

HILLMAN COMMUNITY SCHOOLS



STUDENT HANDBOOK 2024/2025

Mrs. Crystal Vogt: Elementary Principal

Student/Parent Handbook

for the
Hillman Elementary School

Welcome to the 2024-2025 school year. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.
- Mrs. Vogt

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. This handbook summarizes and references 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 student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

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 2024. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2025 the language in the most current policy or administrative guideline prevails.

Vision: Successful life-long learners who are ready for college, career, and life in an ever-changing world.

Mission: Inspiring each student to reach their maximum potential through a collaborative, rigorous and student-focused education.

Dr. Pamela Rader, Superintendent/Title IX Decision Maker 989-742-4538

Mrs. Kayla Nichols, Jr/Sr High Principal/Title IX Coordinator 989-742-4538

Mrs. Crystal Vogt, Elementary Principal/Title IX Investigator 989-742-4537

Mrs. Chaley Reedy, Elementary Administrative Assistant 989-742-4537

School Board of Education

Luke Sitton—President
Roxanne Lafleche—Vice President
Donna Tucker—Secretary
Melissa Kennard—Treasurer
Brian Klein—Trustee
Stewart Scramlin—Trustee
Jack Matthais—Trustee

School Phone Numbers

Elementary Office: 989-742-4537

Teacher

Grade

Hillman Elementary School Staff

Vogt, Crystal	Principal
Reedy, Chaley	Administrative Assistant
VanPamel, Jordon	Kindergarten
VanPamel, Mason	Kindergarten
Smigelski, Tonya	1
VanPamel, Nikki	1
Oswald, Nikki	2
Smith, Olivia	2
Kinn, Nancy	3
Roznowski, Amanda	3
McGeorge, Amanda	4
Post, Jana	4/5
Rundell, Ken	5
Rundell, Kari	SPED
Sobey, Kari	Instructional Coach/SPED
Villeneuve, Heidi	Title I
TBD	Movement
Witter, Ben	Music/Band

Paraprofessionals:

Linda Benac - Special Support Services
Nicole Ruthko - Special Support/Playground
Kayla Rigney- Special Support/Playground
David Rader- Special Support/Playground
Heidi Garrison-Special Support Services
Dana Welch - Special Support Services/Restorative Justice
Elyse Oesch - Special Support Services/SPED
Lisa Snyder - Special Support Services/SPED

Sources of Information:

Superintendent/Title IX Decision Maker:	Dr. Pamela L Rader	989-742-2908
Hillman Jr/Sr High Principal/Title IX Coordinator:	Mrs. Kayla Nichols	989-742-4538
Hillman Elementary Principal/Title IX Investigator:	Mrs. Crystal Vogt	989-742-4537
Maintenance Director:	Mr. Joe Soik	989-742-2432
Transportation Director:	Mr. Scott VanPamel	989-742-2907
Food Service Director:	Mr. Scott VanPamel	989-742-3313

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 August 2024. If you have questions or would like more information about a specific issue or document, contact your school administration, or access the document on the District's website: www.Hillmanschools.com and find the specific policy or administrative guideline in the Table of Contents for that section.
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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:

Mrs. Crystal Vogt
vogtc@hillmanschools.com
(989) 742-4537

Dr. Pamela Rader
raderpa@hillmanschools.com
(989) 742-2908

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. Please see our Board Policies for a complete breakdown of supports. © 2020 NEOLA, Inc

All parents/volunteers must complete a criminal background check prior to volunteering. If you wish to volunteer for any building-wide activities, please complete the required paperwork, background check at the district or elementary office to be placed on a Volunteer List. This list will be updated every semester. We welcome your support and have many activities that you can assist with. It may take up to two weeks to have background checks returned, so please make sure to get the required paperwork into the District Office in a timely manner.

Hillman Elementary School has an active PTSG (*Parent Teacher Support Group*). Please see the website <https://www.hillmanschools.com/elementary/ptsg/> or elementary office for information about meetings and activities.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

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 and freedom of expression and association and fair treatment as long as they respect those rights for their fellow students and the

staff. Students will be expected to follow teachers' direction and to obey school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's 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, email, 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 the child's 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 main office.

STUDENT WELL-BEING

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

State Law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the elementary 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 Elementary Office.

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

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 include test 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 School's office. 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, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. 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 Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose) and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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.
www.ed.gov/offices/OM/fpco

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.

Section 2: Operations

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.
- E. Kindergarteners enrolling in school for the first time must have a vision and hearing screening and dental exam within 6 months of the start of the school year (March 1). First graders enrolling in a Michigan school for the first time, must have proof of vision and hearing.

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. Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. 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.

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 or expulsion and any other factors the Superintendent determines it to be relevant.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written request signed by the 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. (See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the Schools 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.

Students must be fever free (without fever reducing medication) for 24 hours before returning to school.

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 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; and/or present evidence of the student's ability to participate in an educational program.

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 Community Schools, 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 Principal 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 the student's parents.

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.

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 parents in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular 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 MEDICATION

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 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.
- E. 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.
- F. 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 written permission release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may 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

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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 schools administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable diseases 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 their 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.

Non Casual-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.

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 Elementary Principal, Crystal Vogt at 989-742-4537 to inquire about evaluation procedures and programs.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the District. Parents should contact the

Elementary Principal, Crystal Vogt at 989-742-4537 to inquire about evaluation procedures and programs offered by the District.

EMERGENCY SITUATIONS AT SCHOOLS

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

A. Emergency Preparedness

The District shall develop emergency preparedness procedures that address the following goals and/or objectives:

1. the health and safety of students and staff are safeguarded
2. the time necessary for instructional purposes is not unduly diverted
3. minimum disruption to the educational program occurs
4. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

B. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. School personnel, including teachers, shall provide for unrestricted emergency egress during school hours and when the school is open to the public.

C. Drills

Each school shall conduct a minimum of five (5) fire drills each school year. Three (3) of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

1. The school complies with all fire safety laws and will conduct five (5) 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.
2. Tornado drills will be conducted two (2) times per year using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires.
3. 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 three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

D. Cardiac Emergency Response Plan

1. Use and regular maintenance of automated external defibrillators, if available.
2. Activation of a cardiac emergency response team during an identified cardiac emergency.
3. A plan for effective and efficient communication throughout the school campus.
4. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
5. An annual review and evaluation of the cardiac emergency response plan.

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, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

COMPUTERS TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and their 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 start of the school.

VIDEO MONITORING ON SCHOOL GROUNDS

A video monitoring system may be used on each school bus and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on video recording, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the recording may be provided to law enforcement personnel. Only school personnel are authorized to view the school's video surveillance recordings.

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. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. 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. The School 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 them to the student's parents.

Damage to or loss of school equipment and facilities 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.

MANDATED REPORTERS

School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Department of Health and Human Services.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that:

A. the animal is appropriately housed, humanely cared for, and properly handled, and B. students will not be exposed to a dangerous animal or an unhealthy environment.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, information will be shared through the following stations:

WATZ THE EAGLE 101.5

CARROLL BROADCASTING

MACDONALD GARBER BROADCASTING

UPNORTH LIVE

BLACK DIAMOND BROADCASTING

WBKB Channel 11

TRUE NORTH RADIO

CHANNEL 9 & 10 and FOX 32

Phone numbers entered in Skyward will receive a telephone/text message to the phone number(s) indicated on enrollment forms, in the event of school closings. If you wish to opt out of this process please contact the business office with any changes (989-742-2908). Parents and students are responsible for knowing about emergency closings and delays. If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification on Facebook, our website, and through our online platform that will send out: email, text message, and phone call. If you are interested in this form of communication, please complete the form sent home with your child the first week of school.

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

RECESS

Students at Hillman Elementary School have Outside Recess daily. It is important that students are dressed for the current weather conditions. We do keep students inside under some conditions such as:

- Temperatures 10 Degrees or below including wind-chill
- If the playground is covered with water or mud due to rain
- Thunder or Lightning
- Ice that may cause dangerous conditions not allowing students to get to a safe area to play
- Intruders in the area as reported by local Law Enforcement/Secure Mode or Lockdown

Hillman Elementary School has provided an Inside Recess Area for such occasions so students still get active play time each day including the use of the gym. Students will be required to be outside during times that the student body goes outside unless a Doctor's note is provided excluding such activity for a short period of time. Playground rules are reviewed at the beginning of each semester.

Section 3: Attendance

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.

Absences:

Student absences may be approved by the principal.

- The school principal or designee is the only person authorized to excuse a student's absence.
- A note from a parent/guardian is a request that a student's absence be excused.
- When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian.

Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter. For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

It is the responsibility of the parent to call the office and inform the school of an excused absence.

Excused Absences:

Absences may be excused for the following reasons:

- Hospitalization or illness requiring home confinement.
- Death or serious illness in the immediate family.
- Medical or dental appointments for students.
- Observation of major religious holidays of the family's faith.
- Court ordered appearances.
- Family vacations – with prior arrangement with administration.

Unexcused Absences:

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

- Missing the school bus
- Over sleeping
- Shopping
- Lack of Sleep
- Skipping School
- Lack of child care
- No written excuse provided

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the schools co-curricular and extracurricular extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

GRADING POLICY

Standards based format is used in grades K-5. All grades are based on mastery of standards. Hillman Elementary students are expected to complete all assigned activities. Support through WIT room, School Success or the classroom teacher will be provided for any student that has incomplete or missing work.

TRUANCY

Research shows that school attendance has a significant impact on a student's success. After 8 unexcused absences in a semester, a letter from the principal will be sent home and a referral made to the School Success and MTSS team.

After 12 unexcused absences in a semester, parents/guardians will receive a second letter from the principal and a date for a meeting. A plan will be created at this meeting and a copy will remain in the child's school records.

After 15 unexcused absences in a semester, parents/guardians will receive a third letter from the principal indicating **truancy charges are being filed and the student may be retained in his/her current grade for the following school year**. Exceptions will be made for extenuating circumstances at the discretion of the Elementary Principal. A mandatory Truancy Meeting with administration and the Student Resource Officer will be scheduled.

Further absences that do not meet the plan created in the Truancy Meeting may result in truancy charges being filed with the District Attorney.

If medical documentation is provided, those days will not count towards the 10-day attendance cap. In addition, funerals and religious holidays also will not count towards the 10-day attendance cap.

Tardies:

- School is in session from 7:50 a.m. – 2:50 p.m. (School doors open at 7:20 a.m.)
- Any absence from 7:55 a.m. – 9:10 a.m. is considered a morning tardy.
- If a student arrives in the classroom after 9:10 a.m., it will be considered half-day absence.
- If a student leaves before 1:50 p.m., it will be considered a half-day absence.
- Any absence from 1:50 p.m. -2:50 p.m., is considered an afternoon tardy.

Arrivals/Pick-Ups:

Morning drop off is in the gym. All students remain in the gym until their grade level is called to go to class. Any adult that is in contact with the student body other than dropping students off or picking students up at dismissal must complete a criminal background check to be processed through the district office. Forms are available online, at the elementary or district building. Exceptions are made during scheduled celebrations when the community/parents are invited to attend events.

All students will be signed in and out through the office. Students are **ONLY** permitted to be released to adults on the student permission to pick up form or parents on birth certificate. Please add all names of anyone (including older siblings) that may need to pick up your child for any reason. Feel free to update this information in the front office as needed.

Upon dismissal all students will be lined up according to their dismissal plan and teachers will escort students to the car or bus. If a student is a walker/car rider, they will need to be identified as such via the PikMyKid App. Parents/Guardians will be given sign up information during Open House for the PikMyKid App. If there is a need for bus riders to be picked up, the parent/guardian will need to update information via PikMyKid prior to 2:15 p.m. in the parent portal. If there is an emergency- please contact the front office for assistance.

If your child has an afternoon appointment and will need to be picked up early from school, please contact the front office prior to 1:00 p.m. and we will have your child ready at the required time to be picked up in the office. Students will not be called to the office for dismissal 2:20 p.m.-2:35 p.m. unless arrangements have been made ahead of time due to the dismissal process or in the case of an emergency. Thank you for your cooperation in this matter.

Extended Absence During the School Year:

Parents should discuss absences with the principal and create a plan for make-up work with individual teachers. One-day minimum for each day missed will be allowed for make-up work.

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.

Section 4: ExtraCurricular Activities

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.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Hillman Elementary provides students the opportunity to broaden their learning through curricular-related activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant 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 nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

Section 5: Transportation

BUS TRANSPORTATION

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 the parent stating the reason for the request and the duration of the requested change.

Students in Kindergarten and First Grade need to have an adult present at the bus stop in the afternoon. Bus drivers will not drop students off at a location without an adult present. The student will be brought back to the bus garage at the end of the route and will need to be picked up from that location.

Students cannot be released prior to **7:20** when bringing students by private transportation.

BUS CONDUCT

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

Bus Rules:

- The bus driver may assign seats.
- Be courteous.
- No profanity.
- Do not eat or drink on the bus; keep the bus clean.
- Violence is prohibited.
- Remain seated.
- NO smoking.
- Keep your hands and head inside the bus.
- Do not destroy property.
- No verbal or physical threats.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording 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, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings 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.

Section 6: Educational Process

COURSE OFFERINGS

An elementary full time pupil for Kindergarten - 2nd grade has six or more courses on the student schedule. An elementary full time pupil for 3rd - 5th grade has eight or more courses on the student schedule.

REPORT TO PARENTS

Parent/Teacher Conferences will be held twice a year to discuss student progress in school. See school/district calendar for dates. Parents/guardians are encouraged to contact the child's teacher or the principal if you have questions about your child's progress throughout the year.

Report cards are issued once every nine weeks, four times a year. Please check Friday Folders sent home weekly for important communications, including grade cards and when they are issued.

ASSESSMENTS

Throughout your child's school years, he/she will take many assessments, including State and District. These assessments show how your child is progressing over time. Assessments help teachers identify students' strengths and areas for support in order to provide more appropriate academic opportunities. All testing results are available to parents upon request or sent home in Friday Folders as the data is collected.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

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

Section 7: Code of Conduct

CODE OF CONDUCT

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

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

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.

ARTIFICIAL INTELLIGENCE

This policy is intended to serve as a foundation for developing a comprehensive AI policy for Hillman Community Schools. It should be reviewed and customized in consultation with legal counsel, educational technology experts, and the school community to ensure it meets the specific needs and goals of the district.

Please see district AI Policy for more information.

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.

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.

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.

Student dress includes:

Shorts and skirts should be worn below mid-thigh.

Prohibit of spaghetti straps that show undergarments and midriff tops.

Hoods will be removed upon entering the school building during the day.

Students' dress should reflect current weather conditions.

Students will be sent to the front office for appropriate clothing if needed.

Students who are representing Hillman Elementary 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.

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, non sponsored, 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,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of 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 Principal or Assistant Principal twenty-four (24) hours prior to display.

TITLE IX

The Board of Education of the Hillman School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex, in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. NEOLA Policy #2264 and # 2266

DISCIPLINE

The principal has the unequivocal right to determine the appropriate charge(s) for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident(s). Teachers and other school staff members have authority for the control and discipline of students assigned to them on campus, as well as in other places where they may supervise students. Students are expected and required to follow the requests and directives of all teachers and school staff members, school volunteers, and chaperones when on School Board-owned property or at other places where they are under the direct supervision of School Board personnel. Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident on a referral form provided by the administration.

Students may be subject to discipline for violation of the code even if that conduct occurs on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Teachers are authorized to remove a student who is unruly, disruptive or abusive, as well as any student who repeatedly interferes with the teacher’s ability to communicate with the class or the ability of the student’s classmates to learn.

A principal, teacher, or other staff member or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Teachers and other instructional personnel are given the right to use reasonable force to protect themselves or others from injury and to press charges against a student if a crime has been committed on school property, on school-sponsored transportation, or during school-sponsored activities.

DISCIPLINE OF STUDENTS WITH DISABILITY

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.).

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

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.

STUDENT DISCIPLINE

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.

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.

1. **Abusive Language/Profanity/Directed (PRD)** - Use of profanity, and/or vulgar, abusive, or inappropriate language, clothing or gestures.
2. **Academic Inactivity (ACI)** - Not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class/completing work.
3. **Alcohol (ALC/S10)** - Possession, sale, purchase, use, admission of use, or under the influence of alcoholic beverages.
4. **Arson** - The willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device.
5. **Assault to Adult Without Injury (AAWOI)** - The crime of trying or threatening to hurt someone physically. No injury to adults.
6. **Assault to Student without Injury (APWOI)** – The crime of trying or threatening to hurt someone physically. No injury to students.
7. **Bullying (BUL)** – Includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to: Teasing, stalking, destruction of property, intimidation, public or private humiliation, sexual, religious, or racial harassment, threat, theft, social exclusion, physical violence or cyber bullying.
8. **Bus Incident (BUS/S12)** – Engaging in conduct or behavior which interferes with the order, safe and timely transportation of students.
9. **Calling 911 or Pulling Fire Alarm (GFN)** – The activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.
10. **Cell Phone/Electronic Device (CPE)** – Display or use of a personal electronic or telecommunication device during school hours. Students may possess cell phones and

other personal electronic devices while on school grounds during regular school hours.. Cell phones are allowed for an approved activity. Cell phone use is prohibited to record school related events or activities on campus.

11. **Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regard to these items.**
12. **Cheating/Lying (CHT)** – Inappropriate and deliberate distribution or use of an electronic device, information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment in an online or traditional course to include plagiarism.
13. **Computer/Technology Misuse (CRT)** – The inappropriate use of a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing, or printing unauthorized files.
14. **Disrespectful** – The use of words or acts which demean, degrade, antagonize or humiliate a person or group of persons.
15. **Drugs (S11)** – Use, possession, or under the influence of any drug, narcotic, or controlled substance, including but not limited to a student possessing prescription drugs that are not prescribed for him/her (any substance when used for hallucinogenic purposes). Use, possession, or under the influence of any drug also includes any substance represented to be a drug used for the purpose of altering brain function including but not limited to synthetic marijuana and synthetic cathinone's (bath salts). Students caught with a Vape may be reported to local law enforcement and a MIP citation may be issued.
16. **False Accusation** – Making false accusations against a staff member or other student that may jeopardize employment, education, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from any computer or any electronic device during school hours.
17. **Fighting/Physical Aggression (FGT)** – Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention. (Pushing, shoving, or minor confrontations are excluded.)
18. **Forgery (FOR)** – Making a false or misleading communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member.
19. **Harassment** (Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
20. **Inappropriate Language/Profanity (PRO)** – Use of profanity, and/or vulgar, abusive, or inappropriate language, clothing or gestures.
21. **Insubordination (INS)** – Refusal or failure to follow a direction or an order from a school staff member, bus driver, or any adult in authority; and/or the use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.
22. **Peer Conflict** – Mutual participation in an altercation that involves only minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when a staff member intervenes, participants in the altercation comply and stop.

23. **Physical Display of Anger (PHY)** – Inappropriate physical contact which infringe on the personal space and movement of others.
24. **Property Misuse (PROP)** – Misuse of district or personal property in such a way to cause damage and/or endanger the safety of self or others.
25. **Robbery (S09)** – Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.
26. **Sexual Harassment (S05)** – Unwanted verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with an individual’s school performance or participation.
27. **Teasing/Taunting (TEA)** – Name-calling or approaching someone in an insulting way.
28. **Threat (THT)** – Threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) *intent* – an intention that the threat is heard or seen by the person who is the object of the threat; (2) *fear* – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) *capability* – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.
29. **Tobacco Possession/Use (TOB)** – Possession, use, distribution, or sale of tobacco products (including E-Cigarettes, VAPE) on school grounds, at school-sponsored events, or on school transportation.
30. **Trespassing** – Entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.
31. **Vandalism (VND)** – Willful or malicious destruction of public or private property.
32. **Weapon Possession**– Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: firearms, handguns, zip guns, rifles, shotguns, flare guns, knives, brass knuckles, Chinese stars, etc.
 The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three inches in length, pocket knife opened by a mechanical device, and brass knuckles. The definition of firearm refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:
 - Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
 - The frame or receiver or any such weapon;
 - Any firearm muffler or firearm silencer; or
 - Any destructive device.

Students with disabilities under 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.

Hillman Community Schools is committed to preparing our learning community for the reality of tomorrow so that all students achieve their maximum potential. With this vision and mission in mind, Hillman Community Schools has developed the *Code of Conduct for Students* to clearly

communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The *Code of Conduct for Students* applies to all students enrolled in Hillman Community Schools. Students enrolled in Hillman Community Schools are subject to the law, rules, regulations, and policies of the State of Michigan and The School Board Hillman Community Schools, Michigan, anytime:

1. a student is on School Board-owned property;
2. a student is attending school;
3. a student is presumed by law to be attending school;
4. a student is being transported to or from school or school-sponsored events at public or school expense; and
5. a student is in attendance at or participating in a school-sponsored activity.

It is beyond the scope of this conduct book to identify all potentially relevant State laws, rules or regulations, and School Board policies that may apply to a specific disciplinary case.

AUTHORITY OF SCHOOL PERSONNEL

The principal has the unequivocal right to determine the appropriate charge(s) for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident(s).

Teachers and other school staff members have authority for the control and discipline of students assigned to them on campus, as well as in other places where they may supervise students. Students are expected and required to follow the requests and directives of all teachers and school staff members, school volunteers, and chaperones when on School Board-owned property or at other places where they are under the direct supervision of School Board personnel. Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident on a referral form provided by the administration.

Students may be subject to discipline for violation of the code even if that conduct occurs on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

School personnel only need reasonable suspicion to search lockers or other storage areas. In addition, after coordination with the level administrator, any school principal may request that a law enforcement unit bring canines trained to detect the presence of illegal drugs or other contraband to their school campus. Any search performed by such canines will be designed to limit the disruption caused to instruction during the school day. Such canines may be used to search the individual student vehicle or locker if the principal has a reasonable suspicion that the search will result in the discovery of evidence of a violation of law or the *Code of Student Conduct*. Canines may also be used to conduct random searches of student vehicles or lockers.

Teachers are authorized to remove a student who is unruly, disruptive or abusive, as well as any student who repeatedly interferes with the teacher's ability to communicate with the class or the ability of the student's classmates to learn.

A principal, teacher, or other staff member or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Teachers and other instructional personnel are given the right to use reasonable force to protect themselves or others from injury and to press charges against a student if a crime has been committed on school property, on school-sponsored transportation, or during school-sponsored activities.

REFERRAL PROCESS

In any situation where a violation of the *Code of Conduct for Students* or school's discipline plan is alleged, the principal or principal's designee shall hear the student's explanation and carry out an investigation before imposing any corrective action. Only the principal or the principal's designee has the authority to suspend a student from class or school. The principal has the authority to reduce the number of days assigned for a suspension pending the outcome of a meeting with the parent(s) or guardian of the student.

A. Students accused of a violation of the *Code of Conduct for Students* or school's discipline plan which, in the opinion of the principal/designee, warrants corrective action including an out-of-school suspension or expulsion, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or hearing depends upon the nature of the offense and the severity of the sanctions that may be imposed as a result.

B. The principal or the principal's designee can suspend a student for a period of time not to exceed ten (10) school days at any one time. The principal's designated representative shall:

1. Provide an opportunity for the student to explain what occurred.
2. Make a good faith effort to immediately inform the student's parent/guardian by telephone of the student's out-of-school suspension and the reasons for the suspension.
3. Notify the parent/guardian of the out-of-school suspension and the reasons for the suspension in writing within 24 hours by U.S. mail or in person.
4. Provide opportunities for students to make up work missed during the period of suspension in a timely manner.

C. If it becomes necessary to consider a student for suspension from school attendance for a period of eight, nine or ten (10) school days, the principal or designated representative shall:

- Make a good faith effort to notify the student and the student's parent/guardian of the consideration for suspension immediately and in writing.
- Provide an opportunity for the student to explain what occurred.
- Make certain that each student being considered for suspension is provided an administrative review, affording both sides ample opportunity to present his/her case. The decision to suspend shall be subsequent to the hearing and only on the basis of substantive evidence supporting the charges against the student.
- Immediately notify the student and the parent/guardian of the suspension in writing.
- Note: When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student and parents/caregiver of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing,

the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

D. Emergency situations include but are not limited to:

- physically assaulting another student or staff member;
- behavior posing a clear and present danger to the safety and welfare of the students and employees of the school;
- creating an immediate disruption of the orderly operation of the school.

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 the 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 building administrator during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

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

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

E. Hillman Community Schools ensures that the policies and procedures for the discipline of a student with an identified disability are in compliance with Federal, State and District guidelines.

School Authorities Reporting a Crime Involving a Student with a Disability
Section 300.535 of the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) requires that an agency (e.g., school) reporting a crime committed by a child with a disability must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. An agency reporting a crime under this section may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA). When the school authorities report the crime to law enforcement, the parent/guardian will be contacted and asked to give written permission for the transmission of the special education and disciplinary records.

INTERVENTIONS AND CORRECTIVE ACTIONS

Following a proven act of misconduct, the principal or his/her designee may provide interventions, apply corrective actions, or both. The follow-up will be determined by the seriousness of the misconduct, the behavioral history of the student, and the particular circumstances that surround the occurrence. Interventions and corrective actions will be applied keeping in mind that the goal is to change a student's behavior. Conferences, plans, contracts, training, teaching and other possible interventions are provided on the chart following this section, as well as suggested actions for each level of disciplinary misconduct.

In addition, Hillman Community Schools has implemented the School Wide Positive Behavior Support Program. School-Wide Positive Behavior Support (SW-PBS) is a proven, research and evidence-based behavior framework which consists of a set of clear expectations for behavior, consistent reward and incentive programs, data based decision making, and faculty support. It emphasizes teaching ALL students desired behaviors that lead to increased academic achievement and a safer more respectful school climate. SW-PBS also emphasizes the need for school staff to promote appropriate behaviors through explicit direct instruction, modeling, and reinforcement. Minor misbehaviors are viewed as teachable moments rather than discipline opportunities.

Strategies range from providing rewards and incentives for students who follow school-wide expectations to implementing effective social skills lessons with students needing higher tiers of support. A school-based team (MTSS-PBS) can work together to collect data and design interventions which may prevent referrals to more specialized programs. Progress monitoring for behavioral interventions is similar to progress monitoring for academic interventions. Data must be regularly collected and analyzed to determine if interventions are successful. Changes in the level of support provided are dependent on the success or lack of success which indicates the need for more intensive interventions.

The *Student Code of Conduct* complements and supports the district-wide implementation of SW-PBS to foster student academic and behavioral success for ALL students.

OFFENSES AND DISCIPLINARY ACTION

Hillman Community Schools believe in our mission and vision statements and in order to support this we will follow support all students with the following code of conduct: Students committing an act during the time they are attending school, or during non-school hours that causes a substantial disruption to the educational process, or riding the school bus, or at a school-sponsored

activity and during the time they are on School Board premises shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Conduct for Students*, and shall be under the control and direction of the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools. The principal has the unequivocal right to determine the appropriate charge(s) for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident(s). Zero tolerance offenses shall be reported to local law enforcement agencies.

Any discrepancies between the *Code of Conduct for Students* and School Handbooks will be resolved in favor of the corrective actions outlined in the *Code of Conduct for Students*.

Section 8: Discipline Matrix

LEVELS OF MISCONDUCT – There are three (3) levels of misconduct. The levels are determined by the seriousness of the act.

LEVEL I – Level I infractions are the least serious incidents. Addressing Level I incidents may include several possible interventions and corrective actions as listed on the following chart. It is important for these incidents to be promptly and properly addressed.

LEVEL II – Level II offenses are the next most serious incidents and require more formal corrective actions, as well as appropriate interventions.

SUSPENSION – Suspension is a disciplinary sanction that temporarily removes a student from school or class(es) for a prescribed period of time not to exceed ten (10) school days.

1. **In-School Suspension** is the assignment of a student to a specific activity, program or self-contained alternative classroom on the school campus where the student is assisted in regaining control of his or her conduct. Students serving in-school suspensions will be required to write sections of the code of conduct before being allowed to work on their assigned school work.

2. **Suspension**, also referred to as **Out-of-School Suspension**, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days **and remanding of the student to the custody of the student's parent**. If, during that time of an out-of-school suspension, the suspended student returns to campus or attends a school-related activity without the permission of the principal or designee, that student is subject to arrest and prosecution for trespassing.

3. **Suspension of Bus-Riding Privileges** may result when a student violates the *Code of Conduct for Students* on the bus. The consequences for violation of these rules is not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted. School attendance is required during a bus suspension.

LEVEL III – Level III offenses are the most serious offenses and, following a thorough investigation into the incident, require timely disciplinary consequences. Interventions may or may not be appropriate, depending on the infraction and circumstances of the event. The options available for consequences may range from suspension to expulsion.

INTERVENTIONS/LEVELS OF CORRECTIVE ACTION

The Principal maintains the right to choose the appropriate intervention based on the student's behavior and prior discipline issues.

LEVEL I	LEVEL II	LEVEL III
<ul style="list-style-type: none"> · Adjustment of Student's Program/Change of Schedule · Assignment of Peer or Adult Mentor · Behavior contract · Change assigned seat (bus) · Classroom Interventions · Conference with Counselor and/or Administration · Conference with Principal · Conference with School and Parents · Conference with Teacher · Weekly Home- School Communication · Letter of Apology · Letter of Warning · Loss of Privilege · Lunch Detention · Parent/Guardian Shadows Student - Peer Mediation · Referral to Community Agency · Restorative Practices · Reteach behavioral expectation(s) · Review classroom expectation(s) · Work Detail · Written Reflection 	<ul style="list-style-type: none"> · After School Detention · Behavior contract · Classroom Interventions · Conference with School Success and/or Administration · Conference with Principal · Conference with School/Parent · Conference with Teacher · Weekly Home School Communication · Functional Behavioral Assessment · In School Suspension · Loss of cell phone privileges · Loss of eligibility for Extracurricular Activities · Loss of Privileges · Lunch Detention · Out of School Suspension · Peer Mediation · Behavior Intervention Plan · Referral to MTSS/Response to Intervention Team · Restitution · Restorative Practices · Work Detail 	<ul style="list-style-type: none"> · Expulsion · Out of School Suspension <p>An administrative review is a total review of the student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of Level III offenses, consequences may range from suspension to to expulsion.</p>

Section 9: Additional Information

ADDITIONAL NOTES

Hillman Community Schools and its staff will cooperate fully with law enforcement personnel on District property. In the event law enforcement is required on a school campus and determines during the course of their investigation that a member of the law enforcement must speak to a student, the District will make every effort to contact the parent and/or guardian.