

# Hillman Elementary Student Handbook 2009-2010



# Hillman Elementary Student Handbook

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## Hillman Elementary School Staff:

| <i>Extension</i> | <i>Teacher</i>     | <i>Grade</i>       |
|------------------|--------------------|--------------------|
| 220              | Andrews, Pauline   | 3/4                |
| 305              | Brochu, Steve      | 5                  |
| 206              | Burrone, Dahna     | K                  |
| 209              | Chappa, Lorraine   | 1/2                |
| 111              | Cook, Iain         | Band/Music         |
| 103              | Farrier, Christina | Special Education  |
| 307              | Gressick, Paul     | 4                  |
| 215              | Johnson, Scott     | Title I            |
| 212              | Marceau, Melodee   | K                  |
| 308              | Kangas, Kathy      | Physical Education |
| 222              | Kenyon, Michelene  | Special Education  |
| 217              | Pettit, Patricia   | Title I            |
| 213              | Trelfa, Annette    | 3                  |
| 309              | Rundell, Ken       | 6                  |
| 211              | Selesky, Margaret  | 2                  |
| 311              | Selesky, Raymond   | 6                  |
| 207              | Vince, Sally       | 1                  |
| 107              | Vogt, Crystal      | Preschool          |

**Aides:**

|                |   |
|----------------|---|
| Anita Benac    | Paraprofessional                        |
| Candace Powers | Preschool                               |
| Jackie Tronge  | Playground Supervision/Paraprofessional |
| Carrie Wiseley | Paraprofessional                        |

**Sources of Information:**

*Superintendent/High School*

|                                     |               |          |
|-------------------------------------|---------------|----------|
| <i>Principal:</i>                   | Jack Richards | 742-4538 |
| <i>Elementary School Principal:</i> | Shawn Olson   | 742-4537 |
| <i>Maintenance Director:</i>        | Randy Herbek  | 742-2432 |
| <i>Transportation Director:</i>     | Joe LaFleche  | 742-3501 |
| <i>Food Service:</i>                | Jeff Powers   | 742-3313 |

**Hillman Board of Education:**

|                        |               |
|------------------------|---------------|
| <i>President:</i>      | Tom Banks     |
| <i>Vice President:</i> | Ernest Barnes |
| <i>Secretary:</i>      | Juli White    |
| <i>Treasurer:</i>      | Jim Zavislak  |
| <i>Trustee:</i>        | Deb Green     |
| <i>Trustee:</i>        | Brad McLaren  |
| <i>Trustee:</i>        | Matt Noffze   |

## GENERAL INFORMATION

### Mission Statement

*The Mission of Hillman Elementary School is to prepare each individual student to reach his or her full potential in a safe and nurturing environment.*

#### A. EQUAL EDUCATION OPPORTUNITY

It is the policy of the District to provide an equal education opportunity for all students.

Any person who believes she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Superintendent. Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Superintendent can provide additional information concerning equal access to educational opportunity.

#### B. STUDENT RIGHTS AND RESPONSIBILITIES:

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. **Students will be expected to follow teachers' directions and to obey all school rules.**

Parents have the right to know their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

#### C. LOCK DOWN, FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire and tornado drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Lock down drills, in which the students are restricted to the interior of the school building and the building secured, will occur a minimum of two (2) times each school year.

#### D. EMERGENCY CLOSING PROCEDURES:

During a winter storm or other emergency, the local radio and TV stations (WATZ, WAIR, WHSB, or TV CHANNELS 7 & 4, 9 & 10, and 11) are contacted with the information regarding the closing of school.

If you completed the Global Connect form sent home with your child the first day of school, you will also receive a telephone message to the phone number(s) indicated on the form, in the event of school closings. If you still need to complete a form, they are available in the elementary office. Please call the superintendent's office with any changes (742-2908).

## **E. ATTENDANCE/TARDIES/EARLY ARRIVALS/PICKUPS:**

### 1. Absences:

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Considerable information is discussed in classroom activities that cannot be learned through individual study. If, however, an absence is unavoidable, students must bring a written excuse, signed by their parent or guardian, to their teacher when they return.

#### ***Excused Absences:***

*Absences may be excused for the following reasons:*

1. Hospitalization or illness requiring home confinement.
2. Death or serious illness in family.
3. Medical or dental appointments for students, not able to be scheduled during non-school hours.
4. Observation of major religious holidays of the family's faith.
5. Court ordered appearances.
6. Family vacations.

#### ***Unexcused Absences:***

*If a student has no excuse, or if the one presented is unacceptable, the student will be given an "Unexcused Absence".*

*Examples of Unexcused Absences:*

1. Missing the school bus
2. Over sleeping
3. Shopping
4. Lack of Sleep
5. Absences due to suspensions
6. Skipping School
7. Lack of child care
8. Appointments for people other than the student missing school for that appointment
9. No written excuse provided

### 2. Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It *may* be possible for the student to receive certain assignments that are to be completed during the trip.

#### **Truancy:**

Regular attendance is required by law. Excessive absence from school (truancy) is not acceptable.

- After 10 absences, a letter from the principal will be sent home and a referral made to the Student Assistance Team/School Success Worker.
- After 15 absences, parents/guardians will receive a second letter from the principal indicating a possible truancy complaint to the Montmorency Sheriff's Department's Truancy Officer.
- Parents/guardians of students with 20 absences or more will receive a certified letter to schedule a meeting with the principal, teacher, school success worker, and truancy officer. Educational, parenting, and/or counseling needs will be addressed at the meeting.

**Failure to attend the meeting will result in the automatically filing of truancy charges.**

- Further absences may result in truancy charges being filed with the District Attorney.
- After 5 morning tardies, and/or early dismissals a letter from the principal will be sent home and a referral made to the Student Assistance Team/School Success Worker.
- After 10 morning tardies, and/or early dismissals parents/guardians will receive a second letter from the principal indicating a possible truancy complaint to the Montgomery Sheriff's Department's Truancy Officer.
- Parents/guardians of students with 15 morning tardies, and/or early dismissals or more will receive certified letter to schedule a meeting with the principal, teacher, school success worker, and truancy officer. Educational, parenting, and/or counseling needs will be addressed at the meeting. **Failure to attend the meeting will result in the automatically filing of truancy charges.**

**3. Late to School:**

Promptness is important; it establishes the life skill of arriving on time. Arrival by a student after the start of the school day and leaving early at the end of the day is counted as tardy in the record books. Lateness and early dismissals are recorded on the report card. If a student arrives late for school, please send a note to the teacher and stop by the office for a pass to class. If tardiness continues to be a problem, a parent meeting will be called.

The following is a breakdown of our school day:

Absence from 8:15– 9:30 is considered a Tardy

If a student arrives in their classroom after 9:30, they are considered a half-day absent.

If a student leaves before 2:30, they are considered a half-day absent.

Absence from 2:30 – 3:27 is considered an afternoon Tardy.

**4. Early To School:**

School begins at 8:10 a.m. Supervision of students begins at 7:50 a.m. in the gym and cafeteria. **Students should not arrive before 7:50 a.m.**

**5. Picking Up Students:**

If you are picking up a child, you must sign them out at the elementary office or in the cafeteria (after 3:15). The Elementary School Secretary will get your child from the classroom. If you are not the parent/guardian of the child you are picking up, your name must be listed on his/her emergency card or written permission from the child's parent must be submitted to the Elementary School Office at that time. If, **in an emergency**, neither of the above is possible, verification by the parent may be given to the office over the phone.

**F. SCHOOL/HOME WORK:**

1. If extended absence is anticipated, please notify your child's teacher in writing so that assistance may be provided in helping your child keep up with his/her class work. Prearranged absences should be taken care of at least three (3) days prior to requested days to be absent. If homework is picked up prior to an extended absence, it **must** be completed before returning to school.
2. If an absence is necessary for reasons other than vacation or extended illness or injury, your child will have two days for each day missed to complete and turn in work that was missed in their absence.

3. If a child is absent and you wish to have the day's assignments, please inform the office by 9:30 a.m. These assignments can be picked up in the office after school. If homework is requested it needs to be completed and turned in immediately upon the student's return to school.
4. Work that is turned in one day late will have the final score reduced by 10%. Work that is more than one day late will not be accepted and the score will be recorded as a 0.

**G. DRESS CODE:**

5. Dress and grooming should be neat and appropriate and of a nature not to be disruptive of the school atmosphere.
6. Out of respect, caps should be removed upon entering the building.
7. Shorts and tank tops are to be worn only during the first and last marking periods. The appropriate length of shorts and skirts is at least mid-thigh in length. Spandex may not be worn unless covered by other clothing (i.e., an outfit made up of spandex and regular shorts).
8. Modesty in dress is important; therefore, the chest and torso should be covered. Halter tops, bare midriff tops, and tops with spaghetti straps are not allowed.
9. Clothing with obscene or vulgar messages as well as those that promote tobacco, alcohol, or drug use is prohibited.
10. Pajamas are not allowed.
11. If a student's attire or appearance does not meet the guidelines or is a distraction to self or others and may interfere with the normal functioning of the school, parents will be contacted.

**H. FOOD SERVICE:**

Milk is included with hot lunch, but is also available for purchase separately should you wish to pack your child's lunch. Lunches and milk are to be paid for at or before the time they are served. Breakfast prices are \$1.00 for adults and free for students. Lunch prices are \$3.00 for adults, \$2.25 for secondary students and \$2.00 for elementary students. Extra milk is \$0.40.

**I. HEALTH INFORMATION:**

1. *Emergency Information* – It is extremely important that any change in phone number and/or address be reported immediately to the school, either to the student's home number or the emergency number. Unlisted numbers are likewise requested, with the assurance that the school will release no phone numbers unless otherwise permitted by the parent/guardian.

2. *Contagious Diseases* – To avoid exposing or being exposed to various diseases, students are urged to remain at home when they have a fever, sore throat, considerable congestion or coughing. The Elementary Office should be notified in instances where parents suspect cases of strep throat, measles, mumps, chicken pox, impetigo, head lice, ringworm, etc. Students suspected of having something contagious will be removed from the classroom and sent home.

3. *Head Lice* – Periodically throughout the school year there may be a need for head lice checks. Individual students, entire classrooms, or all elementary students may be tested. In the event your child is found to have head lice, you will be notified immediately and will need to pick him/her up at the Elementary School Office. After treating your child, you will need to be present while your child is checked for head lice/nits again. Your child must be nit free to return to school. Your child will not be allowed back on the bus until it has been determined by office personnel that he/she is nit free.

4. *Immunizations* – Students must be current with all immunizations required by law to have an authorized waiver from State immunization requirements. If a student does not have the

necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

5. *Medication* – If your child requires medication several times a day, try to arrange the time of medication so that it can be given at home. The following guidelines will be adhered to if the administration of medication during school hours cannot be avoided:

1. Medications will be accepted by the school only if the parent/guardian brings the medication to the school office with specific written directions from the physician. The “Authorization for Administration of Medication” form must be completed by the prescribing physician and signed by the parent/guardian. Forms for this purpose are available at the school office.
2. Medication must be brought to school in a pharmaceutically filled container, labeled with the name of the student, medication, dosage, and time medication is to be given at school. The refill of the prescription shall be the responsibility of the parent upon notification by the school.
3. Medication MAY NOT be sent to school in a student’s lunch box, pocket, backpack, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
4. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
5. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written instructions and the parent’s written permission release.
6. A physician’s prescription or order is also necessary to allow students to take non-prescription medication. These prescribed over-the-counter medications would follow the same rules and regulations as full prescription medications.
7. In the event the physician orders a change in a student’s medication, the school must receive a new “Authorization for Administration of Medication” form from the attending physician to inform the staff directly involved with the student of this change.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

#### **J. STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, cell phones, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

#### **K. PARENTAL INVOLVEMENT:**

At Hillman Elementary we believe and actively pursue parental involvement in the educational program. We know that parents are the most important teachers of their children.

*Parent Teacher Support Group (PTSG)* – The objectives of the PTSG are:

1. To assist and promote quality education for the students of Hillman Community Schools.
2. To bring closer relations between parents and teachers in a cooperative effort for the education of children and youth.
3. To assist and promote physical, mental, and social growth in students.
4. To plan educational and social activities for students, parents, and other members of the school community.

Monthly meetings are held in the Elementary Library on the first Tuesday of each month beginning at 6:30 p.m. **All parents are invited to attend.** If you would like more information, please contact P.T.S.G. president, Jamie Lis, at 742-2879.

#### **L. RECESS:**

***When the wind chill factor (wind with temperature) is 5 degrees Fahrenheit or lower, students will have recess indoors.***

When students are on the playground, the playground aide is in charge and students need to obey. If a student is to stay inside for recess due to illness, a doctor's note stating so must be presented to the office.

##### **1. Playground Rules**

The playground rules shall be taught at the start of the school year. These rules should be retaught and reviewed over the ensuing school year.

1. Students will listen to and obey playground supervisors.
2. Students will walk to and from the playground in the hallways.
3. Students will re-enter the building only with permission from the playground supervisor. Students must be given a written pass to show office personnel.
4. Proper clothing is the responsibility of parents and students. Forgotten articles of clothing will not be accepted excuses for returning to the building.
5. Students will refrain from fighting or any physical activity that may cause harm.
6. Students will use playground equipment as it was intended. Unacceptable activities on equipment are:
  - Going the wrong way on slides.
  - Doing cradles or spiders on swings.
  - Swinging on your stomach.
  - Twisting swings.
  - Standing on or jumping off swings.
  - No standing on bars.
7. Students will throw only toys designed for throwing (no snowballs, sticks, stones, etc.).
8. Students may climb only on climbers and bars designed for climbing.
9. Use the basketball court for basketball first. If basketball is not being played, the hard surface may be used for other games.
10. Do not take food, candy or gum on the playground.

#### **M. REPORTS TO PARENTS:**

1. *Parent/Teacher Conferences* – Parent/Teacher conferences are held twice a year to discuss your child's progress in school. The first conference is in the fall, usually in October or November. The second conference is in the spring, usually in February or March. You are encouraged to contact your child's teacher at any time if you have questions about your child's progress or if a problem arises.

2. *Report Cards* – Report cards are issued once every nine weeks, four times a year. Letter grades A-E are given in grades 3-6 and a progress report format is used in grades K- 2. Letter grades are based on your child's daily work, tests, class participation, quality and neatness of work, and the ability and effort to apply the skills taught. In other words, the letter grade is a total performance grade, not simply daily paperwork. Work not turned in or not made up after an absence is marked as "E" for that assignment. If you have any questions about your child's report

card, please feel free to contact your child’s teacher. Also, please remember to sign and return report cards and use the space for parent comments.

3. *Honor Roll* – Honor Roll for students in grades 3-6 is based on the student receiving a “B” average in all subjects. The breakdown of grades to a number value is as follows:

|    |      |    |      |    |      |
|----|------|----|------|----|------|
| A  | 4.0  | 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 |

4. *Awards* – The special awards listed below are also given each marking period and at the end of each semester:

- ***Excellent Effort Awards***: To students who put forth their very best effort and are doing their best work.
- ***B.U.G. Awards***: For Bringing Up Grades from the previous marking period and keeping all other grades the same without going down in any subject.

*(The school chooses not to provide perfect attendance awards because there are students with health conditions that does not allow them to be in attendance every school day.)*

#### **N. RETENTION POLICY:**

Retention occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator. Final decisions on student promotion, placement, or retention rest with the building principal.

#### **O. SAFETY CONCERNS:**

Students should not use roller blades, bicycles, skateboards, heelies, scooters, **or any other form of personal transportation device** in school hallways or District pedestrian traffic areas. **Exceptions may be made to reasonably accommodate students with mobility impairments.**

#### **P. TRANSPORTATION INFORMATION:**

The transportation of students by school bus is a privilege and not required by law. Getting students to school is ultimately the parents’ responsibility. The driver is in charge of the bus and his/her students at all times.

Because of state regulations, students may be allowed to carry a limit of one or two articles; only what can be held in their lap. All items must be held by individual passengers at all times.

Due to budget cuts in the transportation department at Hillman Community Schools, the buses are loaded to their maximum. This puts us at an inconvenience as far as transporting students somewhere other than home.

If you have 2 or more students that need to go to another location other than their home address, we need you to contact the transportation department to see if there is enough seating capacity left for that particular bus. P.A. 187 states that we shall not exceed the manufacturers seating capacity at any time.

Therefore, we need your help to stay within the guidelines of the law. We cannot have students going to different addresses at any given time. They need one solid address to go to. If they need to go someplace other than their address, it will be the parents’ and guardians’ responsibility to accomplish this, not the school’s. If students try to go to a different address, they will be held at the school until the parent/guardian picks them up. If this happens on a regular basis, the school may refuse transportation privileges for a period of time.

If you have one child that needs to go to another address occasionally, they, of course, will still need a note. The note needs to have the following information included: student name, destination address, name of responsible adult at that destination, date, and parent/guardian signature. Students are to give the notes to their teachers first thing in the morning. We cannot allow a child to board another bus without parent/guardian permission!

If your child is having a group of students over after school, please call Joe LaFleche at the bus garage and let him know several days in advance so he can make the necessary adjustments to avoid overcrowding. (742-3501)

When bringing students by private transportation, **please do not use the circle driveway from 7:40 a.m. – 3:40 p.m.**

To ensure safety and proper conduct on the bus, the drivers will continue to issue “Bus Conduct Reports” to those students who demonstrate inappropriate behavior. Continued misconduct by the student may result in suspension of all bus privileges (including field trips).

**1) Bus Rules:**

- a) The bus driver may assign seats.
- b) Be courteous.
- c) No profanity.
- d) Do not eat or drink on the bus; keep the bus clean.
- e) Violence is prohibited.
- f) Remain seated.
- g) NO smoking.
- h) Keep your hands and head inside the bus.
- i) Do not destroy property.
- j) No verbal or physical threats.

**2) Steps for Bus Discipline:**

- a) Warning
- b) 1 day off all buses
- c) 3 days off all buses
- d) 5 days off all buses
- e) 10 days off all buses
- f) Remainder of school year off all buses

**MISBEHAVIOR ON BUS:** Penalty will be at the discretion of principal and bus supervisor. Depending on circumstances, this may include removal from the bus for 1-10 days or permanent removal from bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

**R. VISITORS:**

The only entrance available for visitor use is the main entrance by the front circle. Everyone visiting the building must sign in when entering and out when leaving. Visitors must also state the purpose of their visit upon entering. An identification badge is to be worn by all visitors while in the building. This badge is to be returned at the end of their visit. If you enter the building to pick up your child, please report to the main office until your child is directed to the office. Do not go to your child’s classroom door and possibly interfere with the classroom activity that is in progress. Your child will come down to the office.

Specific visitor procedures (per district policy) include:

- Visits to individual classrooms should be scheduled only when the regular classroom teacher is present;

- Visits to classrooms shall not disrupt the instructional programming nor educational activity of the day;
- Visits to school by a student's friends are not permitted.

Please be assured that it is not our intent to keep parents away from school. The exact opposite is, in fact, true. We do value the time you take to visit our school or volunteer your services to our students. Certainly many of the above procedures look very complicated. However, they are necessary to help assure the safety of your children. It is impossible for staff to recognize every parent and the badges assure staff members that you have registered in the school office.

## **SCHOOL DISCIPLINE:**

### **1) Introduction to School Discipline**

Behavior plays a crucial part in overall school climate. Rules are established so our school can have a safe and orderly environment. Parents and school staff must work cooperatively in discipline of students.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. A student can be suspended from all school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **2) 3 Basic Rules**

1. Students will respect others, and the rights of others.
2. Students will respect school property, and the property of others.
3. Students will follow a direction by staff the first time.

### **3) Unacceptable Behavior List**

The following is a list of unacceptable behavior that will result in immediate suspension and/or expulsion. (It is not intended to cover all behaviors which may be disciplined.)

1. Use, possession, distribution, or sale of drugs.
2. Use or possession of tobacco.
3. Possession of a weapon.
4. Use of an object as a weapon.
5. Knowledge of Dangerous Weapons or Threats of Violence.
6. Purposely setting a fire.
7. Physically assaulting a staff person, student, or other person.
8. Verbally threatening a staff person, student, or other person.
9. Extortion – To obtain from another by coercion or intimidation.
10. Gambling or cheating.
11. Falsification of schoolwork, identification, and/or forgery.
12. False alarms, false reports, bomb threats.
13. Explosives.
14. Trespassing.
15. Theft.
16. Damaging property.
17. Unauthorized use of school or private property.
18. Uncooperative behavior.

19. Aiding and abetting violation of school rules – to urge, encourage, or support a violation.
20. Harassment/Bullying.
21. Possession of a firearm.
22. Arson.
23. Criminal sexual conduct.
24. Profanity.
25. Threat of violence.

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

#### **4) Harassment**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities, whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal. Every student should and every staff member *must* report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

##### Harassment

- a) Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

- b) Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- c) The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to

- a) Verbal harassment or abuse;
- b) Pressure for sexual activity;
- c) Repeated remarks with sexual or demeaning implications;
- d) Unwelcome touching;
- e) Sexual jokes, posters, cartoons, etc.;
- f) Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

### **5) Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- a) Illegal activity, such as drinking or drugs;
- b) Physical punishment or infliction of pain;
- c) Intentional humiliation or embarrassment;
- d) Dangerous activity;
- e) Activity likely to cause mental or psychological stress;
- f) Forced detention or kidnapping;
- g) Undressing or otherwise exposing self or others.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### **6) Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property 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.

Bullying – intimidation of others by acts, such as but no limited to:

- a) Threatened or actual physical harm;
- b) Unwelcomed physical contact;
- c) Threatening or taunting verbal, written or electronic communications;
- d) Taking or extorting money or property;
- e) Damaging or destroying property;
- f) Blocking or impeding student movement.

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal.

### **7) Suspension from School**

Out-of-school suspensions may be issued on a stepped system. Successive suspensions will result in added days (i.e. 1 day, 3 days, 5 days, 7 days, and 10 days). There is a maximum of 10 days during any one suspension period.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **8) Long-term Suspension or Expulsion From School**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- ◆ The charge and related evidence;
- ◆ The time and place of the Board meeting;
- ◆ The length of the recommended suspension or expulsion;
- ◆ A brief description of the hearing procedure;
- ◆ A statement that the student may bring parents, guardians, and counsel;

- ◆ A statement that the student may give testimony, present evidence, and provide a defense;
- ◆ A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the building administrator during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within two (2) school days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

[The school] makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building administrator.

## **9) Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **10) Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Locks may be obtained in the elementary office with a \$4.00 deposit.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security

codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **11) Weapon Free School Zone:**

Hillman Community Schools is a weapon free zone. Section 1311 of the Michigan School Code states, "a student who possesses a dangerous weapon, commits arson, or criminal sexual conduct in a school building or on school grounds will be expelled from school."

*Possession of a Weapon* – A dangerous weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon. Criminal charges may be filed for this violation. Possession of a dangerous weapon will subject a student to expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on School District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity, any of the following:

- A. Any explosive device, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any firearm, gun, revolver, b-b or pellet gun, or pistol.
- C. Any cutting instrument consisting of a sharp blade **over three (3) inches long** fastened to a handle, a pocketknife opened by a mechanical device, a dagger, a dirk, or a stiletto.
- D. Any similar object that is intended to invoke bodily harm or fear of bodily harm such as iron bars or brass knuckles.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion. Students are required to report knowledge of dangerous weapons or threats of violence to the building principal. Failure to report such knowledge may subject the student to discipline.

### **12) Drug Free School Zone:**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

The Board prohibits the use, possession, concealment, or distribution of any drug at any time on District property or at any District-related event.

For purposes of this policy, "drugs" shall mean:

- 1. All dangerous controlled substances as so designated and prohibited by Michigan statute;
- 2. All chemicals which release toxic vapors;
- 3. All alcoholic beverages;
- 4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- 5. "Look-alikes";
- 6. Anabolic steroids;
- 7. Any other illegal substances so designated and prohibited by law.