

HILLMAN JR./SR HIGH SCHOOL

“Home of the Tigers”

**The mission of Hillman Community Schools
is to challenge all students to
reach their potential and
meet the demands of the future
as responsible citizens
through a dynamic, comprehensive curriculum
provided in a caring environment
by a staff and community
committed to excellence.**

The Hillman Community School’s goal is to provide an educational environment that will prepare our students to become:

SELF-DIRECTED LEARNERS who complete tasks through either written or oral instructions or by formulating their goals and following through to complete the task on an appropriate time line.

PROBLEM SOLVERS who can use available resources and information to solve problems in a variety of contexts.

COLLABORATIVE/COOPERATIVE COMMUNITY CONTRIBUTORS, who can use effective leadership, group skills, time, energy and talents to improve their communities.

LITERATE INDIVIDUALS who use oral and written means to demonstrate competency in basic skills

WELCOME TO TIGER COUNTRY

It is a pleasure to welcome you to the Hillman Community Schools Junior/Senior High School. The administration, faculty, staff, and community have worked hard to provide you with the best possible education and facility. While we cannot meet the needs of everyone, our curriculum is designed to provide as many opportunities as possible. We expect everyone will use our facilities with pride and respect the rights of others who share our school. To the parents of Hillman Jr./Sr. High School, we also extend a welcome. The education and progress your student makes depends upon you, your student, and the teachers working together for the best interest of all concerned. We encourage your student to become involved in the functions and activities of the school.

This handbook has been prepared as a tool to be used to help make the Hillman Jr./Sr. High School a positive learning experience. It contains the essential information needed about the policies and procedures. We hope you find the time here to be a rich and rewarding experience.

Student Handbook 2009-2010

School Fight Song

Fight for Hillman, Fight for Hillman,
Fight, Fight, Fight, Fight, Fight
Hillman's out there and we're going to
Win this game tonight. Rah! Rah! Rah!
Hillman's out, Hillman's gaining onto victory,
We're going to win this game just wait and see. Rah! Rah! Rah!

School Phone Numbers

Superintendent's Office: 742-2908
High School Office: 742-4538
Elementary Office: 742-4537
Transportation Office: 742-3501
Maintenance Office: 742-2432

Administration:

Superintendent	Jack Richards
Middle/High School Principal	Jack Richards
Elementary Principal	Shawn Olson

Board of Education:

Tom Banks
Ernest Barnes
Debra Greene
Matt Noffze
Steve Orlandi
Juli White
Jim Zavislak

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<u>Secondary Faculty</u>	<u>Extension/Room Number</u>
Andrew Buchinger	215
Iain Cook	308
Scott Cordes	110
Elizabeth DeMerell	205
Erin Fleming	109
Linda Geister	209
Daniel Gibson	211
Karen Gibson	208
Doug Hyde	111
Kathleen Kangas	219
Marjory Kenyon	113
Katie Lee	109
Chad MacDonald	112
Eric Muszynski	213
Kim Sumerix	104
Jennifer Tucker	103
Chanda Wekwert	306

Bell Schedule

Time

08:15 – 09:04 Hour
09:07 – 09:56 Hour 2
09:59 – 10:48 Hour 3
10:48 – 11:18 1st Lunch* 10:51 – 11:40 Hour 4
11:21 – 12:10 Hour 4 11:40 – 12:10 2nd Lunch
12:13 – 01:02 Hour 5
01:05 – 02:25 Hour 6/ last 31 minutes for A.P.
02:28 – 03:17 Hour 7

Parent Involvement

For the benefit of the student, Hillman High School encourages parents to support their child's career in school by: (a) participating in school functions, organizations and committees, (b) supporting the teachers and school in maintaining discipline and a safe and orderly learning environment, (c) requiring their child to adhere to or obey all school rules and regulations, (d) supporting and enforcing consequences for their child's willful misbehavior in school, (e) sending their child to school with proper attention to his/her health, personal cleanliness, and dress, (f) maintaining an active interest in your child's daily work, (g) reading all communications from the school, signing, and returning them promptly when required, and (h) cooperating with the school in attending conferences set up for the exchange of information of your child's progress in school.

Homebound Instruction

The school shall arrange for individual instruction for students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the building principal regarding procedures for such instruction. The district will provide homebound instruction only for those confinements expected to last at least five (5) days and verified by a physician licensed to practice in the state and confirming the student has the ability to participate in an educational program.

Enrolling in School

To enroll a student in school please stop in at the Principal's office and ask the secretary for the proper enrollment forms. It will be extremely helpful if you have a birth certificate, immunization records, address of previous school attended.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's

professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of NonCasual-Contact Communicable Diseases

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Academic Standards for Participation in Extra-curricular Activities

A student's academic eligibility to participate in extra-curricular activities, athletics, clubs, and/or organizations will be based on the following:

- 1.** Each student's academic eligibility will be based upon his or her weekly eligibility report, to start the second week of each semester.
 - a. A part-time student is currently taking **4** or less classes; he/she must be passing all of them with at least a 2.00(C) average to remain eligible.
 - b. A full-time student is currently taking seven (**7**) classes; he/she must pass six (**6**) and must have at least a 2.00(C) average to remain eligible.
 - c. Any student who has not met the requirements in either section (a) and (b) will be suspended from all extra-curricular activities for the following eligibility report period. Sanctions will start on the school day after eligibility reports are issued. If a student is ineligible, they may not ride the bus to away games/meets.
 - d. Students ineligible after the last marking period of the school year may participate in extra-curricular activities during the summer, unless the event is recognized by the Michigan High School Athletic Association, then the student would be deemed ineligible. Example: A student who has below a 2.00 G.P.A. for the last marking period of the year may participate in summer team camps and practices but would be ineligible to play in any high school games that occurred before the first day of school, i.e. football, basketball, and volleyball.
 - e. The principal may make an exception if the student has been participating in a superintendent approved intervention program and has shown satisfactory progress toward achieving the minimum grade point average.
- 2.** Extra Curricular Activities/Clubs/Organization
Students must meet all athletic academic eligibility requirements each marking period to participate in school sponsored extra-curricular clubs, organizations and their related activities. Students whose GPA falls below a 2.00 will be excluded from these activities during the following 3 week progress report period. Students who are ineligible during this 3 week period are still obligated to turn in a weekly eligibility sheet to monitor their progress. These restrictions

will not apply to attendance at athletic events, dances, Senior Trip, special student recognition programs, and fundraising.

Class/sports and other necessary meetings will take place during channel one or before/after school whenever possible. Sponsors must record their meeting date/times on the office calendar one week in advance to insure compliance and avoid conflict. Sponsors will give teachers a list of students either before or after academic meeting. (A.S.A.P.)

Accreditation:

The North Central Association currently accepts Hillman High School as an accredited school holding the transition endorsement.

Adult Education

Adult education will be available to those students who need to make up credits to graduate due to previous failure. Students may not enroll as an adult education class that is offered during the regular school day at Hillman High School. Juniors must have **13** or fewer credits at the start of the year to enter adult education, or **17** or fewer credits entering the second semester. Seniors taking adult education must have **20** or less credits at the start of the year, or **24** or fewer credits entering the second semester. Release time will not be granted to students enrolled in adult education. Students who have dropped out of school prior to graduation shall not be included in class activities or be placed in the yearbook. Only those who are regular Hillman High School students and will meet all graduation requirements will be allowed to participate in the Graduation ceremony.

Alcohol and Drug Tests

An alcohol and drug free environment serves the general welfare of students. If there is reasonable suspicion a student is under the influence of alcohol or drugs the school may require an alcohol or drug test.

Athletic Policy

Student athletic eligibility is governed by the Michigan High School Athletic Association (MHSAA) requirements for the student athletic eligibility, the academic standards for the participation and extra-curricular activities and the Hillman High School standards for personal conduct of athletes. Students who have inquiries regarding athletic eligibility should contact the Athletic Director.

A. Michigan High School Athletic Association:

Hillman High School is a member of the MHSAA and agrees to abide by the rules and regulations of that organization. A brief summary of the major MHSAA student athlete eligibility rules is stated below:

1. Be properly enrolled in school.
2. Be under 19 years of age unless the birthday is on/after September 1st.
3. Have passed a current physical examination after April 15th of the previous

school year.

4. Have not more than four first semesters and four second semesters of competition.
5. Have not enrolled more than eight semesters in grades 9-12 and the last two semesters must be consecutive.
6. Pass at least four classes the previous semester.
7. Carry and pass at least four classes during the present semester.
8. Meet requirements if a transfer student.
9. Accept no awards valued over \$25.

B. Physical Examination

No athlete shall participate in any phase of the athletic program that does not have on file in the athletic director's office a physical examination card for the current school year. A physician, nurse practitioner or physician's assistant indicating that the student has passed a physical examination and is able to compete in athletic practices and contests must sign this card. For the card to be valid, the physical examination must be given after April 15th of the previous school year. As a further condition of participation, an emancipated minor's parent/guardian must also consent to such participation. In case of serious injury or extended illness, school officials reserve the right to require an athlete to be re-examined by a physician before being allowed to participate in interscholastic athletics.

C. Hillman High School Standards for Personal Conduct of Athletes

1. Any athlete who is absent from school for any part of the last two class periods of a day, except for doctor or dental appointments or funerals, will not be allowed to participate in that day's practice or competition.
2. Care and maintenance of school equipment is every athlete's responsibility. Restitution for the loss or destruction of school property is part of that responsibility.
3. On team trips all team members will ride on transportation provided by the school. The coach of the sport may make exceptions when the parents of the student personally contact him/her and arrange for the trip with the parents. A parent must give a note to the coach if they wish their child to ride with them. Athletes who have reached the age of majority are not exempt from this rule.
4. Each coach will issue reasonable regulations regarding his/her specific sport. Those rules are in addition to, not in place of, these rules. Copies will be distributed to all players and Athletic Director before season.
5. Players are expected to dress neatly and according to the instructions of the coach.
6. Use of illegal drugs, alcohol, tobacco products, steroids, human growth hormones and other performance enhancing drugs is strictly forbidden. Any athlete found using or possessing these products anytime during the year (12 months, 24 hours a day) will be punished as follows: 1st offense - miss the

equivalent of 50% of the season's games and mandatory counseling. 2nd offense - one calendar year suspension from all athletic participation. 3rd offense permanent suspension from athletic program.

These percentages will be cumulative and carried over from season to season and year to year. Offenses will be kept on file until the student/athlete graduates.

7. Students convicted of misdemeanor/felony violations will be immediately suspended from all athletic participation and dealt with on an individual basis.
8. Students may be disciplined while waiting criminal prosecution.

Attendance

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in assigned classes. The purpose of the attendance procedures is to help students develop these responsibilities and maintain academic credit.

Regular school attendance is an important part of learning for students. Students are expected to attend all classes. Absences that would not be acceptable on the job will not be excused. This includes such things as hunting, fishing, and shopping. The Junior/Senior High School is a closed campus. Once students arrive to school, they are not to leave. This includes lunch period.

If a student has to leave school during the day they are to report to the office before leaving the school property. The student also is to let the office know prior to 8:30 a.m. if they will be leaving school for an appointment during the day. When a student returns to school from an appointment or is entering school later than the beginning of the school day that student is to report to the office to notify the school of their arrival. When a student leaves for an appointment they must present a note to the office upon returning to school.

Student absences must be reported to the school office by 8:30 a.m. (989-742-4538).

Students and parents will receive written notification of excessive absences with progress reports and report cards. Students who exceed ten non-school related absences receive a failing grade in that class for the entire semester. Students who accumulate 10 absences or more will have an opportunity to earn a passing grade in that class by:

1. Making arrangements with their respective teachers to make up the missed class time beyond the tenth absence either before or after school in an instructional setting supervised by certified Hillman High School teaching staff members.
2. Documenting sufficient make-up time in each class to reduce the amount of missed class time to ten or less absences/semester.
3. Completing the make-up attendance time within ten school days following notification of the excessive absence.

The Principal will review excessive absences resulting from extenuating circumstances. If the parent isn't comfortable with the principal's decision they

may ask for an attendance hear/review board to be established to include the principal, a teacher, and a board member to review excessive absences resulting from extenuating circumstances. This board will be authorized to meet and render a decision regarding all attendance appeals within 5 days of a student's/parent's written request.

Absences from school will fall into one of the following categories and will be dealt with as indicated.

I. Excused Absence

1. Illness or hospitalization verified by a written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
2. Serious illness or emergency in the immediate family verified by a written parental excuse.
3. Permit to leave school issued by the administration or counselor (consent of parent or guardian is required).
4. Planned absence. Students have to meet the following criteria for a planned absence and in order to attend out-of-school functions.
 - a. A part-time student must be passing all classes at least three days prior to the function. A full-time student must be passing six (6) classes at least three days prior to the function.
 - b. The students must be traveling with a parent, guardian, or school representative.
 - c. The student must request all assignments in advance of the absence.
5. Professional appointments that cannot be made after school (dentist, doctor, court appointments, etc.).
6. Pre-arranged absences (including college visitations) provided the Attendance Officer is contacted for prior approval, arrangements are made for necessary assignments and materials, and make-up work is completed as arranged between the student and the teacher. Arrangements for college visitations must be made with the Guidance Department.
7. Religious instruction and/or obligations (arranged in advance).
8. School-imposed suspensions.

Make-up: Students who have excused absences will be allowed to make up all work missed, including daily assignments. Two (2) school calendar days for completion will be allowed for each day of absence, with a maximum of 10 days.

II. Unexcused Absences

All absences not included in section 1 will be unexcused including those not explained in advance by the school or home.

Make up: No make up privileges. Disciplinary action will begin at Step 2 in the Code of Conduct. Parents or guardian must notify the school office of the reason for the absence by phone before 8:30 a.m. or in writing before the

student's return to class otherwise the student will be recorded as having an unexcused absence. If an extended planned absence should be necessary, parents are to contact the office to make arrangements that will include homework. Only category I absences will be excused. Students who are seen in the community or at school when reported absent will be considered unexcused.

Board of Education

Anyone wishing to appear before the Hillman Board of Education is urged to exhaust all other channels within the school system before requesting a Board of Education hearing.

Book Deposit

Upon enrolling in school, each student is required to make a deposit of \$5. Books, materials, etc. will not be issued until the deposit is paid. Damage to books, lost books and damage to school equipment will be subtracted from the deposit. Before the beginning of each year, all fines, etc. must be paid. The deposit will be returned when all obligations have been met.

Bus Transportation

Private/Commercial vehicles are not permitted near the busses while students are loading/unloading.

When a student violates the rules and policies of the Hillman Community Schools, a disciplinary action will be taken. Each repeated violation will result in more severe punishment. Depending upon the violation, disciplinary action may be a warning, suspension, or recommendation to the Board of Education for expulsion. Parents will be notified of disciplinary action that has been taken. If a student has a suspension from a bus he/she will be suspended from all school busses, including field trips and athletic events.

The following is a general guide to the action that will be taken. Offenses that are not listed and other factors will be at the discretion of the driver handling the situation. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered.

- Step 1: Warning
- Step 2: One (1) day suspension
- Step 3: Three (3) day suspension
- Step 4: Five (5) day suspension
- Step 5: Ten (10) day suspension
- Step 6: Removal from the bus for up to a school year.

For the following violations action will normally begin at **Step 1** and advance one step with each violation.

1. Minor persistent disobedience.
2. Sitting in seat in an improper manner (changing seats while bus is in motion, sitting sideways, sitting with knee on back of seat, changing seats without permission of bus driver).

3. Horseplay (taking articles of clothing from another student, picking on another student, etc.).
4. Not at designated place to board the bus at the time shown on the schedule. The driver must remain on schedule and cannot wait for tardy students.
5. Not remaining off the traveled roadways at all times while waiting for the bus.
6. Not waiting until the bus stops before attempting to get on or off.
7. Failure to cross the highway in a proper manner:
 - a. Make certain the bus is stationary.
 - b. Go to the front of the bus within sight of the driver and wait for the proper signal for crossing.
 - c. When you receive the signal, look both ways and walk -- don't run across the road in front of the bus.
8. Failure to report to driver at once any damage to the bus that you observe.
9. The use of cell phones, radios, tape players, or other types of musical instruments or toys. (At the discretion of the driver.)
10. Drinking of pop or other beverages.

For the following violations actions will normally begin at **Step 3** and advance one step with each violation.

1. Use of obscene or profane language.
2. The use of water pistols.
3. Throwing or shooting paper wads.

For the following violations, action will normally begin at **Step 4** and advance one step with each violation.

1. Smoking
2. Use or possession of alcohol or any illegal drug.
3. Tampering with the emergency door or leaving the bus through the rear door, except in an emergency, without the permission of the driver.

For the following violations, action will normally begin at **Step 6**.

1. Fighting - Physical attacks or threats to students or driver.
2. Fireworks
3. Use or possession of drugs.

Punishment may be more severe depending on circumstances.

Cell Phones and other Electronic Devices (ED)

A student may possess a cellular telephone or other electronic communication devices (ED) in school, on school property, at after school activities and at school-related functions, provided that during school hours (8:00-3:17) and on a school vehicle the cell phone or other ED remains off and out of site. Students can only use their cell phones on the bus to notify their parents of their return from a field trip or athletic event. Students are not permitted to wear cell phones or ED's clipped to a belt or otherwise display them in plain sight during the school day. Also during school activities when directed by the administrator or sponsor, cell phones and other ED's shall be turned off and stored away out of sight. The use of cell phones and other ED's in locker rooms or bathrooms is

prohibited at all times. Possession of a cellular phone or other ED by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cell phone or ED. First offense – student may pick up cell phone/ ED from principal after school. Second offense – parent/guardian will need to come to school to pick up the phone/ED. Third offense – student will face an out of school suspension. Student’s who refuse to give their cell phone or other ED to the teacher/administrator when asked will receive a detention in addition to the consequence for the phone for insubordination. The student who possesses a cell phone or ED shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss of damage to cell phones or ED’s brought onto its property.

CODE OF CONDUCT

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Hillman Community Schools the following code of conduct has been established.

Categories of misconduct have been adopted along with guidelines for consequences when a student engages in such misconduct. This code of conduct applies to all schools students for all activities of the Hillman Community Schools. This list is not intended to be exhaustive, and includes, but is not limited to the following:

For the following violations, action will normally begin at Step 1 and advance one step with each violation.

STEP 1

1. Minor persistent disobedience and/or breaking minor school rules such as hall behavior.
2. Showing of affection other than holding hands.
3. Inappropriate dress or grooming. (See dress policy).
4. Littering in building or on campus.
5. Inappropriate use of a hall pass.
6. Insubordination. Refusing to follow the directions of a staff member.
7. The inappropriate use of electronic devices; e.g. cell phones, walkman, etc.
8. Use of profane or obscene language.

For the following violations, action will normally begin at Step 2, and advance one step with each subsequent violation.

STEP 2

1. Truancy (unexcused absence)
2. Smoking, possession and/or use of smoking material, tobacco products or look a like tobacco products on school property or within the school. Violators will be subject to civil prosecution.

3. Inappropriate computer use.
4. Forgery
5. Bullying behavior e.g. name calling, picture drawing or other actions directed toward other persons and based on religion, race, color, national origin, age, sex, marital status, sexual orientation, height, weight, arrest record or handicap.
6. Cheating.
7. Vehicle use violation.
8. Use of extremely profane or obscene language.

For the following violations, action will normally begin at Step 3 and advance one step with each subsequent violation.

STEP 3

1. Violation of suspension or detention rules.
2. Gambling
3. Physical threats to students.
4. Possession of pornography.
5. Theft of money or items.

For the following violations, action will normally begin at Step 4 and advance one step with each subsequent violation.

STEP 4

1. Engaging in sexual or gender harassment.
2. Knowledge of dangerous weapons or threats of violence without reporting it.
3. Vandalism or destruction of school or private property at school. (Under \$200.)
4. Possession or use of firecracker, explosives, smoke bombs, etc.
5. Hazing.
6. Profanity directed at staff.
7. Extortion, blackmail, witness intimidation.
8. Gross indecency – displaying portions of one’s anatomy, which should be covered; e.g. mooning, streaking, see-through or inappropriate attire or other acts or conduct which is indecent. Extreme cases of gross indecency could be subject to criminal sexual conduct (CSC) charges
9. Fighting (up to 10 days).

For the following violations, action will begin at Step 5 and advance one step with each subsequent violation.

STEP 5

1. Vandalism or distribution of school or private property at school. (Over \$200)
2. Assault and battery on a student.
3. Possession and/or use of illegal drugs.
4. Possession of drug paraphernalia.

For the following violations, action will begin at step 6 and advance one step with each subsequent violation

STEP 6

1. Setting of false fire alarm, bomb threats, etc.
2. Possession of dangerous weapons governed by Section 1331 (2) of the Michigan School Code.
3. Physical attacks or threats to school employees.
4. Distribution and/or sale of drugs or drug paraphernalia.
5. Criminal sexual conduct.
6. Arson
7. Sale of drugs, paraphernalia or look alike drugs.

These rules and polices apply to any student who is on school property, who is in attendance at school or at any school- sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

When a student violates the rules and policies of Hillman Community Schools, disciplinary action will be taken. Each repeated violation will result in a more severe punishment. Depending upon the violation, disciplinary action may be a warning, detention time after school, lunch detention, suspension or recommendation to the Board of Education for expulsion. Parents will be notified of disciplinary action that has been taken. A parent-teacher and/or parent-principal conference may be held before a student will be re-admitted to school following suspension.

The following is a general guide to the action that will be taken. Offenses that are not listed and other factors will be at the discretion of the administrator handling the situation. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered. Where state or federal laws have been violated, the law enforcement authorities may be involved.

- Step 1: Warning and/or one hour detention/lunch detention.
- Step 2: One day suspension.
- Step 3: Three day suspension.
- Step 4: Five days suspension.
- Step 5: Ten days suspension.
- Step 6: Expulsion hearing with Superintendent

College Visits

Strict compliance of attendance policies 4, 5, and 6 of the student handbook, in the excused absence section, will be expected. This will apply to all trips of at least 1/2 day in length.

Course Selection

A plan for meeting graduation requirements and individual goals will be developed with each student and reviewed each year. Students should discuss their course selections with parents prior to final registration. Students and parents should realize that it is not always possible to meet the desires of each

student. However, every effort is made to design a schedule that is in the best interest of the total student body.

If schedule changes are to be made after registration, the student will meet with the counselor and obtain and complete the drop and add form. First semester drop/adds must be requested within 5 days of the start of school. Second semester drop/adds must be requested during the last five days of the first semester. Exceptions for extenuating circumstances will require teacher, parent, counselor, and principal approval.

Dances

High school dances are open only to students in grades 9 through 12. A guest pass will be required and all guest pass rules will apply. Students may invite one guest to high school dances. A guest pass must be obtained from the office during school hours prior to the dance. The student and guest must arrive and leave the dance together. Seniors who graduate early may attend dances, but may not bring guests. No guests will be allowed at 7 through 9 grade dances. The Prom, Homecoming, Sadie Hawkins, and Sweetheart Ball are open to alumni and their guests except for Junior High students. All school rules apply to behavior at dances. After a student or guest leaves a dance they will not be allowed to return to the dance.

If a student is suspected at being under the influence of alcoholic beverages or other substances, they are to be kept at the activity. Parents are to be called and made to come and pick up their student. Law enforcement authorities may also be called. Students suspected of being under the influence shall not be sent away and placed on the road.

The principal must approve all dances at least two days in advance. All dances must be adequately chaperoned. For major dances there will be at least six (6) chaperones, two of who shall be staff members. The principal will be given a list of chaperones prior to the dance. An admission fee may be charged.

Detention

Detention is defined as one hour of supervised discipline either before or after normal school hours. It is expected that students will bring school work to detention, or an alternative writing assignment will be assigned. Students may be allowed to participate /attend after-school functions on days they are in after-school detention.

Disenrollment Policy

Students with ten (10) consecutive days of unexplained absences will be dropped from rolls for the remainder of the semester. Credit status will be determined at drop rate.

Dress Code

The intent of the Hillman Community School Board of Education in enacting a dress code is to promote a good academic environment, maintain discipline, and

prevent disruption of the education process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, or unsafe is prohibited. Sleeveless shirts may be worn but must expose only the arm. Dress and grooming should be neat and appropriate and such as not to be disruptive of the school atmosphere.

1. Shorts are to be worn only in the first and last marking periods. Tank tops must be worn with a sleeved shirt. Pajama pants are not to be worn during school hours. Clothing that promotes tobacco, alcohol, or drug use or has two-way meaning is not acceptable. Students are prohibited from wearing distracting clothing, which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - A. See through clothing.
 - B. Clothing which exposes the midriff, pubic or genital area or excess cleavage.
 - C. A bottom garment (worn at the waist) if it does not cover at least to mid-thigh or three-fourth of the distance between the waist and the knee.
2. For safety and health reasons, students are required to wear shoes or soled footwear.
3. Clothing, patches, or buttons displaying profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar, or obscene suggestions include, but are not limited to, descriptions or representations of sexual acts, excretory functions or nudity, and swear words, expletives, or offensive language or symbols. Students shall not wear clothing or accessories which interfere with the operation of the school or which impinges upon the general health, safety and welfare of other students and school employees.
4. Students with hair or wearing apparel which substantially interfere with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
5. Coats, hats and visors or other head wear shall not be worn indoors unless as necessary to fulfill religious obligations.

If a student violates the dress code the student will be given an opportunity to correct the attire or style of hair which violates the dress code. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

Attire for the Prom, Homecoming, and Sweetheart Ball will consist of a suit or other dresswear for boys and a dress or formal for girls. Casual or streetwear will not be considered proper. At other dances the general school dress code applies.

Drug Free Schools Act

This is Federal law and guidelines are available in the school office.

Drug Paraphernalia

Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these elements, their manufacture, distribution, sale or possession is prohibited. Discipline for possession of drug paraphernalia is listed as a ten day suspension and possible expulsion.

Due Process Rights

The constitutional rights of individuals assure protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the secondary school of Hillman, Michigan.

Students have the right to be informed about their alleged breach of behavior and must be provided with an opportunity to respond to such charges. Where there is an opportunity for review by others, of student's alleged misconduct: they should be fully informed of such review. Students and parents/legal guardians have the right to appeal the decision of a disciplinary matter to the superintendent. Students will remain in school pending the outcome of their appeal, unless the students are determined to be a danger to themselves or others.

Due Process

Suspension from School - Students, parents/guardians must file a written appeal to the principal and/or superintendent within **two school days** of the documented disciplinary action. School authorities will respond to the requested appeal within **five** school days. **Appeals brought to the board level will be reviewed at the next scheduled board meeting. (A complete copy of the Hillman Community School Student Disciplinary Policy for Suspensions and Expulsions can be obtained at the high school office).**

Exclusion from Athletics

Students, parents/guardians must file a written appeal to the athletic director and/or the principal within **two school days** of the documented disciplinary action. The Board shall be called to rule upon an athlete's status at such times when the athlete's future participation is in doubt. The Board serves as the final appeal panel. The Board could either lessen or make more severe, the athletes discipline. School authorities will respond to the requested appeal within **five** school days.

Dual Enrollment

Eligible students may enroll in post-secondary private or public degree-granting institutions within the state of Michigan prior to their graduation.

Internet classes may be used for dual enrollment or high school completion.

This must be done with an accredited institution. This can only be done with prior approval of the principal.

Hillman Schools will pay all tuition and in those academic courses that are not offered by this district and not ordinarily taken as an activity course. A complete set of guidelines and eligibility requirements are available upon request in the high school office.

Early Graduation

Seniors who have met the graduation requirements during the first semester may begin their post secondary education when necessary. These students will be given the opportunity to complete any required course work prior to documented enrollment in an appropriate post secondary institution. Students may also participate in dual enrollment programs. If the student completes the graduation requirements, he/she is not eligible for tuition payment by the school district unless he/she are in attendance at Hillman School the 8th semester.

Seniors who would like to graduate early for other reasons will not be released until after the second semester enrollment count date.

Field Trip Policy

A copy of the field trip policy is available at the high school office.

Fire, Tornado, Lockdown, and Unusual Situation Drills

Emergency drills will be held regularly according to state regulations. Directions for exiting are posted in each room. **Individual teachers will be responsible for directing their classes to the properly designated exit/area.** 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.

First Aid and Medication

The school does not make a practice of giving medication. Specific guidelines concerning administration of medications to students are available in the high school administration office. Emergency forms shall be completed to notify the school of the procedure to be followed in case of illness or injury.

Fundraising Policy

Each class in grades 9-11 will be allowed one major project of their choice. Seniors will be allowed two major projects. Each class in grades 9-12 will be allowed 2 secondary projects. Each class in grades 9-12 will be allowed one service project of their choice. Each class in grades 7-8 will be allowed one secondary and one service project. All projects must receive prior approval from both the student council and the principal. Projects are limited to two weeks of public sales. When two or more classes want the same major project, priority will be given to the older class. For the definition of major and minor projects see the student council advisor.

Funds of students who move out of the school system will remain in the class

where the money was raised. Funds of students who fail one or more grades will be transferred to the account of their new class.

Funds of seniors may be applied to the class trip, senior pictures, announcements, cap & gown, and class ring, with the receipt.

Classes who extend a portion of their fundraising activity on another class's time slot, must have prior approval from that class sponsor whose time slot is being infringed upon.

Major projects will be defined as projects where products are ordered. Minor projects will be defined as projects where there is an immediate sale.

Graduation Requirements

Student's graduation requirements will change from time to time due to changes in daily class schedule and/or state regulations. Students need to earn the following number and type of credits based upon the year of graduation.

<u>Graduation Years</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Total Credits Required	25.5	25.5	25.5	25.5	25.5
English	4	4	4	4	4
Math	4	4	4	4	4
Social Science	3	3	3	3	3
Science	3	3	3	3	3
Physical Ed/Health	1	1	1	1	1
Arts	1	1	1	1	1
Online Learning Course	.5	.5	.5	.5	.5
Foreign Language	0	1	1	2*	2

A credit is earned by receiving a grade of "D- or better" as a final semester grade.

Required math courses are Algebra 1, Geometry, and Algebra II or Algebra II equivalent. Social Science credits must include, one U.S. History/Geography, one World History/Geography and ½ credit each of economics and Government. Science credits earned must include Biology and either Chemistry or Physics.

One Art credit must be earned either in visual, performing, or applied art.

Seniors must complete a math course their senior year. For full details concerning the Michigan Merit Curriculum and/or the Personal Curriculum see the High School Counselor. * Two years Foreign Language starts with the class of 2012.

Junior High Level (7-8): Students who fail more than one (1) core class (Math, English, Science, Social Studies) second semester will repeat the entire grade (unless they make up the failed classes during the summer on NOVANET).

Senior High Level (9-12): A student attending Hillman High shall be classified with regard to grade placement according to the following schedule:

<u>Semester 1</u>	
Grade 9	0 - 6
Grade 10	6 – 12.5
Grade 11	13 – 19.5
Grade 12	20 or more

Gym Use

Gym shoes must be worn on the gym floor. Students are to stay off the gym floor unless participating in a scheduled activity.

Hall Conduct

Talking in the halls should be kept at a noise level that is not disruptive to other classes. Hallway conduct should not be harmful to others (i.e. pushing/ shoving/ piggyback riding/ throwing items). No radios, CD players, electronic devices, tape players, etc. are to be brought to school without special permission. Glass bottles are not permitted in the building. The office phone is to be used only for emergency situations. Students are not permitted in the halls before school until five (5) minutes before classes begin. Any student who arrives early may eat breakfast in the cafeteria beginning at 8:00 am. The outside library entrance is not to be used during the school day. **No beverages or food is to be in the halls or classrooms.**

HAZING POLICY

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 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 initiates.

Michigan law also makes hazing a crime, punishable by fine and/or imprisonment. Administrators, faculty members, and other employees shall be alert particularly to possible situations, circumstances, or event which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

HARASSMENT OF STUDENTS

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person, 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 negatively impacts 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. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors. Any student or staff member that believes he/she has been or is the victim of/or has knowledge of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the Superintendent at the Board office, phone (989) 742-2908. Complaints will be investigated in accordance with AG 5517.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This will include disciplinary action up to and including expulsion for students, 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 participation 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.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature based on age, race, religion, color, national origin, marital status or disability. (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

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.

Confidentiality - Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

BULLYING

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal/Written/Electronic – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercing, or engaging in social exclusion/shunning, extortion, or intimidation.

Honor Roll

A scholastic honor roll will be announced at the end of each marking period. Students with a minimum overall 3.00 GPA for each marking period will be placed on the honor roll. Grade point averages are based upon the values shown below:

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.67
B	3.00	C-	1.67	F	.00

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore, the policy of Hillman Jr./Sr. High School that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the school.

Lockers and Desks

The District provides lockers and desks for the use of students. Student lockers and desks are school property and remain at all times under the control of the Hillman Community Schools; however, students are expected assume full

responsibility for the security of their lockers and desks. Students are responsible for keeping their lockers orderly and without damage. This includes but is not limited to writing on or in a locker, putting two-way tape on the locker. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authority for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

School approved padlocks are available in the office. A \$5 refundable deposit is required.

If you must bring something of value or a large sum of money to school, check it in at the office for safekeeping. Do not leave money in your locker. Drug sniffing dogs may be used to detect illegal substances contained in lockers without prior warning or consent.

Lunch Period

In order to eat, students must have cash, a positive amount of money in their account, or no more than a \$5 charge in their meal account. If a student wants an extra entree, side, donut or ala cart, etc., there must be a positive amount in their account or have cash. There will be absolutely no charging for any extras. Students may not eat from another person's tray. A statement of the student's account will be sent to the parents where there is a negative balance.

There is to be no "horseplay" in the cafeteria or in the halls during lunch.

All students in grades 7-12 must remain on campus during their lunch period. Students found off campus during lunch will be charged with an unexcused absence violation. Students are not permitted in the parking lot, near/in their vehicles or other areas considered inappropriate by school officials. Students are not allowed in the halls beyond the restroom area during their lunch period.

Meetings and Practices

Each class and organization will have an approved sponsor.

The sponsor must approve all meetings and activities. The sponsor or approved substitute must be present at all meetings and activities. Activities and meetings will be announced in the daily bulletin at least two days prior to the activity and should be held during channel one time. Classes and organizations will elect officers at a regular meeting. After May 1, class parties, dances, and fundraising projects will not be approved.

A list of groups and organizations and their sponsors will be available at the school office. While students are in school sponsored activities or are on school premises, all school rules apply.

Nondiscrimination Policy and Discrimination Complaint Procedure

Applicants for admission and employment, students, parents, employees, volunteers, contractors, sources of referral of applicant for admission and employment, and all unions or professional agreements with the Hillman

Community Schools are notified that the Hillman Community Schools does not discriminate on the basis of race, national origin, sex, age, religion, disability, marital status, height or weight in admission, access, treatment or employment for any of its programs, activities, or policies. Any person having inquiries concerning the Hillman Community Schools' compliance with Title IV, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Age Discrimination in Employment Act, Michigan Handicappers' Civil Rights Act and the Michigan Elliott-Larsen Civil Rights Act is directed to contact the Superintendent at 989-742-2908.

The superintendent has been designated by the Hillman Community Schools to coordinate the School District's efforts to comply with the federal and state law nondiscrimination standards. The Board of Education has adopted a complaint procedure to address complaints or allegations of unlawful discrimination including allegations of sexual harassment. Information about the complaint procedure may be obtained from the person listed above.

Non-school-Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Jr./Sr. High Office. All school rules will still apply regarding behavior and equal opportunity to participate.

No non-district sponsored organizations may use the name of the school or school mascot.

Notification to Parents of Directory Information

In compliance with Federal Regulations, the Hillman Community School District has established the following guidelines concerning student records: The Superintendent is the District Records Officer and is responsible for the supervision of all student records. His office is located at 245 Third Street or he can be reached by calling 742-2908.

Each student's record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

The District has established the following information about each student as "directory information":

a student name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; (and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.) The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within 5 days from the date of this notification that s/he will not permit

distribution of any or all of such information.

Optional Career/Academic Testing, Military/College Recruitment

Appointments

These activities will be scheduled throughout the year and teacher permission is required for any classes that might be missed.

Pesticide Application

Parents/guardians who would like to be informed prior to a pesticide application at the school are asked to provide a written request directed to the principal. The school maintenance supervisor will notify parents/guardians when, where and what pesticide will be applied. (MCL 324.8305(4))

Preparedness For Toxic and Asbestos Hazards

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Central office upon request.

Posters and Advertisement

Permission must be obtained from the principal's office to put up posters. Posters should only be placed on bulletin boards; they should not be taped to windows, walls, doors or painted areas. Students are expected to remove these after the event is over. These displays will be limited to school and community functions; advertisements of other types will not be approved.

Progress Reports

Progress reports are provided near the third and sixth week of each marking period. This may change if the school goes to web-based reporting of grades.

Report Cards

The report card is designed to give information about scholarship, citizenship and attendance. If there are questions or concerns about your report card, an appointment should be made to discuss the matter with the teacher. The grading system and comments are explained on the report card.

Students who receive an incomplete for any Hillman Junior/Senior High school course will be charged with an "F" for grade calculation purposes. Students have ten attendance days following the end of a card marking period to remove incompletes from their report card. Students attending classes in Alpena or at other designated sites will receive a "no credit" status for their respective courses until grades are received and entered on their report card.

All parents and guardians of students under 18 years of age and all students who

are 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student.

No records, files, or data directly relating to an individual student shall be made available to anyone without the written consent of the student 18 years or older, or the parents of the students under 18, except as hereinafter provided.

Records, files, and other data relating directly to an individual student may be examined in accordance with the Family Education Rights and Privacy Act of 1974, by teachers and officials of this school district, and others specified under current state and federal law who have a valid educational need for such information.

SCHOLARSHIPS – Please see Guidance Counselor for complete list of scholarships available.

School Closing Information:

The following radio and TV stations broadcast school closing announcements: WHAK-Eagle 100, WHSB-Alpena, WATZ-Alpena, WBKB (Channel 11) Alpena, WWTV (Channel 9&10) Cadillac, WPBN (Channel 4&7) Traverse City, WGTV (Channel 29&8) Traverse City

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks. School authorities for any reason may conduct periodic inspection of lockers and desks at any time without notice, without student consent, and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Senior Class Trip Policy

A copy of the senior trip policy is available at the high school office.

Spectator Bus

Spectator buses may be used for high school athletic events. The use of spectator buses will be limited to a minimum of thirty passengers per bus. Spectator buses for weeknight events (Monday, Tuesday, Wednesday, and Thursday) will be limited to a maximum of fifty miles one way. A fee will be charged. A parent permission slip will be required for each student. Students going to games on the spectator bus return on the bus unless the parent or

guardian personally arranges for the student's return with the parent or guardian. Each spectator bus shall have at least one adult chaperone.

Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet school guidelines. Material **cannot** be displayed if it: 1. is obscene to minors, libelous, indecent and pervasively or vulgar; 2. advertises any product or services not permitted to minors by law; 3. intends to be insulting or harassing; 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; 5. presents a clear and present likelihood that, either because of its content or manner of disturbance or display, it causes or is likely to cause a material or substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act; and 6. Materials may not be displayed or distributed during class periods, or during passing times between classes. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

Suspensions

Students whose behavior code violations warrant a suspension will be placed into the in-school suspension program whenever possible. Students who receive in-school suspensions will be assigned to an isolated, adult-supervised area within the building where they will be given credit for the assigned course work they complete. All assigned work must be turned into the teachers' mailboxes by the end of that day in order to receive credit. Students must leave the school grounds at the end of the school day and they cannot participate in or attend any extra-curricular activities while they are suspended. This includes school sponsored weekend activities that fall within the suspension period.

Tardy Policy

Tardiness is defined as the late arrival of a student within ten minutes of the scheduled beginning time of class. A parent can notify the office why the student is tardy, but all tardies count as a tardy regardless of the reason. Tardiness to class will be considered as a tardy during the first (10) minutes of

the class period. A student who is detained by a teacher, counselor, or administrator or receives a pass will not be counted as absent from class. Students purposely missing the entire class will be considered truant. Students who are not in their classrooms or assigned area before the designated time will be considered tardy. The third unexcused tardy in a class and every third tardy thereafter will count as one absence in that class. That absence will count toward the total absences one is allotted for the semester. (Please see the attendance section in this handbook.)

Consequences for being tardy: (This is by the semester)

- 3rd tardy in a class – detention assigned by the classroom teacher
- 4th tardy in a class – detention assigned by the classroom teacher
- 5th & 6th tardy in a class – referral to office for chronic tardiness, 1 day in-school suspension.
- 7 or more tardies in a class – referral to office and 1 day out of school suspension.

Truancy

Truancy is considered an unjustifiable absence with or without parent approval. If the reason for absences does not fall under the absence categories as described, it may be considered truant.

Testing Out of High School Classes

Section 1279 of the School Code states: The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting the mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine, but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. If a student test out of a class after receiving a failing grade in the class, they will receive credit "CR" for the course, but the "F" grade will remain on the transcript.

Vehicle Use and Parking

Students may not use or be in vehicles on school property during school time or at lunch hours. Students are not permitted to ride in the vehicles of others on school property. All vehicles brought to school must be registered and a registration fee paid.

Student drivers must produce a valid driver's license, vehicle registration, and proof of insurance to be able to register their vehicle.

A parking permit must be affixed inside to the lower corner of the driver's side window. It may not be taped on.

A complete copy of the Vehicle Use and Parking Policy will be issued at the time. The student parking lot and vehicles are subject to general, periodic inspection. Vehicles will be searched if a reasonable cause exists.

Students who drive and are consistently late to school will lose their parking privileges. Students who drive recklessly or on undesignated area of the school property may lose their driving privilege.

Visitors

Any visitor entering the school grounds during a regular school day will be required to check in at the principal's office immediately upon entry into the school building. Loitering during the day will not be permitted in the school or on the school grounds.

Students and non-students will not be allowed to visit in classrooms in which they are not enrolled. The only exception to this rule will be parental classroom visits that are pre-approved by the principal.

Wednesday Evenings

Wednesday evenings are not to be used for school activities. No student under the age of 18 is allowed in the school after 6:00 p.m. on Wednesday evenings. However, the following guidelines will apply:

1. When scheduling is out of the hands of our local district such as basketball tournaments and Area Vocational School, Wednesday evenings may be used for school activities.
2. In the event that school activities scheduled on nights other than Wednesday come into conflict with community scheduled activities, the sponsor of the school event (with concurrence of the high school principal) will determine whether or not student's lack of attendance jeopardizes his ability to participate in the school activity.

Weapon Free School Zone

Hillman Community Schools is a weapon free zone. Section 1311 of the Michigan School Code states that "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." Details and due process rights

pertaining to this law are available in the high school office.

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 or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. 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 devices that can be converted into such a destructive item.
- B. Any firearm, gun, revolver, BB or pellet gun, or pistol.
- C. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle, a pocket knife 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.

Because the Hillman Community Schools Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, 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.

SCHOLARSHIPS – Please see Guidance Counselor for complete list of scholarships available.