> <li>Hands, feet, and items to self</li> <li>Use kind words, Let others sit with you</li> <li>Follow directions</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Walk on the right side of the hallway, Face forward</li> <li>Look both ways and wait for your turn to cross the hallway</li> <li>Let <i>Specials Teachers</i> go by you (they have equipment)</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Water stays in the sink</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Carry your tray with two hands</li> <li>Wait for an adult to dismiss you</li> <li>Use sanitizer</li> </ul>	<ul style="list-style-type: none"> <li>Report unsafe behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Carry items with two hands</li> <li>Face forward</li> </ul>	<ul style="list-style-type: none"> <li>Walk to bus on red line</li> <li>Backpack on lap</li> <li>Stay seated, face forward</li> <li>Follow safe crossing procedure</li> </ul>

**\*\*\* COLLINS ELEMENTARY SCHOOL DISCIPLINE POLICY \*\*\***  
**HOUGHTON LAKE COMMUNITY SCHOOLS**

**GENERAL BUILDING CONSEQUENCES**

Consequences should be appropriate for the behavior. Some suggested and/or additional consequences that teachers may use within the classroom setting include the following:

- ❖ time out
- ❖ miss recess
- ❖ miss specific activity
- ❖ note home to parent
- ❖ student calls parent and explains what happened
- ❖ students cleans up mess he/she made
- ❖ destruction of school property may result in restitution

**OUT OF INSTRUCTIONAL CONTROL**

A student will be asked to leave the classroom and report to the office to work with an administrator or designee when:

1. The student has engaged in a serious misbehavior or infraction of a school rule (physical or verbal aggression, weapons, possession of contraband, etc.).
2. The student has engaged in ongoing behavior and has been warned of the impending office referral (not accepting criticism, refusal to follow instructions).
3. The student has received repeated teaching/consequences for the same behavior over time.

**PROCEDURE FOR OFFICE REFERRAL**

1. Teacher must complete office referral form
2. Student will be removed from the classroom if he/she is harming self or others.

**ADMINISTRATIVE INTERVENTION**

1. Administrator or designee makes sure the student is under control before leaving the child to check with teacher. (take referral form with you)
2. Check with the teacher on behavioral incident.
3. Administrator or designee would engage in a Complete Teaching Interaction with student.
4. If necessary, one of the following consequences may be administered:
  - silent Supervised Lunch/alternative lunch
  - restorative worksheet
  - in school suspension
  - out of School Suspension

The following will be considered before a suspension is issued:

The following have been considered:

- the student's age
- the student's disciplinary history
- whether the student has a disability
- the seriousness of the violation or behavior
- whether the violation or behavior committed by the student threatened the safety of



any student or staff member

whether restorative practices will be used to address the violation or behavior

whether a lesser intervention would properly address the violation or behavior

These actions are listed in order of severity, but they may be combined or repeated as circumstances demand. All students are to be treated as individuals. Depending on the situation, the administrator or designee may at his/her discretion proceed directly to any of the above steps.

5. The Administrator or designee must reteach the student how to make an apology before he/she can go back to class.
6. The Administrator or designee checks with the teacher to see if it is a good time for the student to reenter the classroom.
7. The Administrator or designee accompanies the student back to the classroom to deliver apology.
8. Student returns to class once the apology is made.
9. Our ultimate goal is for the students to de-escalate, refocus and remain and/or get back into the classroom for continued instruction. The students will evacuate the classroom if the classroom is no longer safe. The teacher will stay in the doorway to watch both groups of kids until help comes.
10. If a student is harming himself or others, certified key personnel, which is our crisis intervention team will assist with the situation. All seclusion and restraint guidelines, per the Houghton Lake Board of Education Policy will be followed.

**\*\*\* SCHOOL DISTRICT POLICIES \*\*\***

**BULLYING/HARASSMENT:** Providing a safe school environment for our students is of the utmost importance in our schools. Bullying is one particularly troubling aspect of student misbehavior that endangers school safety. Bullying, which is the repeated abuse of a student over time by other students, can take many forms including any combination of physical, emotional, verbal abuse, and/or online, e-mail, etc. all of which are unacceptable.

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

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

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

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

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

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

**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 such 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. Student self-possession and/or self-administration of medication shall be permitted only as authorized by the building principal or other school administrator, and only in compliance with the requirements of this policy.

**The Request for the Administration of Medication Form:** This form shall be signed and dated, at least on an annual basis, by the student's parent/guardian, the student's physician and filed with the building principal. Written instructions signed and dated by the student's parent/guardian and the student's physician shall accompany the medication, be completed on or attached to the Request for Administration of Medication Form, and shall include the following information:

- \*Student's name, address, and phone number
- \*Physician's name, address, and phone number
- \*Name of medication
- \*Prescribed dosage and frequency to be given during school
- \*Form of medication (tablet, liquid, inhaler, injection)
- \*Restrictions for side effects
- \*Start and stop dates for administration
- \*Special handling or storage instructions

**Note: The purpose of the medication may be included on the form, but is not required.**

**Medication Label:** The medication shall be brought to school by a parent/guardian in a pharmacy prepared or original prescription bottle. The medication label shall also include the dosage and frequency of administration of medication for the student.

**Medication Supply:** The medication shall be brought to school by the student's parent/guardian in a pharmacy prepared or original prescription bottle. If permission is granted for the student to self-administer this medication at school, the student may bring the medication to school only after the approval for self-possession and/or self-administration has been granted. **Refill of the medication is the sole responsibility of the student's parent/guardian.** Medication shall be supplied in the prescribed dosage so that school personnel do not have to split pills. All medication must be picked up by the parent/guardian within 10 days after the last day of the school year. All unclaimed medication will be destroyed.

**Administrator's Responsibilities:**

The building administrator or other designated administrator shall:

- \*inform appropriate school personnel of the student's medication on a need-to-know basis
- \*designate those school personnel who may administer and/or witness the administration of medication to students
- \*Immediately notify the student's parent/guardian of any error in administering the medication or of missed doses and document such notification

**Medication Administration and Storage:** All school personnel designated by a school Administrator to administer medication to students in the school shall:

- \*always administer the medication in the presence of an adult, who has been designated by the Administrator except in an emergency that threatens the student's health or life
- \*maintain a written record of the administration of the medication on the district's log form, including an accurate record of the amount and date of the medication received and the amount and date of medication dispensed
- \*store the medication in locked area with limited access and according to the medication's storage instructions
- \*count and reconcile all medications identified as controlled substances as they are turned in for dispensing
- \*return the unused medication only to the parent/guardian or, as appropriate, dispose of the medication in the presence of another adult and record the disposal on the log
- \*participate in training as arranged by the district
- \*immediately report to the building administrator any error in administering the medication
- \*periodically check for expiration dates on all medications

**Parent's/Guardian's Responsibilities:** The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designee, in writing, of any change in the child's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication. The parent/guardian shares responsibility to instruct their child to appear for dispensation of medication at the designated times. Any exception to the designated medication time requires a written explanation from the student's physician.

**Student's Responsibilities:** The student assumes responsibility for presenting him/herself on time for taking the prescribed medication.

**School Medication Records:** A record shall be maintained which indicates the time/date of medication, the amount administered, and the witness present. This form shall be initialed by both the administrator of the medication and a designated witness.

**Student Self-Possession and/or Self-Administration of Medication:** Students who are able to self-administer specific medications shall be permitted to do so, provided all of the following conditions have been met:

- \*the student's parent/guardian shall provide written authorization for the student to self-possess and/or self administer the medication in the school setting (if a student is age 18 or is an emancipated minor, the student may provide this written authorization instead of the parent/guardian)
- \*regardless of the student's age, a physician shall provide written instructions for the student to self possess and/or administer the medication, those instructions to include the name of the medication, dosage, time to be administered, route of administration and duration of administration
- \*a written plan for the student's self-administration of medication shall be developed and

authorized by the student, the student's parent/guardian, the physician and the building administrator of medication

\*in accordance with the student's self-administration of medication plan, the medication shall be maintained exclusively and at all times under the student's control while in the school setting

\*students who receive authorization to self-administer their medication shall not convey, transfer or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the student code of conduct

\*medication must be carried in a backpack or fanny pack with a zipper and remain on the student at all times

\*building administrators and appropriate school personnel shall be informed on a need to know basis when a student is authorized to self-possess/administer medication

**Superintendent's Responsibilities:** The superintendent or his/her designee shall:

\*develop future procedures as necessary, to implement this policy and to address specific circumstances which may arise, including, but not limited to procedures which are required by a student's Individualized Education Program (IEP) or a Section 504 Plan

\*provide appropriate training for all building administrators and all school district employees who are authorized to administer medication to students and all district employees who are authorized to witness the administration of medication to students

\*implement appropriate procedures regarding communication of the district's student medication policy and procedures to employees, students and parent/guardians, as well as to local physicians

**Definition:** 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.

**PESTICIDE APPLICATION:** Public act 131 of 1993 amended the Pesticide Control Act to require school administrators to notify parents and guardians of children attending that school of their right to be informed prior to application of pesticides at that school.

A pesticide is defined as a: "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant".

If you would like to be notified prior to the application of any pesticide, please notify in writing the Board of Education office, 6001 W. Houghton Lake Drive, Houghton Lake, MI 48629.

**ASBESTOS NOTIFICATION:** The Houghton Lake Community School District Asbestos Coordinator conducts a periodic surveillance. Management Plans are located in the Superintendent's and building Principal's office.

**THE PROVISIONS OF DUE PROCESS:** All students shall have the right to due process in appeal, disciplinary and investigative proceedings. A student's due process safeguards consist of the opportunity to:

1. Be informed of categories of misconduct and penalties or corrective actions which may be used, through printed material made available to them and through discussion with school personnel
2. Be informed of charges against them and resulting penalties or corrective actions which may be used. In cases involving any suspension or expulsion from school, written notice will be sent to parent(s)/guardian
3. Have a hearing regarding misconduct charges with an opportunity to offer a defense and to examine any document relating to the charges

4. Appeal to other authority if he/she is not guilty, as charged, and if he/she is being subjected to disciplinary action which is not in keeping with this guide or if he/she has not been granted due process as stated herein

Appeal activities must follow the steps of Houghton Lake Board Procedures. Disciplinary or corrective action originally ordered may, at the discretion of the principal, remain in effect during appeal activities until changed through that process.

An administrator may order the immediate suspension of a student whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, school officials or others; or damages property. In such cases the due process procedures shall be completed as soon as practicable. Anytime a student breaks federal or state law, the administration reserves the right to file appropriate reports or criminal charges.

**ALCOHOL, DRUGS, AND SMOKING:** Houghton Lake Community Schools is an Alcohol & Smoke Free Environment. No person, at any time, shall smoke, chew or otherwise use tobacco products, of any kind, on school property, on property under the control of the school district, nor in the School District vehicles. No alcoholic beverage, of any kind, nor any "look alike" alcoholic beverages, shall be used by any person in District buildings or on District building or a District property, nor in connection with any District sponsored activity, whether on or off District property, at any time. Signs prohibiting the use of alcohol, tobacco, or tobacco products have been posted on school grounds. General public violations will be handled in accordance with State Law.

A) The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. No student shall possess, use, consume, distribute, or be under the influence of any illicit drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicating liquor, or possess, use or distribute drug paraphernalia or counterfeit or "look-alike" drugs or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior while in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function or event before, during or after the school hours, or during any period of time when the student is subject to the authority of school personnel. Use of a drug authorized by valid medical prescription from a registered physician shall not be considered a violation of this prohibition when the drug is taken by the student for whom the drug was prescribed in accordance with the prescription.

B) A student enrolled in grades K-12 shall not be permitted to smoke or use any tobacco product on school property, or school vehicle or at school functions.

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

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

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

**INTERNET USE:** Our district is experiencing new avenues with technology. Data drops have just been completed in all K-12 classrooms. As teachers begin to use the Internet in their daily instruction, we are requiring the following guidelines to be met by students. All students will receive Internet inservice. The Internet use agreement must be read, understood, signed and turned into the school office. An adult supervisor will be present during student access of the Internet. Chat rooms and e-mail will not be allowed unless it is school sanctioned.

**FAMILY EDUCATIONAL RIGHTS & PRIVACY (FERPA):** The educational records of any student enrolled in the Houghton Lake Community School District are protected under the Family Educational Rights & Privacy Act of 1974. A parent may review their child's educational records by contacting the building principal and arranging an appointment. The principal or designated school employee will simultaneously review the records and provide explanation and interpretation as necessary. If a parent or eligible student feels some portion of the record is inaccurate, misleading or otherwise in violation of privacy or other rights of the student, a request to amend the record may be submitted. If satisfaction is not achieved at the building level a hearing will be held upon request. If the parent or student is dissatisfied with the decision of the hearing officer a written explanation may be added to the record.

Copies of educational records will be provided to parents or eligible students upon request at cost. No charge will be made to search and/or retrieve records. The following educational records of students are maintained at the building where the students are enrolled:

- ❖ Student cumulative record (CA-60)
- ❖ Student emergency medical information/consent form
- ❖ Student directory information card

Parents or eligible students have the right to file a complaint with the Family Education Rights and Privacy Act Office, 330 Independence Avenue S.W., Washington D.C. 20201, concerning the alleged failure of the Houghton Lake School District to comply with the requirements of the act.

In the case of children of divorced parents, divorce laws stipulate that the custodial parent alone has the responsibility for custody, care, control and education of said children. Under the Family Educational Rights and Privacy Act, parents shall have access to their child's educational records. FERPA regulations presume equal access for both parents, unless there is a court order or legal document to the contrary in the student's CA-60.

**PARENT/GUARDIAN INVOLVEMENT POLICY – TITLE 1 PROGRAMS:** The Houghton Lake School District, as a recipient of Title 1 funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parental/guardian involvement in the development of a Title 1 plan, and directs the administration to:

- ❖ Involve parents/guardians in the development of the plan
- ❖ Develop a plan that provides for the involvement of parents/guardians in the Title 1 activities of the school
- ❖ Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parental/guardian involvement activities to improve student academic achievement and school performance
- ❖ To integrate and coordinate the plans/policies for parental/guardian involvement in Title 1 programs with parental/guardian involvement in other programs, including but not limited to Head Start
- ❖ To review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board

- ❖ To assure that the policy/plan contains a compact that outlines how parents/guardians, the school staff and students will share the responsibility of improved student achievement
- ❖ To distribute the District plan to parents/guardians of participating children and to the local community

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

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

**School Volunteers:** All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## 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

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

The committee shall make 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.*



Paraprofessionals): As an accredited school through North Central Accreditation we meet the required guidelines which include a yearly audit process consisting of sending copies of teacher certification and reporting class schedules to insure that our highly qualified teachers are certified and that they are teaching in their subject areas of certification. All Collins Elementary teachers and paraprofessionals are all highly qualified.

**HOUGHTON LAKE COMMUNITY SCHOOLS DISPUTE RESOLUTION PROCEDURE:** The McKinney Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents/guardians when the student is placed in a school other than the one requested. Guidance for school selection is provided in the law. The law includes dispute resolution among the required duties of the LEA liaison.

The following procedures are specified in the Act:

- ▶ Enrollment: Immediately enroll the homeless student in the school preferred by the parents until the dispute is settled.
- ▶ Written explanation: Provide a written explanation of the school placement decision to the parent/guardian (or to the unaccompanied youth).
- ▶ In the written explanation include the rights to appeal the decision.
- ▶ Liaison: The designated LEA liaison is assigned to carry out the dispute resolution in an expeditious manner.
- ▶ It is the responsibility of the school district to inform the parents/guardians of homeless students of the Complaint Resolution Procedures.

The Michigan Department of Education has adopted a complaint resolution process. In a case where a dispute occurs regarding the education of a homeless child or youth, a copy of the process is available for review in the Collins Elementary office.

**SEXUAL HARASSMENT:** By Section 1300a of the Michigan School Code and by School Board Policy, students found using verbal harassment to abuse, making repeated remarks with sexual or demeaning implications, or initiating unwelcome physical touching will be subject to immediate suspension.

**DISCRIMINATORY HARASSMENT OF EMPLOYEES OR APPLICANTS:** Discriminatory harassment of School District elected officials, employees, or applicants for employment by Board of Education members, School District, students, parents guardians, invitees, volunteers or guests will not be tolerated.

**HAZING:** Soliciting, encouraging, aiding, or engaging in “hazing” on or in any 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.

“Hazing” means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, class, organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- ❖ Removal from participation in extracurricular activities
- ❖ Conference with parent(s)/guardian(s)
- ❖ Suspension for up to 10 days
- ❖ Long term suspension for the remainder of the school term
- ❖ Long term suspension for the remainder of the school year i.e.; longer than one term or semester, but less than a full school year

- ❖ Referral to appropriate law enforcement agency
- ❖ Permanent expulsion from the School District

**ELECTRONIC COMMUNICATION DEVICES (CELL PHONES, PAGERS, BEEPERS):** Students may not be in possession of a cellular telephone, pager/beeper, or other electronic communications devices during instructional time. Any student caught with an unauthorized beeper or cell phone will have that beeper or cell phone confiscated and must be picked up by a parent or guardian.

**CORPORAL PUNISHMENT:** The board does not condone the use of force, fear or other forms of corporal punishment as an appropriate procedure in student discipline. No employee, volunteer or contractor of the district shall threaten to inflict, inflict or cause to be inflicted, physical pain by any means upon a student. Reasonable physical force may be used only to protect the student or others from immediate physical injury, to obtain possession of a weapon or other dangerous object from the student, or to protect property from physical damage. Employees should not find it necessary to resort to physical force, violence or threats to compel obedience. If all means fail, staff members may always resort to the removal of the student from the classroom or school through established suspension or expulsion procedures.

**STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

It is the policy of Houghton Lake Community Schools that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed 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, MI 48629 or call (989) 366-2035.

**\*\*\* TRANSPORTATION POLICY \*\*\***

**MISSION STATEMENT**

In order to provide a safe and orderly environment on our school buses, the Houghton Lake Community Schools Board of Education has adopted the following school bus disciplinary policy.

Students need to be at their designated bus stop before the bus arrives.  
Due to scheduling, it is impossible for the bus to wait for students.

**ON THE BUS BEHAVIOR & RULES:**

- ❖ The bus driver is in charge.
- ❖ Students will be seated as directed by the driver and may be assigned a seat.
- ❖ Students are required to keep all parts of their bodies inside the bus at all times.
- ❖ Students are expected to sit three (3) in a seat when needed.
- ❖ 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 result in punishment.
- ❖ No foul or inappropriate language is allowed.
- ❖ Due to possible choking, eating food including candy, chewing gum and drinking beverages will not be allowed on the bus.
- ❖ 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 the bus at your designated stop.
- ❖ All students are required to provide a school written bus pass to the driver to ride a bus that is not his/her designated bus.
- ❖ Cell phones may not be used on the busses; they will be confiscated by the bus driver if they are used while on the bus.

**If a Student Chooses to Break a Rule (Step Process):**

- 1st Offense:** Will result in a verbal warning to the student and a call home to the student's parent or guardian.
- 2nd Offense:** Will result in a written warning to the student and parent or guardian.
- 3rd Offense:** Will result in a written warning to the student, parent or guardian with a mandatory meeting with the child, parent or guardian, driver and bus supervisor. A two (2) day through five (5) day suspension could occur depending on the offense.
- 4th Offense:** Will result in a bus suspension of ten (10) days.
- 5th Offense:** Will result in a bus suspension of thirty (30) days and a mandatory meeting to decide if the suspension will warrant the remainder of the school year.

All bus drivers must have the signature of the transportation supervisor and/or a 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 the third step (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 have been met.

**SEVERE OFFENSES CAUSING A BUS SUSPENSION OF THIRTY (30) DAYS OR MORE:**

- ❖ 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 per state law and school policy

**PARENT RESPONSIBILITIES:**

- ❖ To insure that your child arrive at the correct bus stop before bus time;
- ❖ To provide necessary protection for your child when going to and from the bus stop;
- ❖ To accept joint responsibility with school authorities for proper conduct of your 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 than what they are used to and not to be upset. They will arrive at their bus stop or school.

**BUS PASSES:** The bus pass policy adopted by the School Board at the July 14, 1986, meeting states:

**It shall be the policy of the Board of Education not to allow transporting students to other than their regular destination except under and limited to the following circumstances:**

- ❖ **Passes may be issued for the home of a regular and/or an emergency sitter**
- ❖ **In the case of a regular sitter, a note needs to be given to the building principal by the parent stating the child's name and the sitter's name, address and telephone number. This note shall be good for the school year.**
- ❖ **An emergency sitter requires the same information as a regular sitter, except a telephone call is acceptable.**

**The office will not write bus passes for students to visit other student's or family member's home for the purpose of social reasons.**



**HOUGHTON LAKE  
COMMUNITY SCHOOLS**

**HOUGHTON LAKE COMMUNITY SCHOOLS  
6001 West Houghton Lake Drive  
Houghton Lake, Michigan 48629  
(989) 366-2035**

**COLLINS ELEMENTARY SCHOOL  
4451 West Houghton Lake Drive  
Houghton Lake, Michigan 48629  
(989) 366-2048**

