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| **HILLMAN COMMUNITY SCHOOLS** |



**STUDENT/PARENT HANDBOOK**

**MICHIGAN SCHOOL DISTRICT**

**School Year 2018 - 2019**

**Student/Parent Handbook**

for

HILLMAN COMMUNITY SCHOOLS

“Home of the Tigers”

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.

**Our Vision:**

*We facilitate lifelong learning by fostering a culture that values educational excellence and provides learning opportunities for everyone in the community.*

**Carl Seiter, Superintendent** 989.742.2908

**William Lake, Jr./Sr. High Principal** 989.742.4538

**Laurie Nugent, Academic Advisor** 989.742.4538 Ext: 3301

**Ann Wright, School Secretary** 989.742.4538

**School Phone Numbers**

District Office: 742-2908

High School Office: 742-4538

Elementary Office: 742-4537

Transportation Office: 742-3501

Maintenance Office: 742-2432

**Adopted by the Board of Education on August 10, 2015.**

**Discipline Code adopted by the Board on August 10, 2015.**



**STAFF DIRECTORY**

 **Jr./Sr. High School Extension:**

William Lake- Principal 3403

Ann Wright- Secretary 3400

Laurie Nugent- Academic Advisor 3301

Eric Muszynski- Athl. Director 3245

Janine Bahrke 3204

Dave Cloft 3306

Bill Dever 3211

Astrid Fitzpatrick 3113

Michelene Kenyon 3205

Kari Klein 3114

Jennifer Kortman 3208

Eric Muszynski 3112

Josh Obeada 3206

Gina Robertson 3109

Ken Rundell 3111

Chanda Stafford 3213

Jeff Thomas 3110

Jennifer Tucker 3103

Ben Witter 3308

**School Board Board of Education**

Kelly Burwell—President (989) 742-7036 home

Sally Petrik- V. Pres. (989) 480-895-0627

Lorilee McGee – Secretary (989) 884-1279

Leslie Cook - Trustee (989) 657-1648

Charles Arbour - Treasurer (989) 742-2511

Jack Matthias - Trustee (989) 742-4732 home

  Craig Zimmer – Trustee (989) 255-5374

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| **NOTE:**  | This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in September 2015. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website <http://hillmanschools.com/default.asp> by clicking on "NEOLA Bylaws and Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section. |

**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of August 10, 2015. If any of the policies or administrative guidelines referenced herein are revised after August 10, 2015, the language in the most current policy or administrative guideline prevails.

**MISSION OF THE SCHOOL**

The Mission of Hillman Community Schools is: To have at least 85% of all students proficient at grade level in math, ELA & science within 3 years by developing innovative solutions, utilizing local data, and collaboration of the board, team, and community.

**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 there and we’re gaining onto victory,*

*We’re going to win this game just wait and see. Rah! Rah! Rah! Eat’em up, Eat’um up, Go! Fight! Win!*

**School colors:** Black and Orange

**School mascot:** Tiger

**EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that s/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 School District's Compliance Officer listed below:

Randy Herbek

herbekr@hillmanschools.com

(989) 742-2432

Dr. Pamela Rader

raderpa@hillmanschools.com

(989) 742-4567

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 Compliance Officer can provide additional information concerning equal access to educational opportunity.

**PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

1. Relationships with Families

1. Cultivating school environments that are welcoming, supportive, and student-centered;

2. Providing professional development for school staff that helps build partnerships between families and schools;

3. Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;

4. Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

 B. Effective Communication

1. Providing information to families to support the proper health, safety, and well-being of their children;

2. Providing information to families about school policies, procedures, programs, and activities;

3. Promoting regular and open communication between school personnel and students' family members;

4. Communicating with families in a format and language that is understandable, to the extent practicable;

5. Providing information and involving families in monitoring student progress;

6. Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;

7. Preparing families to be involved in meaningful discussions and meetings with school staff.

 C. Volunteer Opportunities

1. Providing volunteer opportunities for families to support their children's school activities;

2. Supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

 D. Learning at Home

1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;

2. Working with families to establish learning goals and help their children accomplish these goals;

3. Helping families to provide a school and home environment that encourages learning and extends learning at home.

 E. Involving Families in Decision Making and Advocacy

1. Involving families as partners in the process of school review and continuous improvement planning;

2. Involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

 F. Collaborating with the Community

1. Building constructive partnerships and connecting families with community-based programs and other community resources;

2. Coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

**SCHOOL DAY**

**Secondary school day 8:00 a.m. – 3:02 p.m.**

**Regular Day Bell Schedule –Times**

**Hour 1** 08:00 - 08:56

 **Hour 2** 09:00 - 09:56

**Hour 3** 10:36 – 11:32

**1st Lunch** 11:32 - 12:02 **Hour 4** 12:06 -1:02

**Hour 4** 11:36 - 12:32     **2nd Lunch** 12:32 - 1:02

 **Hour 5** 1:06 – 2:02

 **Hour 6** 2:06 – 3:02

**EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

**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**

***Parents and students are responsible for knowing about emergency closings and delays.***

**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 the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how 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. If necessary, the mail or hand delivery may be used to ensure contact. 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 educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building principal.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational

program.

To protect all members of the educational community (students, staff and others) and to facilitate the educational process, disciplinary action may be taken by authorities for participation in the following acts, either on school property or at school-sponsored activities. As part of this code of conduct, students shall comply with school regulations, directives, policies, and/or rules, and recognize the authority of school personnel. School personnel includes, but is not limited to administrators, teachers, support staff, security staff, and volunteer staff. The disobedience or defiance of authority, such as not following a directive from school personnel, shall constitute sufficient cause for disciplinary action up to and including expulsion from school. ***Students who are suspended or expelled shall not be on school property nor shall they be permitted to attend extracurricular activities or athletic events sponsored by the school. Students who participate in extracurricular activities must understand that participation is a privilege and not a right.***

**STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

**INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

**ACCREDIDATION**

Michigan Department of Education EDYES currently accepts Hillman High School as an accredited school.

**SECTION I - GENERAL INFORMATION**

**ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District’s open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. A birth certificate or similar document

B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)

C. Proof of residency

D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension orexpulsion and any other factors the Superintendent determines to be relevant.

**SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the academic advisor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

**EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed bythe parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

**TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Hillman School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the building secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

**WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

**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.

**IMMUNIZATIONS**

Students must be current with all immunizations required by law or 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. Any questions about immunizations or waivers should be directed to NEOLA policy 5320. <http://www.neola.com/hillman-mi/>

**EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

**USE OF MEDICATIONS**

In those circumstances where a student must take ***prescribed*** medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent or

transported by transportation personnel (bus driver and/or bus aide) at

parental request. This should be arranged in advance. A two to four (2-4)

week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or

other means on or about his/her person, except for emergency

medications for allergies and/or reactions.

E. 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.

1. 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.
2. 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.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Nonprescribed (Over-the-Counter) Medications

If a student is found using or possessing a *nonprescribed* medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructionsfrom the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

**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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**INDIVIDUALS WITH DISABILITIES**

The American’s with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

**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 this District 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 District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

**STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers for inclusion in school or PTO directories;

school photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records includetest scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C.

**ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces” means the Armed Forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the Armed Forces of the United States and the service academies of the Armed Forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

**STUDENT FEES, FINES, AND SUPPLIES**

Hillman School charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges *may* result in the withholding of grades and credits.

**STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
3. Students may not engage in house-to-house canvassing for any fund-raising activity without approval of the building principal.
4. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
6. Each class in grades 9-11 will be allowed one major project of their choice.
7. Seniors will be allowed two major projects.
8. Each class in grades 7-8 will be allowed one secondary project.
9. All projects must receive prior approval from the principal.
10. Projects are limited to two weeks of public sales.
11. When two or more classes want the same major project, priority will be given to the older class.
12. Funds of students who move out of the school system will remain in the class where the money was raised.
13. Funds of students who fail one or more grades will be transferred to the account of their new class.
14. Funds of seniors may be applied to the class trip, senior pictures, announcements, cap & gown, and class ring, with the receipt.
15. Major projects will be defined as projects where products are ordered.
16. Minor projects will be defined as projects where there is an immediate sale.

**STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion and should not be brought to school. The District cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return to the student’s parents.

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the food service supervisor.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of $2.50. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the food service supervisor or the school office.

**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 6-12 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.

**FIRE, LOCK DOWN** **AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire 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. The alarm signal for fire drills consists of long, pulsating tones.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of short, pulsating tones.

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. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of 10 bell tones.

**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 Board offices upon request.

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))

**VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

Any visitor entering the school grounds during a regular school day will be required to check in at the school 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.

 **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of 3 weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library/media center within 21 days.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

**LOST AND FOUND**

The lost and found area is in the maintenance supply room (boiler room). Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

 **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

**USE OF BUILDING TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Office personnel will initiate all calls on behalf of a student seeking permission to leave

school.

**ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their request.

The school has a central bulletin board located across from the school office which may be used for posting notices after receiving permission from the principal.

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.

**DANCES**

High school dances are open only to Hillman High School students’ grades 9 through 12. Any person who is not currently enrolled in classes at Hillman High School must have a guest pass 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 and approved by the high school principal. The student and guest must arrive and leave the dance together. Seniors who graduate early may attend dances, but must have a guest pass if they bring a guest. Guests that attend may not be younger than 9th grade and older than 20 years of age at the time of the dance. No guests will be allowed at 6 through 8 grade dances. 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 including staff members. The principal will be given a list of chaperones prior to the dance. An admission fee may be charged. Attire for the Prom, Homecoming, and Winterfest will consist of a suit or other dress wear for boys and a dress or formal for girls. Casual or streetwear (jeans) will not be considered proper. At other dances the general school dress code applies.

**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). 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 other than water.

**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 to 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.

**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. 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.

**SENIOR CLASS TRIP POLICY**

A copy of the senior trip policy is available at the high school office or on our school website.

**VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The video/surveillance/electronic monitoring equipment shall be used to protect school property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

**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.

**STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

**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.

Please see “Weapons / Possession of Weapons” in the Student Discipline Code in the student handbook.

**SECTION II - ACADEMICS**

**COURSE OFFERINGS**

Please contact the school office for a complete list of course offerings.

**FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips. A copy of the field trip policy is available at the main office.

**GRADES**

Hillman Jr./Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

 100 to 90 = A = Excellent achievement

 89 to 80 = B = Good achievement

 79 to 70 = C = Satisfactory achievement

 69 to 60 = D = Minimum-Acceptable achievement



**Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2=1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

**Grading Periods**

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

**PROMOTION, PLACEMENT, AND RETENTION**

Middle High (Grade 6-8) School

Promotion to the next grade (or level) is based on the following criteria:

Students who fail five (5) or more semester classes in a school year will repeat the entire grade.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the office and the academic advisor will be pleased to answer any questions.

Students enrolled in the Michigan Merit high school curriculum are expected to be full time students (seven classes a day and attend 8 semesters) throughout their high school career. This includes students in Dual Enrollment.

The following number of earned credits designate the grade in which the student will be registered:

**GRADUATION REQUIREMENTS**

**GRADE CREDITS NEEDED**

Freshman (9) 0 - 5

Sophomore (10) 5.5 - 11.5

Junior (11) 12 - 18.5

Senior (12) 19 or more

**Regular Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempt from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at <http://www.neola.com/hillman-mi/> or in the Academic Advisors office.

Specific course requirements are:

 English [4] credits

 Mathematics [4] credits

 Science [3] credits

 Social Studies [3] credits

 Health [.5] credit

 Phys. Ed. [.5] credit

 Arts [1]

 Online Learning Course [.5]

 World Language [2]

 [\*or 1 World language and 1 additional fine art credit]

 Total [25.5] credits

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 2 or Algebra 2 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 Academic Advisor. \* One year Foreign Language with One year Fine Arts starts with the class of 2016.*

**POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in grades 9-12 may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the academic advisor to obtain the necessary information.

Eligible students may enroll in post-secondary private or public degree-granting institutions within the state of Michigan prior to their graduation. On line 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 and Academic Advisor. Hillman Schools will pay all tuition 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.

**RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the academic advisor.

**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. If the student completes the graduation requirements, he/she is not eligible for tuition payment by the school district unless he/she is 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.

**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 tests out of a class after receiving a failing grade in the class, he/she will receive credit “CR” for the course, but the “F” grade will remain on the transcript.

**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

**ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

**SCHOLARSHIPS**

 Please see the academic advisor for complete list of scholarships available.

**HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

**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.

**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. Please see the school Academic Advisor for more information on scheduled dates and times to participate.

**COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School’s computer network and the

internet, s/he and his/her parents must sign an agreement which defines the conditions

under which the student may participate. Failure to abide by all of the terms of the

agreement may lead to termination of the student’s computer account and possible

disciplinary action as outlined in the Student Code of Conduct or referral to Law

enforcement authorities. Copies of the School District’s *Student Network and Internet*

*Acceptable Use And Safety Policy* and the requisite student and parent agreement will be

distributed at the beginning of the school year.

Teachers will be educating and training students at the beginning of each school year on

proper use of technology. Students must complete a mandatory training session regarding

the appropriate use of technology and online safety and security as specified in Policy

7540.03 – Student Network and Internet Acceptable Use and Safety before being

permitted to access the Network and/or being assigned an e-mail address.

All use of the school network is subject to the Network/Internet Access Agreement for

students. No student may use the local area network (LAN) or Internet without an

agreement signed by the parent. Student conduct applies to the use of all computers and

related technology including, but not limited to, theft, vandalism, hacking, trespassing,

pornography, threats, slander, etc. Giving someone else your password or using a

password that does not belong to you is also included under this section.

NOTE: *There may also be criminal penalties for misuse of computers. Misuse of a sign-on*

*and/or password may also be considered stealing and/or forgery and subject to*

*disciplinary action.* (PLEAE SEE STUDENT DISCIPLINE CODE FOR CONSEQUENCES)

**STUDENT ASSESSMENT**

The Michigan Student Educational Progress (M-STEP), which will include grades 7, 8, and 11, is designed to measure student growth effectively for today’s students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of a college entrance exam, work skills assessment, and M-STEP summative assessments in English language arts, mathematics, science, and social studies.

Eleventh graders will take Scholastic Aptitude Test (SAT) in the spring of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Parents and students should watch school website and the local press for announced testing times. Visit the MDE website for detailed testing information: [http://www.mi.gov/mde/0,4615,7-140-22709\_70117---,00.html](http://www.mi.gov/mde/0%2C4615%2C7-140-22709_70117---%2C00.html)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least 77% or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student’s GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Hillman Jr. /Sr. High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Academic Advisor.

**ACADEMIC STANDARDS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

A student’s academic eligibility to participate in extracurricular 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, starting at the 3rd week of each marking period. Eligibility will be checked at noon each Friday of the school year by the athletic director or the principal.

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 extracurricular 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 extracurricular 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. Academically ineligible students are expected to fulfill all team obligations by attending all practices and actively participating as directed by his/her coach. During home games the student athlete shall sit in street clothes with the team.

2. Extra Curricular Activities/Clubs/Organization

Students must meet all athletic academic eligibility requirements each marking period to participate in school sponsored extracurricular clubs, organizations and their related activities.

**SECTION III - STUDENT ACTIVITIES**

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Hillman Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

***Tiger Pride Committee, Student Council, Yearbook, Knowledge Bowl Team, High School Robotics, Jr. High School Robotics, Modern Gaming Club, National Honors Society***

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

 ***Hillman Youth Football League*, *Little League***

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

*A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.*

**NONSCHOOL-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 principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

**SPORTSMANSHIP EXPECTATIONS**

Sportsmanship is defined as conduct (as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a sport.

The administration, staff, and coaches of Hillman Community Schools believes that true sportsmanship is the practice of playing fair, of taking defeat without complaint, or victory without gloating and treating opponents with dignity, respect, courtesy and kindness, in the sport one is participating in. We feel that each participant and spectator represents our school, District and community. It is our desire that our school and community exemplify excellence, respect, courtesy, restraint and consideration of others. We believe that sportsmanship is citizenship in action and encourage our students and community to be an example of excellent citizens at every event they represent Hillman Community schools at.

We desire that each participant and spectator abide by the following:

* Have a full commitment to sport participation.
* Display a respect for the rules and the judgement of the officials.
* Exhibit ethical behavior and integrity.
* Have a concern for social conventions (such as being a good loser).
* Show respect for opponents.
* Avoid a winning-at-all-costs mentality.
* Be a positive behavior role model and censure those whose behavior is unbecoming.

By emphasizing sportsmanlike ideals in our programs and activities, coaches, mentors and parents can create a climate that fosters the development of sportsmanship while also striving for excellence.

**AtHLETICS**

Hillman Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact the Athletic Director at the main office.

**Fall:** Jr. High Girls Basketball, JV/Varsity Girls Volleyball, JV/Varsity Boys Football, Cheerleading

**Late Fall:** Jr. High Boys Basketball

**Winter:** JV/Varsity Girls Basketball, JV/Varsity Boys Basketball, Jr. High Girls Volleyball

**Spring:** Jr. /Sr. High Track, JV/Varsity Girls Softball, JV/Varsity Boys Baseball

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association (MHSAA), the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION (MHSAA)**

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 five high school credit classes the previous semester.
7. Carry and pass at least five high school credit classes during the present semester (four if dual enrolled).
8. Meet requirements if a transfer student.
9. Accept no awards valued over $25.

**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.

 **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.

*A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.*

**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.

**HILLMAN HIGH SCHOOL STANDARDS FOR PERSONAL CONDUCT OF ATHLETES**

Any athlete who is absent from school for any part of the last three 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.

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.

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 through writing, and arrange for the trip with the parents. If a parent wishes the student-athlete ride home with another adult, the parent must have a release form signed by the parent and the Principal or athletic director prior to each event. Athletes who have reached the age of majority are not exempt from this rule. 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 the season.

Players are expected to dress neatly and according to the instructions of the coach.

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 next consecutively scheduled games in any sport. Athletes that are serving a first offense are expected to fulfill all team obligations by attending all practices and actively participating as directed by his/her coach. In addition, the student athlete is expected to attend all games from which he/she is suspended and sit in street clothes with the team.

**2nd Offense -** One calendar year suspension from all athletic participation.

**3rd Offense -** Permanent suspension from the 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.

Students convicted of misdemeanor/felony violations will be immediately suspended from all athletic participation and dealt with on an individual basis.

Students may be disciplined while waiting criminal prosecution.

Please note:

“Any student athlete suspended during a sport season will miss one event that occurs on or immediately following the suspension.

If the sport event occurs during the time the student is suspended, then that will be considered the event missed and the student will not be required to miss an additional event following the suspension.”

**SCHOOL CLOSINGS / WEATHER CONDITIONS / PRACTICES & GAMES POLICY**

**When are games/practices cancelled?**

* If our area is under a winter storm warning, all practices and games will be cancelled.
* if our area is under a high wind advisory, with blowing and drifting of snow, all practices and games will be cancelled.
* When there is an early school dismissal because of weather, all practices and games are cancelled.

**When can practices/games be held on school cancelled days?**

* Teams can practice or have a game if the weather advisories and warnings have been cancelled and roads have been plowed by 12:00 p.m.
* If there is going to be practice on a school closed day, the practice will be held in the afternoon, starting at 12:30 p.m.

**What happens on cold related school closings?**

* Practices can be held in the afternoon, starting at 12:30 p.m.
* Games can be played as scheduled.

**THE ATHLETIC DIRECTOR AND/OR PRINCIPAL HAS THE RIGHT TO CANCEL**

**ANY GAMES/PRACTICES AT ANY TIME.**

**SECTION IV - STUDENT CONDUCT**

**SCHOOL ATTENDANCE POLICY**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a

significant factor in a student’s success with future employers. One of the most important

work habits that employers look for in hiring and promoting a worker is his/her

dependability in coming to work every day and on time. This is a habit that Hillman High

School wants to help students develop as early as possible in their school careers.

**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.

**NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must contact the school office [989.742.4538] by the 8:30 a.m. day on which the student is absent and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Students and parents will receive written notification of excessive absences with Synergy access and report cards. Absences from school will fall into one of the following categories and will be dealt with as indicated.

**EXCUSED ABSENCES**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

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.
	1. 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.

* 1. The students must be traveling with a parent, guardian, or school representative.
	2. The student must request all assignments in advance of the absence.
1. Professional appointments that cannot be made after school (dentist, doctor, court appointments, etc.).
2. Pre-arranged absences (including college visitations) provided the building secretary 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 office.

1. Religious instruction and/or obligations (arranged in advance).
2. School-imposed suspensions.

Make-up: Students who have excused absences will be allowed to make up all work missed, including daily assignments. One (1) school calendar day for completion will be allowed for each day of absence, with a maximum of 10 days. Arrangements may be made for an extension with the classroom instructor. An excused absence allows the student to make up all possible work*. It is the responsibility of the student to obtain missed assignments.* It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 8:30 a.m. on the day of the absence or by the following day. They are to call the school office as soon as possible and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 8 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

**UNEXCUSED ABSENCES**

**Unexcused Absence is defined as an Absence for which no written excuse has been approved.**

 **TRUANCY**

Unexcused absence / truancy from school is not acceptable. 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 and his/her parents shall be subject to the truancy laws of the State.

If the absence is unexcused or unauthorized by the principal, a student may not make up

the work. The skipping of classes or any part of the school day is considered an

unexcused absence and no make-up of class work will be permitted. Disciplinary action

will follow.

When a student has been identified as having a poor attendance pattern, the school will:

* Notify parent/guardian through a documented phone call or letter after eight (8) absences or tardies.
* Notify parent/guardian via letter after twelve (12) absences and/or tardies.
* After fifteen (15) absences, schedule a face-to-face meeting with the parent/guardian, school principal, School Success Liaison and a law enforcement representative. An action plan is created and signed by all parties. The parent/guardian is also asked to sign release of information for the student’s healthcare provider.
* A Preliminary Inquiry may be filed with local family court systems if absence continues.
* Should absences continue after Preliminary Inquiry, a petition for educational neglect against parent/guardian of student or truancy against the student may be filed in appropriate court system.

**SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to

suspension. It is recommended that a student complete missed assignments during the

suspension and turn them in to the teacher upon his/her return from school. Assignments

may be obtained from the teacher(s) beginning with the first day of a suspension. Make

up of missed tests may be scheduled when the student returns to school. The student will

be given credit for properly-completed assignments and a grade on any

made-up tests.

**EXCUSABLE, NONAPPROVED ABSENCE**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

**HIGH SCHOOL**

If a student, under the age of eighteen (18), is truant for more than 8 (eight), 12 (twelve), or fifteen (15) total days of truancy during a semester, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

**TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 14 minutes shall be disciplined by the teacher. Students who are more than 15 minutes late will be considered absent for that instructional period.

A parent can notify the office why the student is tardy, but all tardies count as a tardy regardless of the reason.

*Please see the student discipline section for the consequences of tardiness.*

**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.

**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.

**MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the teacher(s) as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up

work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the academic advisor to arrange for taking the test.

**STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

**GANGS**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal. This prohibition includes a ban on the use or display of any symbol, or paraphernalia including, but not limited to, clothing, hat, cap, jewelry, emblem, badge, sign, gesture, bodily grooming or posture that is used to display or communicate affiliation with gangs or gang-related activities.

The police department will be made aware of all incidents. *SEE STUDENT DISCIPLINE SECTION FOR CONSEQUENCES.*

**CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronics or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

**DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

* Does my clothing expose too much?
* Does my clothing advertise something that is prohibited to minors?
* Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
* Would I interview for a job in this outfit?
* Am I dressed appropriately for the weather?
* Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

**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. Pajama pants are not to be worn during school hours.

2. Clothing that promotes tobacco, alcohol, or drug use or has two-way meaning is not acceptable.

3. 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, or excess cleavage, low cut, strapless tops, or cutoffs that could expose areas of the sides, or breasts. All straps on tops must be at least 2 inches wide over the shoulder. (Only exception will be tank tops in physical education classes with teacher permission.)

C. A bottom garment (worn at the waist) no shorter than fingertip length.

4. For safety and health reasons, students are required to wear shoes or soled

footwear.

5. 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 impinge upon the general health, safety and welfare of other students and school employees.

6. 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.

7. Coats, hats and visors or other head wear shall not be worn indoors unless as necessary to fulfill religious obligations.

8. Leggings and Spandex must be covered by an article of clothing which extends to the thigh.

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.

Students who are representing Hillman Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

*SEE STUDENT DISCIPLINE CODE FOR DRESS CODE DISCIPLINE*

**STUDENT CODE OF CONDUCT**

A major component of the educational program at Hillman Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

School District Responsibilities and Rights

According to the Revised School Code of the State of Michigan (380.11a), the Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of the pupils concerning their safety while in attendance at school, enroute to and from school, at school-sponsored activities (whether or not held on school premises), or while on school property.

**SCHOOL DISCIPLINE PHILOSOPHY**

Emphasis shall be placed upon the growth of the students' ability to discipline themselves. Students have responsibilities and rights. Therefore, a code of conduct is established for the secondary students of Hillman Community Schools in order to maintain a safe, orderly educational climate. In all cases, the school district will notify parents when disciplinary action is taken. The school district in all cases will determine the punishment for any conduct that disrupts the educational process.

**EXPECTED BEHAVIORS**

Each student shall be expected to:

* Abide by national, State, and local laws as well as the rules of the school;
* Respect the civil rights of others;
* Act courteously to adults and fellow students;
* Be prompt to school and attentive in class;
* Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
* Complete assigned tasks on time and as directed;
* Help maintain a school environment that is safe, friendly, and productive;
* Act at all times in a manner that reflects pride in self, family, and in the school.

**STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

**CAMERA POLICY**

Hillman Community Schools utilizes a camera security system to ensure the safety of our students, staff and facilities. Information gained from this security system will be used in investigating and, where and when appropriate, disciplining individuals who threaten the safety of our school environment and/or violate this Code of Conduct.

**EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

 Disciplinary consequences will only be enforced with information from school employees or law enforcement.

**Absence or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**Academic Inactivity**

When a student willfully fails to meet academic requirements over a period of time, the following consequences will be enforced.

* **First offense**- instructor consultation with student, parent contact by the teacher, counselor referral, possible behavioral referral
* **Second offense**-After-School Detention, parent contact by teacher, counselor referral
* **Third offense**— ISS

**Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Alcohol/Drugs/Tobacco**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. *This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited.* Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Alcohol (use of; possession of; attempt to use or possess):

Possession and/or intoxication -Alcohol in the student's possession or under the student's control or custody or if the student has consumed alcohol prior to or while at school, a school-sponsored activity, or on school property.

* **First offense**—five day OSS
* **Second offense**—ten day OSS, referral to school counselor
* **Third offense**—expulsion

Sale of alcohol or providing alcohol for another student-

* **First offense** - Ten day OSS or long-term suspension, police referral, referral to school counselor, possible expulsion
* **Second offense** - Recommendation for expulsion, police referral, referral to school counselor

Drugs (use of; possession of; attempt to use or possess):

Use of/possession of/or attempt to use or possess as described above-This includes being under the influence, having drugs on one’s person or under one’s control or custody, or attempting to do so; e.g., in a purse, locker, or car. These illicit items will be confiscated and a police report will be filed.

* **First offense**-Ten day OSS, possible recommendation for long-term OSS or possible expulsion, referral to school counselor, confiscation of illicit items, and a police report filed
* **Second offense**- Ten day OSS, will be recommended for long-term OSS or possible expulsion, referral to school counselor, confiscation of illicit items, and a police report filed

***NOTE: Various instruments and materials are commonly known to be intended for the use of or preparation of illicit substances. Such instruments would include, but are not limited to, hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, stamps, microdots, and other similar materials. Possession of these items will be processed as stated above.***

Sale of or providing drugs for a person- For a fee or an item of barter, value or other consideration, or an attempt to provide, supply, sell or furnish.

* **First offense** - Confiscate illicit items and a police report. Expulsion will be recommended to the Board.

Tobacco (use of; possession of; attempt to use or possess):

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. A police referral may be made following all incidents.

* **First offense—**Five day OSS
* **Second offense—**Ten day OSS, referral to school counselor
* **Third offense—**Ten day OSS, will be recommended for expulsion

Paraphernalia - use, possession, sale, and/or furnishing to a student of, but not limited to, cigarette, pipe, cigar, chewing tobacco, and snuff. A police referral will be made following all incidents.

* **First offense**—Five day OSS
* **Second offense**—Ten day OSS, referral to school counselor
* **Third offense**— Ten day OSS, will be recommended for expulsion

**Arson/Criminal Sexual Conduct (CSC)/Weapons**

Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

*Consequences will depend* on the seriousness of the incident up to and including permanent expulsion and possible police referral. **See Weapons Policy**.

Criminal Sexual Conduct

(CSC) acts are handled using the same procedures as outlined for a weapons violation. Students shall be expelled only in accordance with Board Policy and Federal due process rights. The District shall notify and refer expelled students to the appropriate County Department of Social Services or County Community Mental Health agency. Parents of the expelled students shall be notified of the expulsion and the referral and the expulsion shall become a part of the student’s individual permanent school record. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal’s office. A police referral will be made following all incidents.

Weapons

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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 may subject a student to expulsion and possible permanent exclusion.*** It makes 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 District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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 of threats of violence to the building principal. Failure to report such knowledge may subject the student to discipline.

Students may not possess knives of any length at school. (See Possession of a weapon.) In compliance with State law, a student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct (CSC) in a District building or on District property, including school buses and other school transportation, shall be referred to the superintendent for permanent expulsion. District policy defines a dangerous weapon as “a firearm (including a starter gun and certain BB guns), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. A knife with a blade less than three (3) inches may be considered a weapon. The student’s intent for bringing the knife will be considered. Knives will be confiscated and consequences may include suspension/expulsion.

State law may require that a student be permanentlyexpelled from school***,*** subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

1. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
2. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
3. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under Individuals with Disabilities Act (IDEA) or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

\*Note: Under the Statute, expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a

weapon, or for direct or indirect delivery to another person for use as a weapon.

2. The weapon was not knowingly possessed by the pupil.

3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.

4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

**Consequences of Arson/Weapons Possession/CSC**

Knives - Students may not possess traditional knives/box cutters/razor utility knives of any length at school. Knives of any length will be confiscated. Students with knives with blades under 3” will be subject to suspension (see below), and may be subject to the Weapons Policy, depending on circumstances. Knives with blades 3” or longer will be considered weapons and will be subject to the Weapons category.

* **First offense** - One to three day OSS. Possible long-term OSS/expulsion. Possible police referral.
* **Second offense** - Five day OSS or possible long term suspension/expulsion. Possible police referral.
* **Third offense** - Ten day OSS. Long term suspension or expulsion. Police referral.

Use of an object as a weapon

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 a cause for civil action. This violation may subject a student to expulsion.

* **First offense** - One to three day OSS. Possible long-term OSS/expulsion. Possible police referral.
* **Second offense** - Five day OSS or possible long term suspension/expulsion. Possible police referral.
* **Third offense** - Ten day OSS. Long term suspension or expulsion. Police referral.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board 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 principal. Failure to report such knowledge may subject the student to discipline.

* **Consequence(s) -** warning and letter, possible suspension, possible police report

**Assult/Battery (Fighting)** (see table below)

Fighting will result in one to ten-day out-of- school suspension, possible police referral, possible long-term suspension or expulsion. See table below. Physical assault is defined as intentionally causing or attempting to cause physical harm to another using force or violence. For a physical assault to have occurred, the intended victim needs to feel assaulted. In all cases of physical assault, the student will be subject to a 10-day emergency removal (suspension) pending the outcome of a hearing with the superintendent to determine the length of the consequence. Assault and/or battery upon a student will result in suspension of up to 180 days or expulsion. Assault and/or battery upon a school employee, volunteer, or contractor will result in expulsion. A police report may also be filed and may result in criminal prosecution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Incident** | **Spontaneous****Aggressor** | **Premeditated****Aggressor** | **\*Instigator** | **\*\*Aiding and****Abetting** |
| 1st | 5 Days OSS | 10 Days OSS | 5 Days OSS | 1-10 DaysOSS |
| 2nd | 10 Days OSS | Long-Term orExpulsion | 5 Days OSS | 5-10 DaysOSS |
| 3rd | Long-Term | Expulsion | Expulsion | Expulsion |

* An instigator is someone who causes a fight to happen.
* Aiding and abetting a fight (Assault and/or Battery): Students who gather around a fight and encourage the combatants, and/or students who interfere with attempts by authorities to intervene and resolve the problem shall be subject to the penalties listed above.
* Any student(s) found recording (with an electronic device) a fight will be subject to disciplinary action and is in violation of school policy.
* (Assaulting a staff member/student/person associated with the District)
* Physical assault at school against a student, District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and the student may be subject to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**Bomb Threats & False alarms/false reports**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

* **First offense** - Long-term OSS, possible expulsion, police referral
* **Second offense** - Expulsion, police referral

\*Bomb threats directed to a building, other school property, or other school related events mandates a permanent expulsion.

**Bullying and Other Aggressive Behavior**

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

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

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

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

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

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes but is not limited to: bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

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

|  |  |  |
| --- | --- | --- |
|  | A. | Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students. |
|  |  |
|  | B. | Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress. |
|  |  |
|  | C. | Having an actual and substantial detrimental effect on a student's physical or mental health. |
|  |  |
|  | D. | Causing substantial disruption in, or substantial interference with, the orderly operation of the school. |

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

|  |  |  |
| --- | --- | --- |
|  | A. | Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact. |
|  |  |
|  | B. | Verbal – taunting, malicious teasing, insulting, name calling, making threats. |
|  |  |
|  | C. | Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti. |

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

"Staff" includes all school employees and Board members.

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

* **First offense** - Warning through three day OSS, counselor referral
* **Second offense** - Three to ten day OSS
* **Third offense** - Long-term OSS or expulsion, possible police referral Law enforcement may be contacted.

Non-Retaliation/False Reports

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

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

* **First offense** - warning through three day OSS, counselor referral
* **Second offense** - three to five days OSS or possible long-term OSS or expulsion
* **Third offense** - five to ten days OSS, possible long-term OSS or expulsion

For further definition and instances that could possibly be construed as Harassment, see Policy 5517; Hazing, see Policy 5516. M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education [**http://www.neola.com/hillman-mi/**](http://www.neola.com/hillman-mi/)

**Careless/Reckless Endangerment**

Any action by a student that puts another student or staff member in danger of being

hurt or causes injury, e.g., throwing objects, tacks on a chair, pulling a chair out from

under a student, swinging heavy objects, horse play, pushing and shoving (uninvited

physical contact less than fighting), etc. This category also may include using

prohibited items such as skateboards, roller blades, headphones or unauthorized motor

vehicles such as snowmobiles, dirt bikes and go carts and lighters/matches. Violation of

Hillman High School (HHS) vehicle regulations may be subject to Code of Conduct

consequences.

**Consequences will depend** on the seriousness of the incident (warning, detention

and/or suspension.)

**Cell Phones**

1. Upon entering the classroom all students must have the device on silent mode and place in the pocket or out of sight.
2. Each teacher, at their discretion, may allow device usage for an assignment only.
3. Students can retrieve their device from the pocket when exiting the classroom.
4. If the device heard or seen, the teacher will confiscate the device and send it to the office.
5. The school is not responsible for lost or damaged devices.
6. Consequences will be progressive according to student’s current status.
* **First offense** - Student may get the phone/device after school from the office.
* **Second offense** - Phone or device must be picked up by a parent from the school.
* **Third offense** - Phone or device must be picked up by a parent from the office, and an in school suspension will be assigned.
* **Fourth offense**- An out of school suspension with loss of phone during school hours for the remainder of the semester.

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.

**Cheating** **(Falsification of schoolwork, ID, forgery)**

Cheating includes but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests or examinations, including communicating during an exam; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

(3) the acquisition, without permission, of tests or other academic material belonging to an instructor; or (4) any electronic communication device of any kind used anytime in a testing/quiz situation is prohibited. Cheating also includes the use of materials prepared by another person or agency engaged in selling of term papers or other academic materials. (5) Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Students who knowingly allow others to use their materials to cheat will be subject to the below consequences. This section also includes materials accessed through technological resources. Also see plagiarism. Consequences are not limited to individual class.

Violations of this rule could result in suspension or expulsion.

* **First offense -** Zero grade for assignment & 1 day suspension
* **Second offense -** Zero for assignment & three – five days suspension
* **Third offense-** Zero for assignment & five – ten days suspension

**Computers, Internet and Related Technology Misuse**

All use of the school network is subject to the Network/Internet Access Agreement for Students. No student may use the local area network (LAN) or Internet without an agreement signed by the parent. Student conduct applies to the use of all computers and related technology including, but not limited to, theft, vandalism, hacking, trespassing, pornography, threats, slander, etc. Giving someone else your password or using a password that does not belong to you is also included under this section. NOTE: There may also be criminal penalties for misuse of computers. Misuse of a sign-on and/or password may also be considered stealing and/or forgery and subject to disciplinary action. (See Forgery, Theft, and/or Vandalism) Misuse of the Internet will result in:

* **First offense** - one to three days OSS, denied access to Internet for 15 school days.
* **Second offense** - three to five days OSS, denied access to Internet for 90 school days.
* **Third offense** - five to ten days OSS, denied access to Internet for two semesters.

**Demonstration/Disorder of students**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

* **First offense -** Warning through three day OSS, counselor referral
* **Second offense -** Three to ten day OSS
* **Third offense -** Long-term OSS or expulsion

**Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply may result in the following consequences:

* **First offense** - Up to three day OSS
* **Second offense** - Three to five day OSS
* **Third offense** - Ten day OSS/possible long-term suspension

**Disobedience** (**Persistent)**

 Refusal to obey school policy, rules, this Code of Conduct, regulations and/or directives from administrators, teachers or school personnel on several occasions. The violations do not have to be in the same category for it to be considered persistent disobedience. Disobeying rules in a number of categories would be sufficient (*for example: academic inactivity, alcohol and related drugs, false alarm / safety device interference; bomb threat or false notice; gross indecency; pushing and shoving*).

* **First offense** - One to ten day OSS as deemed appropriate by the administrator, possible long-term OSS or expulsion, possible counselor referral
* **Second offense** - Long-term OSS or expulsion

**Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

e.g., kissing, fondling, touching of another person, conduct which is offensive to the prevailing adult standards in the community for minors in school.

* **First offense** - Verbal or written warning
* **Second offense** - Principal referral, possible detention
* **Third offense** - Two day OSS, counselor referral

**Disruptive and/or Disrespectful Conduct**

Any activity that interrupts the educational process and/or is disrespectful to staff and other adults. This also includes, but is not limited to, name calling, taunting, grabbing (unwanted physical contact less than a fight), pushing, and shoving as well as the misuse of cellular phones, laser pens, radios, headphones and all other electronic communication devices. Items used to disrupt the school-learning environment will be confiscated. *See Technology Misuse for computers, internet, telephone and related.*

Disruptive and/or disrespectful conduct will result in use of disciplinary action. Teachers will use the following steps:

* **First offense -** Parent contact by teacher, possible warning/detention/suspension. These behaviors may be considered insubordination and students may be cited for disorderly conduct.
* **Second offense -** Hold meeting with parents, counselor and student, detention

and/or possible suspension. Three-Five days OSS

* **Third offense -** Progressive suspensions, including possible long-term suspension, for excessive infractions. Five-ten days OSS

**Dress Code**

Please refer to your Student Handbook for dress code policy on page 44.

* **All offenses -** Change to appropriate clothing, possible parent contact to bring appropriate clothing, possibly sent home

**Second and subsequent offenses will be considered Insubordination.**

**Explosives**

Explosives, fireworks, and chemical-reaction objects such as ammunition, smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

To possess, to use, sell, and/or furnish to a student is strictly prohibited. Violations of this rule could result in suspension or expulsion. School will use discretion in exercising the following disciplinary actions:

* **First offense** - Confiscation, five to ten-days OSS, police referral, possible long-term suspension or expulsion
* **Second offense** - Confiscation, long-term OSS, possible expulsion, police referral

**Extortion (Blackmail, Coercion and/or Witness Intimidation)**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

* **First offense** - Two to ten days OSS, conference with parent, possible police referral
* **Second offense -** Five to ten days OSS, possible police referral, possible long-term

suspension or expulsion

* **Third offense -** Long term OSS, possible expulsion, police referral

**False Fire Alarms /Interference with Safety Devices**

a. The activating of (or attempt to activate) a fire alarm device or in any way give notice, either written or verbal, that a fire is present when none is evident.

* **First offense -** Five to ten days OSS, possible expulsion, police referral
* **Second offense -** Long term OSS, possible expulsion, police referral

b. Using an Automated External Defibrillator (AED) and/or other safety and security devices in non-emergency situations.

* **First offense** - One to five days OSS
* **Second offense** - Five to ten days OSS, possible police referral, possible expulsion or long term OSS

**Food and Beverage**

Inside the building, food and beverages are to be consumed only in the approved eating

areas. Failure to comply will result in one or more of the following:

* **First offense** - Confiscate and dispose of food/beverage, possible detention
* **Second offense** - Detention
* **Third offense** - Disciplinary referral form, possible OSS (insubordination)

**Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion. Internet gambling is included. Consequences will depend on the seriousness of the incident - warning, detention, suspension, parent contact, police referral, and confiscation of material.

* **First offense** - Up to three day OSS
* **Second offense** - Three to five day OSS
* **Third offense** - Ten day OSS/possible long-term suspension

**Gangs and Gang-related Activities**

Hillman Community Schools has a zero tolerance for gangs and gang-related activities. Therefore, the presence of, or student involvement in, gangs or gang-related events is strictly prohibited. This prohibition includes a ban on the use or display of any symbol, or paraphernalia including, but not limited to, clothing, hat, cap, jewelry, emblem, badge, sign, gesture, bodily grooming or posture that is used to display or communicate affiliation with gangs or gang-related activities.

The police department will be made aware of all incidents.

* **First offense -** Five day OSS
* **Second offense** - Ten day OSS
* **Third offense -** Ten day OSS, possible long-term OSS or expulsion

**Gross Indecency**

Displaying portions of one’s anatomy which should be covered: e.g., “pantsing,” mooning, streaking, see-through or inappropriate attire, or other acts or conduct which are indecent and/or not acceptable according to the prevailing adult standards in the community. Students taking photos of oneself or others inappropriately and sending them via computer or phone (sexting) are subject to disciplinary action. Extreme cases of gross indecency may be subject to CSC (See Weapons, Arson, and CSC).

* **First offense** - five to ten day OSS, referral to the appropriate agency/counselor, possible long-term OSS, possible expulsion, possible police referral

**Hacking**

(*intentional accessing or attempting to access files, data, or information without authorization*)

* **First offense** - Denied access to school computers for a minimum of a calendar year, administrator/parent/guardian conference, restitution, possible short/long term OSS or expulsion, possible police referral and/or court action.
* **Second offense** - Denied access to school computers for the rest of the school career and hearing with the Superintendent for possible expulsion, as well as possible police referral and/or court action and restitution.

**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.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the superintendent at the main office, phone (989)742-2908. Complaints will be investigated in accordance with AG 5517.

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

1. 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;
2. 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;
3. 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:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, or safety,;
7. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

Ethnic Intimidation - Michigan Law says: A person is guilty of ethnic intimidation if he/she does any of the following to another person because of that person’s race, color, religion, gender, or national origin:

1. Causes unwanted physical contact with another person

2. Damages, destroys or defaces another person’s real or personal property

3. Threatens by word or act to do any of the above. If found guilty, ethnic intimidation is a felony punishable by imprisonment up to two years or by a fine up to $5,000.00, or both.

Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. Conducting a “campaign to exclude” a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction, and encouraging others in your peer group not to have any form of social interaction with the person.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

a. If the alleged harasser is a student, staff member, or other person associated with the District other than the student’s principal, the affected student should, as soon as possible after the incident, contact the principal.

b. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the School Board President.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District. Making false charges against another person also has the same serious consequences as harassment described herein. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student/abuser be reported to proper authorities.

* **First offense -** One to five day OSS, counselor referral
* **Second offense** - Three to ten day OSS
* **Third offense** - Long-term OSS or expulsion, possible police referral

**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 initiates

* **First offense** - Five to ten day OSS, possible long-term suspension or expulsion, police referral
* **Second offense** - Long-term suspension, possible expulsion, police referral

**Insubordination (Refusing to accept discipline)**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Refusal to follow directives of school personnel: This includes intentional deceitful behavior (lying), running from staff or others in authority, leaving class early without permission etc., students may be cited for disorderly conduct. For refusal of class work/assignments see academic inactivity. Failure to bring materials to class falls under academic inactivity. (See Academic Inactivity #1)

* **First offense** - One to three days OSS, counselor referral
* **Second offense** - Three to five days OSS or possible long-term OSS or expulsion
* **Third offense** - Five to ten days OSS, possible long-term OSS or expulsion

**Littering**

To place trash or leave trash in a location or receptacle not commonly designated or used

as a trash receptacle; e.g., dropping papers, pop cans, leaving lunch remains on table or

floor.

* **First offense** -Required to pick up litter, parent contact, possible school service
* **Second offense** - Required to pick up litter, conference with an administrator, parent contact, possible school service
* **Third offense** - Required to pick up litter, or three to ten-day OSS.

Parent/student/administrator conference prior to re-entry

**Off Campus Without Permission And/Or in Unauthorized Area**

For safety and security reasons, students are not permitted to loiter or congregate behind the gym, in any wooded area on campus, the athletic fields or in the parking lots. Students are requested to stay inside of the school campus area encompassed by the sidewalk. Areas such as the locker rooms, the building roof, custodial closets, and tunnel areas are off-limits to students. Students are not allowed to walk off campus during the school day and must check out in the main office when leaving at times other than lunch. Any offense will result in disciplinary action.

* **First offense** - Detention
* **Second offense** - One to three day OSS
* **Third offense** - Three to ten day OSS

**Plagiarism**

Plagiarism is a serious offense, which involves misappropriating another person’s ideas. Plagiarism includes but is not limited to:

a. Turning in another person’s work as your own, whether another person writes it for you, copied from any source (such as internet site), borrowed, stolen or purchased.

b. Copying word for word (quoting), paraphrasing, summarizing, using ideas and using key words or phrases from any published or unpublished source, in whole or in part, without full and clear acknowledgement of the source. This includes materials accessed through technological resources.

* **First offense** - A zero for plagiarized work. Students will not be able to redo the assignment, student and parent notification by the teacher, a Student Referral completed/submitted.
* **Second offense -** Failure for the quarter in the class in which the second act of plagiarism occurs, (this may be in a different class than the first offense), student and parent notification by teacher, and/or a Student Referral completed/submitted.
* **Third offense -** Failure for the semester in the class in which the third act of plagiarism occurs, (this may be in a class different from the previous two offenses), student and parent notification by teacher, and/or a Student Referral completed/submitted.

**Profanity**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

This includes use of profanities, pornography, obscenities, and/or indecent, profane, obscene gestures or conduct towards students, school personnel and/or visitors, and on vehicles. Speech (which may be verbal, written on clothing or physical gestures) is obscene for purposes of this prohibition if:

a. The average person applying contemporary community standards would find that the speech, taken as a whole, appeals to the prurient interest of minors.

b. The speech depicts or describes sexual conduct in a manner that is patently offensive to prevailing adult standards in the community with concern for how such conduct should be presented to minors of the age to whom directed or distributed.

c. The speech, taken as a whole, lacks serious merit, artistic, political or scientific value for minors of the age to whom directed or distributed.

d. It is false commercial speech, speech that promotes illegal behavior, speech that is deemed obscene, vulgar, or indecent, and speech that substantially interferes with the educational process.

Incidental (not directed at individual or group):

* **First offense** - detention/possible suspension
* **Second offense** - one to three day OSS
* **Third offense** - three to ten day OSS, possible long-term OSS/expulsion, possible police referral

Directed at individual or group:

* **First offense** - teacher or staff conference, notify parents, three to five-day OSS
* **Second offense** - conference with administrator, parent notification, five to ten-day OSS, counselor referral
* **Third offense** - ten-day OSS, possible long-term OSS or expulsion, possible police referral

**Pushing and Shoving**

Hillman Community Schools supports a “Hands-Off Policy” for the student body. Students

caught in incidents of casual non-violent pushing and shoving will face disciplinary

consequences. Incidents of aggressive or violent pushing and shoving will be considered

fighting or assault.

* **First offence -** Warning/detention.
* **Second offence -** After School Detention.
* **Third offence -** One to three days OSS.
* **Fourth offence -** See insubordination.

**Skipping**

Any time students are caught in areas other than those they have been assigned or given

permission to be. Continuous skipping will result in progressive discipline up to and

including suspension and loss of parking pass privilege. Excessive skips may result in a

petition to the juvenile court system.

* **Any offense** - Students will make up time on an hour-for-hour basis in after-school detention.

**Tardiness**

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.

Students who are tardy more than 2 times during a semester shall be disciplined as follows:

* 2nd tardy in a class - detention assigned by the classroom teacher
* 3rd tardy in a class - detention assigned by the classroom teacher
* 4th tardy in a class - detention assigned by the classroom teacher
* 5th tardy or more in a class - 1 day out of school suspension for each tardy

**Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

* **First offense** - One to three-day OSS, referral to principal, possible referral to police
* **Second offense** - Three to five-day OSS, referral to principal, possible referral to police
* **Third offense** - Ten-day OSS, police referral, possible long-term OSS or expulsion

**Threats (Verbal)**

Verbal assault at school against a student, District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assaultmay result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

THREAT - Statement or conduct that can reasonably be expected to induce in another

person an apprehension of danger, harm, or bodily injury. All threats will be reported to

the appropriate principal. The following actions may be taken:

1. Parents called
2. Building principal will be informed
3. Police referral
4. Counselor referral and consequences listed at the end of this section

Intentional:

* **First offense** - One to three day OSS, counselor referral
* **Second offense** - Three to five day OSS
* **Third offense** - Long-term OSS or expulsion, possible police referral

Incidental (not directed at individual or group):

* **First offense** - Detention/possible suspension
* **Second offense** - One to three day OSS
* **Third offense** - Three to ten day OSS, possible long-term OSS/expulsion, possible police referral

**Traffic Violations**

See building policies. Any violation of the code of conduct that involves a vehicle on school property or at a school event may result in the loss of parking privilege.

**Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Being present in an unauthorized place or refusing to leave when directed to do so by school personnel or others with authority. This includes being on school property during non-school time without legitimate school business.

The superintendent or designee, with proper authority, may order or cause the removal, from school buildings or school property, of any individual whom that person knows or has reason to believe:

1. To be an individual who is not a student at the school and has neither been invited to the school by a proper authority nor has legitimate business at the school or on the school property.
2. To have been expelled or suspended from school provided that such expulsion or suspension is in full force and effect.
3. To be engaged in any criminal activity in or on school property, or to conspire to engage in such activity.
4. To be a person who is instigating or may instigate, by any means whatever, a disturbance of any sort on the school property.

Any person found to be in violation of the foregoing section upon direction from the Superintendent of Schools, or any person authorized, shall leave the school building or school property.

* **First offense** - warning and letter, possible suspension, possible police report
* **Second offense** - Police report, possible suspension

**Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**Vandalism (Damaging property)**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Destroying or damaging or attempting to damage school property or others’ personal property without regard to the rights of the others or property. This may include being part of planning or having prior knowledge of acts in which property is damaged.

* **First offense -** Administrator/parent conference, restitution, possible short/long-term OSS or expulsion, possible police referral and/or court action
* **Second offense -** Long-term OSS, possible expulsion, restitution, police referral

**Violation of Bus Rules**

Please refer to Section V on transportation for bus.

**Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

**Consequences:** Persistent violations of rules could result in suspension or expulsion.

**Wireless Communication Devices (WCDs) / Cell Phones -Possession of**

See School Board Policy 5136

Reasonable suspicion that a communication device has been used to violate District

policies or administrative guidelines shall be subject to disciplinary action and may result

in the communication device being confiscated.

A student may possess wireless communication devices (WCDs) or other electronic

communication devices (ECDs) and electronic storage devices (ESDs) in school, on school

property, at after school activities, and at school related functions provided that during

school hours, school events, and on a school vehicle if its use is not disruptive or

distracting to the educational process, the scheduled activity, or other participants,

provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is

the electronic transmission of sexual messages or pictures, usually through cell phone text

messaging. Such conduct not only is potentially dangerous for the involved students, but

can lead to unwanted exposure of the messages and images to others, and could result in

criminal violations related to the transmission or possession of child pornography. Such

conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive 1-3 days of suspension. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cell phone or ED.

**ELECTRONIC DEVICE POLICY IN THE CLASSROOM**

1. Upon entering the classroom all students must have the device on silent mode and place in the pocket.or out of sight.
2. Each teacher, at their discretion, may allow device usage for an assignment only.
3. Students can retrieve their device from the pocket when exiting the classroom.
4. If the device heard or seen, the teacher will confiscate the device and send it to the office.
5. The school is not responsible for lost or damaged devices.
6. Consequences will be progressive according to student’s current status.
* **First offense** - Student may get the phone/device after school from the office.
* **Second offense** - Phone or device must be picked up by a parent from the school.
* **Third offense** - Phone or device must be picked up by a parent from the office, and an in school suspension will be assigned.
* **Fourth offense**- An out of school suspension with loss of phone during school hours for the remainder of the semester.

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.

**Disruption of the Educational Process**

Any action~~s~~ or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**Criminal acts**

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.

**Safety Concerns**

Students should not use roller blades, bicycles, skateboards 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. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

**DISCIPLINE**

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. In some cases, a student can be suspended from 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.

As part of our commitment to provide a calm and safe educational environment where students can take maximum advantage of the educational opportunities offered to them, the following discipline measures may be imposed. Progressive discipline measures will be utilized for those who continue to disrupt the educational process or violate school rules and policies. Furthermore, any misbehavior occurring on school grounds on the final school days of the year will be subject to disciplinary action during the summer or at the beginning of the next school year. Senior pranks or planned group mischief directed at school property, personnel, or students may prohibit seniors from participating in commencement activities. Students who are disciplined will have behavioral referrals sent home.

Two types of discipline are possible, informal and formal.

**Informal Discipline**

Informal discipline takes place within the school. It includes:

**1. School/Community Service**- Students may be required to perform school or community service for minor school or class infractions. The service will be related to the nature of the offense. Either teachers or administrators may assign this.

**2. Detentions with staff -** Staff may assign detentions for minor infractions of class rules. Detentions will be supervised by school personnel and may be for varying lengths of time such as a lunch period or after school up to an hour. Parents are responsible for student transportation and students will be given a minimum of 24 hours’ notice.

**3. After-School Detention -** Students may be required to attend School Detention for repeated tardies to a class or other offenses. Students who do not attend school detention will be suspended.

**Formal Discipline**

Suspension/Expulsion - Student suspensions do not count toward student absences.

**A. In-School-Suspensions (ISS)** - can be any of the following or a combination thereof:

**a.** Students can be suspended from a class or classes but not from the building

**b.** Students can be suspended from the building for the remainder of the school day

**c.** Students can be suspended for a specific period of time, up to a period of ten days (or longer, but only in accordance with Board Policy and due process rights.)

**d.** Students on suspension are also suspended from all extracurricular activities for the duration of the suspension. Suspensions end at midnight on the last day of suspension.

\* (*Athletes are subject to the Athletic Code in addition to the penalties imposed here.*)

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.

**B. Out-of-School Suspensions (OSS)** - Repeated violations of school and class rules, policies, and procedures or major infractions may result in an out-of-school suspension (OSS). Students must remain under their parents’/guardians’ custody, and they are not allowed to enter the school for the duration of the suspension. During an out-of-school suspension, it is the student's responsibility to complete all work. All work completed during OSS is due to teachers on the first day a student returns to regular school unless otherwise stated in a teacher's classroom management plan. Out-of-school suspensions may last up to 10 days (longer with approval of the superintendent or his designee). Parents/guardians may request a student's work while on suspension by calling the office. Parents/guardians may pick up the assignments/work 24 hours after the request is made. Students on school property while serving an out-of-school suspension are in violation of trespassing and subject to trespassing charges.

*\*NOTE - Students on OSS suspension from classes are also suspended from all extracurricular activities for the duration of the suspension. Suspensions end at midnight on the last day of suspension. Athletes are also subject to the Athletic Code in addition to the penalties imposed here.*

**C.** **Classroom or Activity Suspension** - A classroom teacher may suspend a student for misbehavior for one class period or one day’s activity when the student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to effectively teach the class. When a student is suspended under this option, the student will be sent to the office along with a description of the behavior that led to the suspension. During the suspension the student will be placed in an area designated by administrator. Teachers who use this option must contact the parent/guardian to discuss the misbehavior. In addition, the teacher, parent, or student may request a conference with the counselor regarding the discipline.

**D. Long-Term Suspension** - The authority to suspend for more than ten days rests solely with the superintendent or his designee. When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for suspension for a period of time exceeding ten school days, the recommendation shall be forwarded to the superintendent for review. The school administrator may suspend the student from school pending a due process hearing and determination within ten school attendance days by the superintendent or his designee if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process. (See board policy 5610 for a full description of policy and procedures.)

**E. Expulsion** - The authority to expel rests solely with the Superintendent. If an administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion, the recommendation shall be forwarded to the superintendent. (*See board policy 5610 for a full description of policy and procedures.*)

**DUE PROCESS RIGHTS**

Students' Rights

1. Due Process

1. Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the next administrator in the line of authority. The next step in the appeal process then is the superintendent or his/her designee.

2. Students subject to long-term suspension: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges.

3. Students subject to expulsion: (other than expulsions mandated in the Weapons, CSC, and Arson law and policy) A student or his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the school board to answer the charges. (*See board policy 5611 for a full description of Due Process Rights*.)

B. Appeal Process

Parent/guardian may appeal a suspension of more than two (2) days and up to ten (10) days. Students age eighteen (18) who have signed an Acceptance of Rights and Responsibilities (5780F 1) must submit their own appeal. The appeal must be submitted in writing to the principal within three (3) school days of the notification to the student of the suspension. The written appeal must contain the reason (s) that the suspension is being appealed.

1. Upon receipt of the written appeal the student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.

2. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.

3. The principal will reach the decision and inform the parent(s)/guardian(s) in writing within ten (10) school days after the receipt of the written appeal.

4. The decision of the principal may be appealed in writing to the Superintendent or designee within two (2) school days of the parents'/guardians’ receipt of the decision. The superintendent/designee will reach a decision and inform the parents/guardian in writing within ten (10) school days after the receipt of the written appeal. (*See board policy 5610 for a full description of Appeal Process.)*

C. Search and Seizure

The school district has the right and responsibility to maintain discipline and preserve an orderly educational climate. 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 or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of Hillman Community Schools. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

School authorities 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. Canine and/or electronic units may conduct searches. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and 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.

The school system reserves the right to seize: 1) illegal items (such as weapons and drugs); 2) items determined to be a threat to the safety or security of the student or others, or a threat to personal or real property; and, 3) evidence of a violation of any federal, state or local law, or school rule of policy. Such items and evidence which are seized will be turned over to law enforcement agencies for prosecution.

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.

D. Student Grievance

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any that arises out of actions, procedures, and policies of the Board or its employees or the lack of such policy or procedure.

The Board or its designee will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by the Superintendent. (See Board Guidelines 5517 for reporting harassment)

E. Students' Responsibilities and Limitations

To protect all members of the educational community (students, staff and others) and to facilitate the educational process, disciplinary action may be taken by authorities for

participation in the following acts, either on school property or at school-sponsored activities. As part of this code of conduct, students shall comply with school regulations, directives, policies, and/or rules, and recognize the authority of school personnel. School personnel includes, but is not limited to administrators, teachers, support staff, security staff, and volunteer staff. The disobedience or defiance of authority, such as not following a directive from school personnel, shall constitute sufficient cause for disciplinary action up to and including expulsion from school. Students who are suspended or expelled shall not be on school property nor shall they be permitted to attend extracurricular activities or athletic events sponsored by the school. Students who participate in extracurricular activities must understand that participation is a privilege and not a right.

**Suspension from School**

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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.

When a student is suspended, s/he may make-up work missed after the return to school and/or while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

**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 a recommendation for expulsion;
* a brief description of the hearing procedure;
* a statement that the student may bring parents, guardians, and counsel;
* a statement that the student and/or parent may bring a translator or request a transfer
* for hearing impaired students or parents;
* 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;
* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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 Superintendent 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 after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. 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.

Hillman Community Schoolmakes 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 principal.

**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.).

**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. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent and pervasively or vulgar.

2. Advertises any product or service not permitted to minors by law.

3. Intends to be insulting or harassing.

1. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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.

**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, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes s/he 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.

**SECTION V - TRANSPORTATION**

**BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the Transportation Office at 989.742.3501.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal’s approval of a note from parent stating the reason for the request and the duration of the requested change.

**BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

 The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

* Be on time at the designated loading zone (10 minutes prior to scheduled stop);
* Stay off the road (10 feet) at all times while walking to and waiting for the school transportation;
* Line up single file off the roadway to enter;
* Wait until the school transportation is completely stopped before moving forward to enter;
* Refrain from crossing a highway until the driver signals it is safe to cross;
* Go immediately to a seat and be seated.

**It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.**

During the trip

Each student shall:

* Remain seated while the school transportation is in motion.
* Keep head, hands, arms, and legs inside the school vehicle at all times.
* Not litter in the school vehicle or throw anything from the vehicle.
* Keep books, packages, coats, and all other objects out of the aisle.
* Be courteous to the driver and to other riders.
* Not eat or play games, cards, etc. (with exception of field trips and athletic events).
* Not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

* remain seated until the vehicle has stopped;
* cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
* be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

**PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

**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.*

1. Not remaining off the traveled roadways at all times while waiting for the bus.
2. Not waiting until the bus stops before attempting to get on or off.
3. Failure to cross the highway in a proper manner:
	* + Make certain the bus is stationary.
		+ Go to the front of the bus within sight of the driver and wait for the proper signal for crossing.
		+ When you receive the signal, look both ways and walk -- don't run across the road in front of the bus.
4. Failure to report to driver at once any damage to the bus that you observe.
5. The use of cell phones, radios, tape players, or other types of musical

instruments or toys. (At the discretion of the driver.)

1. 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.

4. Littering

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. *All bus discipline will be subject to the student handbook.*

**SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. The following rules shall apply:

* Students shall complete the Vehicle Registration form and provide evidence of: driver's license; insurance certificate; vehicle registration.
* The student must obtain a permit from the high school office and pay a fee of $2.00 for the entire school year.
* If a student's parking permit is suspended, no fees will be refunded. The cost of a new tag will be $10.
* Vehicles without parking permits may be towed.
* Permit decal must be placed in the front window of the vehicle.
* The student who registers a vehicle is responsible for it. Students should not lend their vehicle to other students.
* Vehicles are to be parked only in designated student parking area immediately upon arrival at school.
* Vehicles may not be occupied or driven after arrival until the end of the school day without permission from parents and the principal.
* Parking lot speed limit is 10 mph.
* Careless or reckless use of vehicles will result in disciplinary action.
* Vehicles parked on school property may be searched for reasonable cause.
* Violation of the rules will result in disciplinary action.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.