

HILLMAN COMMUNITY SCHOOLS



STUDENT HANDBOOK 2023/2024

Mrs. Kayla Nichols: Secondary Principal

Adopted by Board 08/22/2023

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.

This handbook is not intended to be all-encompassing and does not create a contract between the school and parents or students. School officials may revise the handbook to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interest.

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. Jessica Meyer, High School Administrative Assistant 989-742-4538

School Phone Numbers

| | |
|---------------------|----------|
| High School Office: | 742-4538 |
| Elementary Office: | 742-4537 |

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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 August 2023. 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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TABLE OF CONTENTS

1-14 SECTION 1: ADMINISTRATION GUIDELINES

- 1 FOREWORD
- 1 EQUAL EDUCATION OPPORTUNITY
- 1 PARENT INVOLVEMENT
- 2 SCHOOL DAY
- 2 STUDENT RIGHTS AND RESPONSIBILITIES
- 2 STUDENT WELL BEING
- 2-3 STUDENT FEES/SINES/SUPPLIES
- 3 INJURY/ILLNESS
- 3 EMERGENCY MEDICAL AUTHORIZATION
- 3 HOMEBOUND INSTRUCTION
- 4 ENROLLING IN THE SCHOOL
- 4 IMMUNIZATIONS
- 4-5 USE OF MEDICATIONS
- 5 ASTHMA/INHALERS/EPI-PENS
- 5-6 NON-PRESCRIBED MEDICATIONS
- 6 CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE AND PESTS
- 6 CONTROL OF NON-CASUAL AND CONTRACT COMMUNICABLE DISEASES
- 6-7 EMERGENCY SITUATIONS AT SCHOOL
- 8 PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS
- 8 INDIVIDUALS WITH DISABILITIES
- 8 LIMITED ENGLISH PROFICIENCY
- 8-9 STUDENT RECORDS
- 10 REVIEW OF INSTRUCTIONAL MATERIALS
- 10 MEAL SERVICE
- 10 CAFETERIA AND LUNCHTIME GUIDELINES
- 10-11 VISITORS
- 11 SCHOOL VOLUNTEERS
- 11 USE OF EQUIPMENT AND FACILITIES
- 11 LOST AND FOUND
- 11 USE OF TELEPHONES
- 11 PERSONAL COMMUNICATION DEVICES
- 12 CHROMEBOOK AGREEMENT
- 12 COMPUTERS/TECHNOLOGY/NETWORK
- 12 FIELD TRIPS
- 12-13 PARKING
- 13 STUDENT VALUABLES
- 13 CARE OF PROPERTY
- 13 MANDATED REPORTERS
- 13-14 ANIMALS ON SCHOOL PROPERTY
- 14 VIDEO MONITORING ON SCHOOL GROUNDS
- 14 STUDENT EMPLOYMENT
- 14 EMERGENCY CLOSING AND DELAYS

15-17 SECTION 2: ATTENDANCE

- 15 SCHOOL ATTENDANCE POLICY
- 15 PROCEDURES
- 15 TRUANCY
- 15-16 SUSPENSION FROM SCHOOL
- 16 EXCUSABLE-NON-APPROVED ABSENCES

- 16 [TARDINESS](#)
- 16 [VACATIONS DURING THE SCHOOL YEAR](#)
- 16 [TRANSFER OUT OF DISTRICT](#)
- 16 [WITHDRAW FROM SCHOOL](#)
- 16-17 [SCHEDULING AND ASSIGNMENTS](#)
- 17 [EARLY DISMISSAL](#)

18-21 [SECTION 3: STUDENT ACTIVITIES](#)

- 18 [ACADEMIC STANDARDS FOR PARTICIPATION](#)
- 18 [STUDENT SALES](#)
- 18-19 [STUDENT-SPONSORED CLUBS/ACTIVITIES](#)
- 19 [CLASS ADVISORS](#)
- 19 [DANCES](#)
- 19 [NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES](#)
- 19-20 [ADVERTISING OUTSIDE ACTIVITIES](#)
- 20 [STUDENT FUNDRAISING](#)
- 20-21 [STUDENT ATTENDANCE AT SCHOOL EVENTS](#)

22-25 [SECTION 4: ATHLETICS](#)

- 22 [MHSAA](#)
- 22 [PHYSICAL EXAMINATION](#)
- 22-23 [ALCOHOL AND DRUG TESTING](#)
- 23 [SPORTSMANSHIP EXPECTATIONS](#)
- 23-24 [STANDARDS FOR PERSONAL CONDUCT](#)
- 24 [DISCIPLINE POLICY EXTRA CURRICULAR](#)
- 24 [ATHLETIC AWARDS](#)
- 24-25 [NCAA ATHLETES](#)
- 25 [SCHOOL CLOSING/WEATHER CONDITIONS](#)

26-35 [SECTION 5: ACADEMICS](#)

- 26 [GRADUATION REQUIREMENTS](#)
- 26-27 [REGULAR DIPLOMA](#)
- 27 [COURSE OFFERINGS](#)
- 27 [GRADE POINT AVERAGE](#)
- 27 [CLASS RANKINGS](#)
- 27-28 [GRADUATION HONORS](#)
- 28 [PURPOSE](#)
- 29 [GRADING POLICY](#)
- 29 [HOMEWORK](#)
- 29 [STUDENT HOMEWORK](#)
- 29 [REASSESSMENT/RETAKE](#)
- 30 [REQUEST TO RETEST FORM](#)
- 31 [ATTENDANCE/GRADING POLICY](#)
- 31 [LATE WORK POLICY](#)
- 32 [MAKE-UP WORK](#)
- 32 [COMMUNICATION TIMELINE AND REVIEW](#)
- 32 [ASSIGNMENTS IN GRADE BOOK](#)
- 32 [GRADING PERIODS](#)
- 32-33 [REPORT CARDS](#)
- 33 [PROMOTION/PLACEMENT/RETENTION](#)
- 33 [EDUCATIONAL DEVELOPMENT PLANS](#)
- 33 [TESTING OUT OF CLASSES](#)

- 33-34 [STUDENT ASSESSMENTS](#)
- 34 [STUDENT SUCCESS/SCHOOL SUCCESS](#)
- 35 [ARMED FORCES RECRUITING](#)
- 35 [CAREER/ACADEMIC TESTING](#)
- 35 [RECOGNITION OF STUDENT ACHIEVEMENT](#)
- 35 [SCHOLARSHIPS](#)

36-40 [SECTION 6: CODE OF CONDUCT](#)

- 36 [EXPECTED BEHAVIORS](#)
- 36 [WEAPON FREE SCHOOL ZONE](#)
- 36-37 [DRESS AND GROOMING](#)
- 37-38 [STUDENT RIGHT OF EXPRESSION](#)
- 38 [GANGS](#)
- 38-39 [DISCIPLINE](#)
- 39 [DISCIPLINE OF STUDENTS WITH DISABILITIES](#)
- 39 [SEARCH AND SEIZURE](#)
- 39-40 [CRIMINAL ACTS](#)
- 40 [SAFETY CONCERNS](#)
- 40 [PROFANITY](#)

41-42 [SECTION 7: TRANSPORTATION](#)

- 41 [BUS TRANSPORTATION TO SCHOOL](#)
- 41-42 [BUS CONDUCT](#)
- 42 [VIDEO RECORDERS ON BUS](#)
- 42 [PENALTIES FOR INFRACTIONS](#)

43-67 [SECTION 8: STUDENT DISCIPLINE](#)

- 43 [DRUGS](#)
- 43-44 [BREATH TEST INSTRUMENTS](#)
- 44-45 [TOBACCO](#)
- 45 [STUDENT DISORDER](#)
- 45 [POSSESSION OF WEAPON](#)
- 45 [USE OF OBJECT AS WEAPON](#)
- 45 [KNOWLEDGE OF DANGEROUS WEAPON OR THREATS OF VIOLENCE](#)
- 45 [PURPOSELY SETTING FIRE](#)
- 45-46 [PHYSICAL ASSAULT](#)
- 46 [VERBAL ASSAULT](#)
- 46 [EXTORTION](#)
- 46 [GAMBLING](#)
- 46 [FALSIFICATION OF WORK](#)
- 46 [FALSE ALARMS/BOMB THREATS](#)
- 46 [EXPLOSIVES](#)
- 46 [TRESPASSING](#)
- 46-47 [THEFT](#)
- 47 [DISOBEDIENCE](#)
- 47 [DAMAGING PROPERTY](#)
- 47 [PERSISTENT ABSENCE/TARDY](#)
- 47 [UNAUTHORIZED USE OF SCHOOL](#)
- 47 [REFUSING TO ACCEPT DISCIPLINE](#)
- 47 [AIDING OR ABETTING](#)
- 47 [DISPLAYS OF AFFECTION](#)
- 47-48 [CELLPHONE/ELECTRONIC DEVICE](#)

48-49 [VIOLATION OF RULES](#)
49 [DISRUPTION OF EDUCATIONAL PROCESS](#)
49-50 [HARASSMENT](#)
50-53 [BULLYING](#)
53 [HAZING](#)
53-54 [POSSESSION OF FIREARM/ARSON/CRIMINAL SEXUAL CONDUCT](#)
54-55 [AUTHORITY OF SCHOOL PERSONNEL](#)
55-56 [REFERRAL PROCESS](#)
56-57 [LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL](#)
57-58 [INTERVENTIONS/CORRECTIVE ACTIONS](#)
58-59 [OFFENSES/ DISCIPLINARY ACTION](#)
59-60 [LEVELS OF MISCONDUCT](#)
60-67 [DISCIPLINE MATRIX](#)

68-69 [SECTION 9: ADDITIONAL NOTES](#)

68 [FORMS IN OFFICE](#)
69 [CONSENT FORM](#)

SECTION 1: ADMINISTRATIVE GUIDELINES

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 2022. If any of the policies or administrative guidelines referenced herein are revised after the language in the most current policy or administrative guideline prevails.

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:

Kayla Nichols
nicholka@hillmanschools.com
(989) 742-4538

Dr. Pamela Rader
raderpa@hillmanschools.com
(989) 742-4538

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

SCHOOL DAY

Secondary School Day 8:00 a.m. - 3:02 p.m.

Regular Day Bell Schedule -Times

| 1st hour | 2nd hour | 3rd hour | 4th Hour | 5th hour | 6th hour | ICE |
|-----------|-----------|-------------|-------------|------------|-----------|-----------|
| | | | | | | |
| 8:00-8:56 | 9:00-9:56 | 10:00-10:56 | 11:00-12:28 | 12:32-1:28 | 1:32-2:28 | 2:32-3:02 |

MS Lunch 10:56-11:28

HS Lunch 11:56-12:28

**ICE = Individual Curriculum Enrichment*

Hillman Community Schools defines a full time student as a student who has 7 periods on the student schedule.

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 to 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 fir 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 school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specifics health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

STUDENT FEES, FINES, AND SUPPLIES

Hillman School charges specific fees for the following non curricular 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.

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.

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.

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

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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 parents 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 or expulsion and any other factors the Superintendent determines to be relevant. © 2020 NEOLA, Inc.

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.

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) weeks 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.
- F. 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.
- G. 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.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS

If a student is found using or possessing a *non-prescribed* 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 instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed 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.

Note: A physician's prescription or order is necessary to allow students to take non-prescription medication at school. Prior written consent of the parent along

with a waiver of any liability of the District for the administration of the medication may be allowed with administrative approval.

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 NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-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.

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.

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.

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.

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.

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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. Each school shall conduct a minimum of two (2) tornado safety drills each school year. At least one (1) of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.
 2. Each school shall conduct a minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1st of the school year, and at least one (1) shall be conducted after January 1st of the school year, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Superintendent shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.
 3. Each school shall conduct at least one (1) of the drills required under Sections 2(A)-(C) during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.
 4. Schools shall not conduct a drill required under Sections 2(A)-(C) at a time that would interfere with the conduct of a state-mandated assessment.
 5. Not later than September 15th of each school year, the Principal shall provide a list of the scheduled drill days to the county emergency management coordinator.
 6. If a drill is not conducted on a scheduled drill day due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or State health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the canceled drill. The school's Principal shall notify the county emergency management coordinator of the rescheduled date for the drill.
- 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.

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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))

INDIVIDUALS WITH DISABILITIES

The Americans 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 Mrs. Kayla Nichols at 989-742-4538 or nicholka@hillmanschools.com 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. Contact Mrs. Kayla Nichols at 989-742-4538 or nicholka@hillmanschools.com to inquire about evaluation procedures and programs.

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 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 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.
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

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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.

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. No cellphones will be taken out of the cafeteria and into the restrooms.

CAFETERIA AND LUNCHTIME GUIDELINES

- Students shall walk to lunch in an orderly fashion.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks, milk cartons or other items.
- Trays shall be stacked neatly after use.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall remain seated while in the cafeteria except to return to the lunch line, return trays or throw away garbage.
- Students shall not leave the cafeteria until directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students should not take food from the cafeteria to classrooms, hallways or other areas of the building without permission.
- Students should only be in the cafeteria during their assigned lunch periods.
- Cellphones must be handed to cafe staff prior to using the restroom.

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. 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 that is among the student body must pass a criminal background check prior to being permitted to be in the building. Exceptions will be made during scheduled events such as Open House.

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Any volunteer that displays poor conduct on school grounds or off (including social media) could be subject to having their volunteer privileges revoked. All volunteers must set a positive example for the students and represent the district in a positive manner. A criminal background check is required for all school volunteers. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

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.

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LOST AND FOUND

The lost and found area is in the cafeteria on the bench. 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.

USE OF 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. Students may ask teacher permission to step out into the hallway to make a phone call in case of emergency on their cell phone. and/or students may come to the office and use their personal cellphone to contact a parents.

USE OF PERSONAL COMMUNICATION DEVICES

See the Board Personal Communication Device Policy (Policy 5136)

NOTE: "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 production, the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

CHROMEBOOK AGREEMENT

Parents and Students will sign a Chromebook agreement with Hillman Community Schools. The Chromebook is property of Hillman Community Schools and is registered in the technology inventory. The student will have use of this Chromebook from 9th-12th grade by paying the \$30.00 fee payable to Hillman Community Schools for insurance on device. If a Chromebook is lost, stolen, or damaged; parents could be charged up to \$275.00 for replacement with a make and model. After the student successfully completes 12th grade; the Chromebook will be erased and the student will own the device for future use.

COMPUTERS 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 disciplinary action as outlined in the Student Code of Conduct or referral to Law and possible 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 email 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. (PLEASE SEE STUDENT DISCIPLINE CODE FOR CONSEQUENCES)

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 extracurricular 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.

PARKING

Students must register their vehicle(s) with the main office and obtain a parking permit before they are allowed to park their cars on campus. Students will park their vehicles in the front parking lot using the last three rows. Students will enter the school using the Main Entrance. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may

be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. There are lots designated for school staff, personnel, visitors and others as determined by administration. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

- 1st Offense - Warning, parent contact
- 2nd Offense - Vehicle towed at owner's expense

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement. Vehicles **MAY NOT** be parked or located in the bus lanes, fire lanes or visitor parking lots at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

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.

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 or irreplaceable items should not be brought to school.

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.

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.

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 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 they must maintain a job in addition to going to school, they student must first make contact with the student success coordinator to discuss any legal requirements and obtain any documents.

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 of the closing at 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

If you completed the form sent home with your child the first day of school, you will also receive a telephone/text message to the phone number(s) indicated on the form, in the event of school closings. If you still need to complete a form, they are available in the elementary office.

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

SECTION 2: 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 the 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 the School wants to help students develop as early as possible in their school careers.
- The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

PROCEDURE

- Every absence should be accounted for by parents calling the office on school days between the hours of 7:00 AM and 3:30 PM at 989-742-4538.
- Students reporting late must sign in at the front desk before going to class.
- The office will record any absence unverified by a parent within 24 hours as unexcused and the student may not be able to make up the daily assignments missed.
- Documentation excusing absences due to attending a funeral, college visits, and court-mandated appearances and doctor's notes must be given to the office secretary the day the student returns to school.
- School-related absences must be verified by the event sponsor and a list provided to the office.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 8 days of truancy in any grading period, the truancy process will be started and a letter will be sent home. After 12 days the second letter of truancy letter will be sent and a parent meeting will be scheduled with administration. Failure to attend the meeting will result in immediate referral to proper authorities. Failure to comply with the plan set forth in the meeting will result in a 3rd letter being sent and notification of the truancy officer.

- assignment to an alternative placement with loss of participation in school activities and events;
- a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused or 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 Google Classroom 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.
- The student will not be given credit for completed assignments but will receive a grade for made-up tests.
- His/Her grade for work ethic will be diminished and indicate "absence from school due to discipline".

EXCUSABLE-NON APPROVED ABSENCES

If a student is absent from school because of suspension, 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.

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. Students who are more than 15 minutes late will be considered absent for that instructional period.

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.

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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.

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SCHEDULING AND ASSIGNMENT

Schedules are provided to each student before 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 Principal. 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. *No convenience changes will be made to schedules.*

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 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.

SECTION 3: STUDENT ACTIVITIES

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.

Please see Code of Conduct Section for Disciplinary Actions for Student Athletes

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 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:

Student Council, Pep Club, High School Science Olympiad, Jr. High School Olympiad, National Honors Society, Yearbook, etc.

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, Hillman Youth Cheerleading

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

CLASS ADVISORS

The Secondary Administrator is responsible for the hiring and letting go of all class advisors. The Secondary Administrator will be responsible for knowing the current budget and ensuring that the stipend fits for the current school year.

See class advisor manual for more information

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 of 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 in advance. All dances must be adequately chaperoned. An admission fee may be charged. *See class advisor manual for more information*

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the 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 prescribed 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.

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.

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STUDENT FUNDRAISING

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 fundraisers. **All fundraisers must be approved in the front office and put on Google Calendar.**

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 fundraisers 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. When two or more classes want the same major project, priority will be given to the older class.
7. Funds of students who move out of the school system will remain in the class where the money was raised.
8. Funds of students who fail one or more grades will be transferred to the account of their new class.
9. Funds of seniors may be applied to the class trip, senior pictures, announcements, cap & gown, and class ring, with the receipt. (Principal Approved)

See class advisor manual for more information

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. Students who are suspended are not allowed to attend any school sponsored events during their suspension.

SECTION 4: 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.

Jr. High Girls Basketball, JV/Varsity Girls Volleyball, JV/Varsity Boys Football, Cheerleading, Jr. High Boys Basketball, JV/Varsity Girls Basketball, JV/Varsity Boys Basketball, Jr. High Girls Volleyball, Jr. /Sr. High Track, JV/Varsity Girls Softball, JV/Varsity Boys Baseball, E-Sports

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.

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 judgment 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.

STANDARDS FOR PERSONAL CONDUCT

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 to 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 directors 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 for criminal prosecution.

DISCIPLINE POLICY FOR EXTRA CURRICULAR

Extra Curricular Events include, but not limited to: School Dances, Band, Science Olympiad, National Honor Society, Student Council, Pep Club, Athletics.

Suspensions

Suspensions from school for violating the Code of conduct set forth in the student handbook will be considered suspensions for extra curricular activities as well. If a student is subject to a suspension from school the following consequences will be enforced:

First Suspension: Suspended from participating in any extra curricular contests/practices/events for the length of the suspension.

Second Suspension: Suspended for 25% of the season.

Third Suspension: Suspended for 50% of the season.

Fourth Suspension: Suspended from participating in all extra curricular events for one calendar year.

Students who are suspended will not be permitted at school dances: all ISS and OSS will be pulled prior to the dance date or after school activities. Students who are suspended will not be considered for queen/king court for any dances.

** Administration has final say in all extra curricular discipline*

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.

NCAA-COLLEGE BOUND STUDENT ATHLETES

Grades 9 and 10: verify with your high school student success coordinator and athletic director and the course listing to make sure that you are on track. Maintain a high GPA in core classes. Grade 11: register with the eligibility center. Make sure you are still on course to meet core-course requirements. After 11th grade year, send a copy of your transcript to

the eligibility center. When taking the SAT, request test scores to be sent to the eligibility center. Begin your amateurism questionnaire online. Grade 12: Complete your amateurism questionnaire and sign the final authorization signature online on or after April 1. Have student success coordinator and or athletic director send a final transcript with proof of graduation to the eligibility center via Parchment.

SCHOOL CLOSINGS / WEATHER CONDITIONS / PRACTICES & GAMES POLICY

When are games/practices canceled?

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

When can practices/games be held on school canceled days?

- Teams can practice or have a game if the weather advisories and warnings have been canceled 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 5: ACADEMICS

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

| | | |
|-----------|---|----|
| 95 - 100% | = | A |
| 90 - 94% | = | A- |
| 87 - 89% | = | B+ |
| 84 - 86% | = | B |
| 80 - 83% | = | B- |
| 77 - 79% | = | C+ |
| 74 - 76% | = | C |
| 70 - 73% | = | C- |
| 67 - 69% | = | D+ |
| 64 - 66% | = | D |
| 60 - 63% | = | D- |
| 59 - 50% | = | F |

All assignments are from a 50% to 100%

(unless students refuse to attempt assignment or late policy is in effect)

No zeros will be given unless assignment is missing to "flag" it or if a student refuses to do the assignment. All assignments are expected to be completed in full and turned in on-time.

GRADUATION REQUIREMENTS

Hillman Community Schools will follow the Michigan Merit Curriculum for all Graduation Requirements

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 IEP 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 <https://go.boarddocs.com/mi/hillma/Board.nsf/Public?open&id=policies> or in the principal's 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] | |

New Law: Starting with the class of 2026

Hillman Community Schools will require that all students take Personal Finance as part of their course work. This course will count as a math credit towards the Michigan Merit Curriculum. In addition to the Personal Finance course, students will be required to take: $\frac{1}{2}$ credit (1 semester) of a foreign language. Options for the other 1 full credit (2 semesters of a foreign language, 2 semesters of a Visual Performing Arts, 1 full CTE Program).

- For full details concerning the Michigan Merit Curriculum
https://www.michigan.gov/mde/0,4615,7-140-28753_38924---,00.html

COURSE OFFERINGS

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

GRADE POINT AVERAGE

UNWEIGHTED

| | |
|----|------|
| A | 4.0 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | .67 |

WEIGHTED

| | |
|----|------|
| A | 5.0 |
| A- | 4.67 |
| B+ | 4.33 |
| B | 4.0 |
| B- | 3.67 |
| C+ | 3.33 |
| C | 3.00 |
| C- | 2.67 |
| D+ | 2.33 |
| D | 2.00 |
| D- | 1.67 |

All courses offered at Hillman Jr. Sr. High School, all CTE courses, and all Online or Virtual Courses will use an Unweighted Scale. The Weighted Scale will be used in Advance Placement Courses (as available checking the master schedule) and College Classes.

CLASS RANKING

Class ranking is a mathematical summary of a student's academic record compared to those of other students in the class. Senior Class Ranking will be pulled after the First Semester for all Seniors.

GRADUATION HONORS

Valedictorian is the academic title conferred upon the highest ranked student among those graduating from an educational institution, typically based upon the highest grade point average. Salutatorian is the academic title conferred upon the second highest ranking student in the class. Hillman Jr. Sr. High School will look at students who devoted many long hours and an enormous amount of dedication and hard work to their studies to receive this high recognition. The valedictorian of the graduating class is the student with the highest

weighted grade point average, while the salutatorian of the class has received the second-highest weighted grade point average. There might be situations where there are Co-Vals and Co-Sals. This will be determined by the principal as well as the grading/policy committee.

Honor Cords will be awarded following the following guidelines:

3.5-3.7 ARE CUM LAUDE (TOP 20-30%) = 1 CORD

3.8-3.9 ARE MAGNA CUM LAUDE (TOP 10-15%) = 2 CORDS

4.0 AND UP ARE SUMMA CUM LAUDE (TOP 1-5%) = 3 CORDS

PURPOSE

Purpose: The purpose of the Hillman Jr. Sr. High School Grading and Late Work Policy is to communicate expectations for student participation in the learning process. Our goal is for 100% of students to experience academic success in all of their coursework. Towards that end, we strive to foster a school-wide climate that rewards and acknowledges hard work, responsibility, persistence, teamwork, and problem solving. We also acknowledge that different students learn new skills and content at different rates. Therefore, this policy reflects the attitude that mistakes are part of the learning process; that learning is not always linear; and that effort and tenacity are important ingredients of success. As a general rule, semester grades for the majority of academic courses at the Jr. Sr. High School will be weighted as detailed below.

| Assessment Systems | | | | |
|--|--|--|---|---|
| The intent of this table is to initiate a discussion around assessment types, its respective collected data, and the impact on student learning. For more information on assessment types and appropriate use, please visit: http://www.michigan.gov/mde/0,4615,7-140-28753_65803-368712--,00.html | | | | |
| | Planning Learning | Supporting Learning | Monitoring Learning | Verifying Learning |
| Formative Data/Evidence (inform instruction and student learning) | Maps out when, why, how all aspects of formative assessment will occur during learning | Informs both student and teacher in order to make immediate adjustments to teaching and learning | Allows teacher and student to see progress since last check | Confirms what the student knows and can do towards learning target |
| <i>Examples*</i> | Examples of formative assessment strategies include self-assessment, peer assessment, feedback use, activating prior knowledge, goal setting, and questioning. Formative tools are the observable application of the formative strategy and may include student conferences, learning logs, exit tickets, portfolios, concept maps, etc. | | | |
| Interim/Benchmark Data (monitor student learning) | Shows a teacher the instructional starting point for a unit, semester, or year | Shows the teacher what learning objectives have been mastered and what needs to be addressed next for each student | Tracks student progress over time, provides periodic and multiple data points against benchmarks; used to promote program improvements and instructional change | Establishes a grade or score and can be used to make program, curricular, and instructional change |
| <i>Examples*</i> | Screeners, Pre-tests, Graded Classroom Assignments, Curriculum-based Measures (CBMs) | CBMs, Positive Behavior Intervention Support (PBIS) | Portfolios, CBMs | Report Cards, Progress Reports, Benchmark Assessments |
| Summative Data (evaluate long-term learning) | Assists with planning future instruction or establishing the big picture within the classroom; used to promote program improvement, curricula changes, and professional learning needs | Informs classroom decisions such as groupings alteration and mapping | Provides a snapshot of what students know and can do | Provides standardized data for making decisions on macro levels about subgroups, schools, and districts |
| <i>Examples*</i> | Prior year's exam/grades | Prior year assessment data (M-STEP), Unit Assessments | Semester Grades/Exams | Accountability Scores, Top-to-Bottom Rank, Student Attendance |
| *Examples are used to illustrate possible assessments. | | | | |

**Teacher discretion: any assessment can be entered in as a formative or summative assessment based on the purpose.*

GRADING POLICY

It is the responsibility of teachers to have well prepared and meaningful lessons. Assignments given by teachers are integral parts of the instructional process; therefore, each should be completed by students to maximize learning and to provide assessment of student skills. Teachers will set reasonable due dates for assignments allowing for adequate time to complete each lesson and associated projects. It is the responsibility of the students to complete assignments by the appropriate due date(s). As a courtesy and means of student support, teachers are expected to communicate the due dates for major projects and tests to parents. Typically, this will be done via electronic means such as mass emails or text messages or other classroom communication the teacher uses.. It remains the primary responsibility of the student to record details of the assignments and due dates for assignments, tests, and projects. It is the responsibility of parents to monitor their child's progress in school, to include the student's current academic performance and completion of homework and projects. It is the responsibility of the parent to establish regular study times at home for the student to accomplish the assigned schoolwork.

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.

STUDENT HOMEWORK

Students who are absent from school are required to make contact with their teachers to get missing work. Homework requests for excused students for 3 or more consecutive absences may be requested from the main office. In order to give teachers appropriate time to compile homework requests, all requests must be made prior to 9:00 a.m. and may be picked up from the main office after school. Any request for homework made after 9:00 a.m. will be ready for pick up at the end of the following school day.

REASSESSMENT/RETAKE

The plan for reassessment will be completed by the individual teacher/student. The time frame for retakes will be determined by the individual teacher, typically within one week from the time of the failing grade. Students wishing to retest due to a poor summative assessment grade will need to contact the teacher to form a plan and a date for the retake. The use of a building wide REQUEST TO RETEST form shall be used. The assessment might look different from the original and there could possibly be extra practice assigned before retake is allowed. NO EXAMS WILL BE ALLOWED A RETEST. (Not all assessments will be allowed a retest. This is at the discretion of the teacher).

REQUEST TO RETEST FORM

Hillman's Request to Retest

The Basics.

Name _____

Date _____

Class Period

Assessment to Retest

Reflect.

Previous Score _____

Why?

Three Activities I Did to Improve My Understanding of this Concept

1. _____

2. _____

3. _____

When would you like to retest this concept?

Request

I request the opportunity to retest this concept. I have worked hard to improve my understanding of this concept.

Student Signature

Date

ATTENDANCE/GRADING POLICY

All students shall be in attendance a minimum of 85% of the time. This equates to missing no more than thirteen (13) days per semester. Every seven (7) tardies to a class will equate to one (1) absence. Students who are absent more than 13 times per semester or 26 times per school year may not receive credit for class. The following absences will not be used to determine the 85% minimum standard:

- School-related absences
- Religious Obligations
- Absences due to documented funeral attendance
- Court-mandated appearances (must have court documentation)
- Absences documented with an original doctor's note; the note must be given to the attendance secretary immediately upon return to school. Doctors notes must contain the date(s) the student was unable to attend school, and the doctor's original signature. •

Suspensions

- Up to two (2) college visitations. The visits must be pre-approved through the student's counselor and the attendance office. A college official's signature on college stationery must be turned into the attendance office immediately upon return to school.

All other absences including family emergencies, vacations and truancies count toward the total limit of thirteen and students will not receive credit for the class activities (such as a science lab, field trip, group project, etc.) missed. Long-term illnesses and/or family emergencies that necessitate extended absences will be reviewed by the Administration to determine whether or not class requirements have been fulfilled. During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events and a notation made on his/her

- grading record
- transcript concerning his/her frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

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LATE WORK POLICY

Late work is classified as work not submitted on time, but not due to an excused absence. **see excused absence policy*

- Students must complete **ALL** assignments in order for teachers to accurately assess what they know and are able to do and in order to receive descriptive feedback. Work is due the day that it is assigned (due-date).
- Work is considered late after the school day that the assignment was due.
- Work submitted late will result in a reduced score up until the next summative assessment. Failure to turn in a completed major assignment on the day it is due will result in a 10% reduction of the final grade.
- Tests or other summative assessments missed due to absence will be completed upon the student's return to class, in accordance with the school absences policy.
- Students will have one week to complete any late assignments.
- After the summative assessment, the student will not be allowed to submit the work for credit. (Individual plans can be made with the teacher, administrator, and student success).

**Special Education Teachers have the final say in all late work*

MAKE-UP WORK

A student who has been absent has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has a responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests. Regular classroom assignments may not be made up when absences are unexcused.

COMMUNICATION TIMELINE AND REVIEW OF MATERIALS

All student work shall be assessed and feedback given. Work shall be recorded in the district electronic gradebook within five (5) school days of the date received by the teacher. (Athletic eligibility reports will be pulled at the 4.5 week mark and the 9 week mark. Any work not graded and in system will need to be communicated to athletic director)

ASSIGNMENTS IN GRADEBOOK

All assignments are to be put into gradebook the day they are assigned with the due date (as well as posted in Google Classroom).

AT LEAST 2 GRADES PER WEEK WILL BE ADDED INTO THE GRADEBOOK. Teachers will monitor their gradebook to ensure that there is a good balance of formative and summative assessments. All grades will be updated daily during a teacher's prep hour. If a student's grade will significantly move down near the end of a marking period or semester, the teacher will contact the student and the parent.

GRADING PERIODS

Students shall receive a progress report at the 5th week in a grading period. These reports will not be mailed home, but will be hand delivered to the students. 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. Report cards will be handed to the student at the end of a marking period, but will be mailed home to the Family 1 address on file with the main office after each semester.

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.

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 2 or more CORE semester classes in a school year will repeat the entire grade.
- Administration has the final decision in any promotion, placement, or retention

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.

EDUCATIONAL DEVELOPMENT PLANS (EDP)

The Educational Development Plan (EDP) will assist the student to set goals and to plan effectively for the future. The student will update their EDP twice a year (beginning and end of year). A 4 year EDP is intended to assist in planning the students high school program. Hillman Jr. Sr. High School uses Xello to develop student EDPs. This is a valuable tool that provides an abundance of information regarding college and career exploration and planning. Students can access their Xello account at anytime. The EDP plan will be considered before students Dual Enroll or attend CTE programs.

TESTING OUT OF HIGH SCHOOL CLASSES

Section 1279 of the School Code states:

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.

STUDENT ASSESSMENT

The Michigan Student Educational Progress (M-STEP), which will include grades 6, 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.

All students in grades 6th-11th will take the NWEA assessment. The NWEA MAP Test (Measures of Academic Progress) is an adaptive achievement and growth test. It creates a personalized assessment experience by adapting to each student's learning level—precisely measuring progress and growth for each individual student. Students in grade 6 will take the assessment at the beginning of the year (as it is new /different) from elementary. Students in grades 7-11th will use their Spring scores for a baseline. Students in 6-11th will be assessed in the winter and the Spring. Scores from the NWEA assessment will be determining factors in course placement, advancement opportunities, dual enrollment, CTE, and many other academic areas as determined by the principal.

Eleventh graders will take the 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 the 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

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.

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 Principal.

STUDENT SUCCESS / SCHOOL SUCCESS

Any student that needs additional support with grades and assignments will be sent to student success to form a plan. The plan will be sent to the teachers of that student via email. Student success will contact the parents of any student who is on a formal plan.

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 the 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 aged eighteen (18) or older that they are required to register for the selective service.

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 Principal for more information on scheduled dates and times to participate.

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 building principal. Honor Roll are published at the end of each semester. Special Awards Student of the Month Student of the Week - The Alpena News

SCHOLARSHIPS

Scholarships will be emailed to students monthly as they come in. Students are responsible for checking their email and printing scholarships as needed. The local scholarships will be emailed as one document and will also be printed for students. The Student Success Coach will be in charge of all scholarships. The due date for scholarships will be released pending deadlines set by donors. Hillman Schools will send scholarships out and/or have them collected. Anyone turning in scholarships past the deadline will need to make their own arrangements for delivery. Awards ceremony will be set yearly by the Student Success Coach.

SECTION 6: 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.

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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.

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.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

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.

The following styles or manners of dress are prohibited:

1. Clothing which contains suggestive, derogatory, offensive, or sexual references is not allowed. This includes profanity, references to alcohol and/or drugs. Additionally,

clothing should not mock, intimidate or demean other individuals or groups or contain any political content.

2. Hats will be allowed in school at all grade levels. Respect will be shown while wearing the hat.
3. Shirts with at minimum a one inch strap. No spaghetti strap shirts will be allowed.
4. Athletic attire (cheerleading skirts must have shorts underneath, to meet dress code guidelines).
5. Cleavage should not be readily exposed.
6. Shirts chosen should be able to cover bra straps with an attempt to keep them covered. No bras or bralette should be seen
7. Skirts will be a length so that when you stand in a relaxed fashion with your arms down to your sides, they reach at or beyond the end of your fingertips (Mid Thigh). Short inseams must be 3" or longer.
8. Ripped jeans, as long as the rips are not in the area that would normally be covered by school approved shorts or skirts.
9. Mid drift shirts must be at least at the belly button.

Students who do not follow the Dress Code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students home to change. The school may also provide appropriate clean clothing if necessary and available. Repeated Dress Code infractions may result in additional consequences as noted below in alignment with the district discipline code.

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.

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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.

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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.

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.

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

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

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.

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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.

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.

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PROFANITY

Any behavior or language, which in the judgment 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.

SECTION 7: 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 the 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.

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.

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SECTION 8: 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.

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EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE (Organized by Rule Number)

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

1. Use of drugs

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. 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.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. 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.

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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.

3. Use of Tobacco

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, vape pen or electronic cigarettes or similar devices during school time or at any school activity.

This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and 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, electronic cigarette, vape pens 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. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

1st violation:

- confiscation of tobacco or vaping products, including electronic cigarette devices,
- notification of parents or guardians,
- student participation in tobacco and vaping education program
- Suspension from school for 10 days
- Student Athletics will follow the code of conduct (see athletic section)
- Authorities will be contacted (potential MIP will be issued)

2nd violation:

- confiscation of tobacco or vaping products, including electronic cigarette devices,
- notification of parents and/or guardians,
- Suspension will be taken to the School Board for long term suspension
- Student Athletics will be suspended from ALL sporting events for the year
- Authorities will be contacted (potential MIP will be issued)

3rd and any subsequent violation:

- confiscation of tobacco or vaping products,
- notification of parents and/or guardians,
- Suspension will be taken to the School Board for expulsion trial

- Student Athletics will be taken to the School Board for trial
- Authorities will be contacted (potential MIP will be issued)

4. Student Disorder/Demonstration

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 a 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.

5. Possession of a Weapon

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.

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State law may require that a student be permanently expelled 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:

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

6. 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.

7. 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.

8. Purposely Setting a Fire

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.

9. Physically Assaulting a Staff Member/Student/Person Associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a 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 assault may 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.

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11. Extortion

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.

12. 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.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

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.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. 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.

17. 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 principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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18. 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. Chronic disobedience can result in expulsion.

19. Damaging property

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

20. Persistent 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.

21. 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 guidelines. Violations of this rule could result in suspension or expulsion.

22. 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.

23. 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.

24. 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.

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25. Cell phone and Electronic Device

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, however they must be turned off at all times unless utilized for an approved activity. Cell phones are allowed during non-instructional time or for an approved activity.

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.

1. Upon entering the classroom all students must have the device on silent mode and will place cellphone into classroom holder for the entire class period.
2. Each teacher, at their discretion, may allow device usage during times within their class period.
3. If the student refuses to place their device in the holder inside the classroom; they will be sent to the office for insubordination.
4. The school is not responsible for lost or damaged devices.
5. Consequences will be progressive according to the student's current status.

First Offense: Refusing to Place Phone in Holder: INSUBORDINATION

- Student may get the phone/device after school from the office

Second Offense: Refusing to Place Phone in Holder: INSUBORDINATION

- Phone or device must be picked up by a parent after school from the office

Third Offense: Refusing to Place Phone in Holder: INSUBORDINATION

- Student's cellphone will be checked into the office in the morning and returned at the end of the school day.

Fourth + Offense:

- The student will not be permitted to bring their cellphones on school campus.

If a student refuses to turn in their phone following the Cell Phone device policy above the student will be serving Out of School Suspension at the discretion of the principal.

Cellphone are prohibited from the bathroom and the locker rooms. Any student caught with their cellphones in these locations will be issued a 5 day Out of School Suspension.

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 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 PCD.

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 up to 3 days of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

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26. 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. Persistent violations of rules could result in suspension or expulsion.

27. Disruption of the educational process

Any actions 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.

28. 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 (internet, telephone, cellphone, personal digital assistant, 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 they have been/or is the victim of harassment, should immediately report the situation to the teacher, the principal, or SRO officer. Complaints will be investigated in accordance with AG 5517.

Every student should, 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, they should report it and allow the administration to determine the appropriate course of action.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. 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;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Harassment

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.

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29. BULLYING

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function,

such as field trips or athletic events where students are under the school control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

PREVENTION/TRAINING

The Superintendent shall establish:

- a Bully Prevention Task Force
- a Program or other initiatives involving school staff, students, clubs, or other student groups, administrator, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees, and volunteers who have significant contact with students shall undertake:

- Annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behaviors.
- Shall offer training opportunities to parents and legal guardians on preventing, identifying, responding to and reporting incidents of bullying, cyber bullying, and other aggressive behavior.

BULLYING may include but is not limited to:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.
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To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

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 Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the 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 (within 3 school days) after a report or complaint 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.

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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.

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.

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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

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30. 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.

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31. Possession of a Firearm, Arson, and Criminal Sexual Conduct

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 dangerous weapon is defined as "a firearm, 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.

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 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.

**ALL PERSONS ARE ENCOURAGED TO READ AND DEVELOP A THOROUGH
UNDERSTANDING OF THE CODE OF CONDUCT FOR STUDENTS**

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.

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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.

EXPULSION - Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set forth by the School Board not to exceed the current school year plus one (1) additional year. Expulsion is an extreme measure for use only after alternative measures to remedy improper behavior have failed or the student's infractions are extremely severe.

If a student is recommended for expulsion, he/she may request, in writing, a due process hearing, before an impartial hearing officer to challenge the recommendation.

1. Early Readmission Criteria:

a. A student, who has been expelled for a drug-related offense, may be considered for Early Readmission only when the student submits a letter to the Superintendent requesting a hearing, provides three (3) letters of reference, and shows proof of successful completion of a state-licensed drug abuse program, including random drug testing for each month of the remaining period of expulsion. Results of each monthly testing will be sent to the Superintendent's designee for review. If the student fails to provide proof of the test at the end of any month or if the test shows a positive result for the presence of a controlled substance, the remaining period of the original expulsion will be reinstated.

b. A student, who has been expelled for reasons other than a drug-related offense, may be considered for Early Readmission only when the student submits a letter to the Superintendent requesting a hearing, provides three (3) letters of reference, and shows proof of completion of successful counseling by a licensed therapist.

Note: In order to meet the deadline for Early Readmission to take place, the written request to the Superintendent must be received at least 30 days prior to the beginning of the school year or 30 days prior to the Winter Break.

2. Expulsion from the regular school program for off-campus acts may occur when a student has been formally charged with a felony, or adjudicated guilty of a felony, or a delinquent act which would be a felony if committed by an adult off school property.

3. If a student has been expelled, the student must be out of school for at least 180 calendar days subsequent to the Order of Expulsion before the School Board will consider a recommendation for Early Readmission.

4. If approved for Early Readmission, a student may only reenter school at the beginning of a school year or at the beginning of a semester.

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*.

LEVELS OF MISCONDUCT

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. **The principal or the principal's designee shall make a good faith effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.**

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 continue with their assigned schoolwork during the time that they are not attending regular classes.

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 with specific homework assignments for the student to complete.** 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

Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students. The Principal maintains the right to choose the appropriate intervention based on 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· Daily or 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)· Teacher Detention· Work Detail· Written Reflection | <ul style="list-style-type: none">· After-Hours School· Behavior contract· Classroom Interventions· Conference with School Success and/or Administration· Conference with Principal· Conference with School and Parents· Conference with Teacher· Daily or Weekly Home School Communication· Detention (Administrative)· 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· Positive Behavior Intervention Plan· Referral to MTSS/Response to Intervention Team· Restitution· Restorative Practices· Saturday School· Timeout· 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> |

The Discipline Matrix specifically identifies prohibited student conduct and lists the range of corrective actions which may be imposed for each infraction. When assigning corrective actions for misconduct, the principal or the principal's designee shall give consideration to factors such as the nature of the misconduct, the student's past disciplinary record and the severity of the problem as it pertains to the specific situation.

Abusive Language/Profanity/Directed (PRD) - Use of profanity, and/or vulgar, abusive, or inappropriate language, clothing or gestures.

A. Student Directed to Adult

First Level II

Second Level II

Third Level III

B. Student Directed to Student

First Level I

Second Level II

Third Level II

Fourth Level III

C. General Use in Conversation

First Level I

Second Level I

Third Level II

Fourth Level II

D. Racial/Ethnic Slurs

First Level I

Second Level II

Third Level III

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.

First Level I

Second Level I

Third Level II

Fourth Level II

Alcohol (ALC/S10) - Possession, sale, purchase, use, admission of use, or under the influence of alcoholic beverages.

First Level II or III

Arson-No Police Report (S081) - The willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. No police report.

First Level II or III

Arson-Police Report (S08) - The willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. Police report filed.

First Level II or III

Assault (AAWI, APWI) - The crime of trying or threatening to hurt someone physically. The attack must be serious enough to warrant consulting law enforcement or result in serious bodily harm.

First Level II or III

Assault to Adult Without Injury (AAWOI) - The crime of trying or threatening to hurt someone physically. No injury to adults.

First (minor) Level I

Second (minor) Level III

First (major) Level III

Assault to Student without Injury (APWOI) - The crime of trying or threatening to hurt someone physically. No injury to students.

First (minor) Level II

Second (minor) Level III

First (major) Level III

Bomb Threat (B18/S07) - Making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive or arson-causing device.

First (minor) Level II

Second (minor) Level III

First (major) Level III

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.

First Level II (Parent Conference, Interventions)

Second Level III

Bus Incident (BUS/S12) - Engaging in conduct or behavior which interferes with the order, safe and timely transportation of students.

First (minor) Level I

Second (minor) Level II

First (major) Level III

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.

First Level II or III

Careless/Reckless Endangerment (CRE) - Engaging in an act that endangers the safety of others:

- Weapon (not defined by State Statute)
 - First Offense - Level III
- Use of common object to inflict harm on others
 - First Offense (minor) - Level I
 - Second Offense (minor) - Level II
 - Third Offense (minor) - Level III
 - First Offense (major) - Level II or III
- Throwing an inappropriate object
 - First Offense - Level I
 - Second Offense - Level I or II
 - Third Offense - Level II
- Other Actions that endanger the safety or welfare of others;
 - First Offense - Level I or II
 - Second Offense - Level II
 - Third Offense - Level II
 - First Offense (major) - Level II or III
- Leaving Campus without Permission
 - First Offense - Level I
 - Second Offense - Level I or II
 - Third Offense - Level II or III

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, however they must be turned off at all times unless utilized for an approved activity.

See cellphone policy

1st Offense - Level I (WRN)

2nd Offense - Level I

3rd Offense - Level II

4th Offense + - Level II

Unauthorized use of an electronic device or camera to record school related events or activities on campus.

1st Offense (minor) - Warning, take and return to parent, delete recording

2nd Offense (minor) - Level II Take and return to parent, delete recording

3rd Offense (minor) - Level II Take and return to parent, delete recording

1st Offense (major) - Level III

Unauthorized taping or photographing of a disruption on campus (Fighting, Peer Conflicts, Etc.) that can be used to degrade, threaten, intimidate, or dehumanize the student involved.

1st Offense (minor) - Warning, take and return to parent, delete recording

2nd Level II or III

3rd Level III

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.

First and Subsequent Offenses Level I (Proof to Admin.; Parent Level I (Parent Contact; Student Receives a Zero for the assignment)

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.

Level II or III May result in not allowing student to use/access electronics for remainder of semester/year

Disruption - Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.

First (minor) Level I or II

Second (minor) Level II

Third (minor) Level II

Fourth (minor) Level II

Fifth (minor) Level II or III (Parent Conference)

First (major) Level II

Second (major) Level II

Third (major) Level II (Parent Conference)

Fourth (major) Level III

Note: Disruptive behavior while in Internal Suspension:

a. First Offense Level II

b. Second Offense Level II

c. Third Offense Level III

Disruptive behavior with a Substitute Teacher:

a. First Offense Level II

b. Second Offense Level II

c. Third Offense Level II

d. Fourth Offense Level II

e. Fifth Offense Level III

Disrespectful - The use of words or acts which demean, degrade, antagonize or humiliate a person or group of persons.

First (minor) Level I

| |
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| <p>Second (minor) Level II First (major) Level III</p> |
| <p>Dress Code (DRC) - Failure to comply with dress code requirement(s). Students are expected to comply with the Dress Code. Any student that does not comply will be provided clothes via School Success to wear, parents will be contacted. Any additional violations may warrant Level I or II consequences.</p> |
| <p>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). First Level II or III</p> |
| <p>Extortion/Blackmail/Coercion (EBC) - Threatening another person for the purpose of extorting (to obtain from another by coercion or intimidation), money or property, or to compel the threatened person to do an act against the threatened person's will. First Level II or III</p> |
| <p>False Accusation - Making false accusations against a staff member of another 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. First Level II or III</p> |
| <p>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.) First Level II or III Second Level III</p> |
| <p>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. First Level I Second Level II Third Level III First Major Level III</p> |
| <p>Gang/Gang-Related Acts (GRA) - Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors. First Level II or III</p> |
| <p>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. First Level I (Conference & Interventions) Second Level II (Conference & Interventions) Third Level II or III Fourth Level II or III</p> |

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| Fifth Level III |
| Hostage (HOST) - A person who is unlawfully held. First Level II or III |
| Inappropriate Language/Profanity (PRO) - Use of profanity, and/or vulgar, abusive, or inappropriate language, clothing or gestures. <i>A. Student Directed to Adult</i> First Level II Second Level II Third Level III <i>B. Student Directed to Student</i> First Level II Second Level II Third Level II Fourth Level III <i>C. General Use in Conversation</i> First Level I Second Level I or II Third Level II Fourth Level II or III <i>D. Racial/Ethnic Slurs</i> First Level II Second Level II Third Level III |
| 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. First (minor) Level I or II Second (minor) Level II Third (minor) Level II Fourth (minor) Level II or III Fifth (minor) Level II or III First (major) Level II Second (major) Level II or III Third (major) Level III First (gross insubordination to staff member) Level III |
| Larceny/Theft (LAR) - Unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more. Level II or III |
| Off Campus/No Pass/In Unauthorized Area (IUA) - First Level I Second Level I or II Third Level II or III Fourth Level III |
| Other Firearm Possession (OTH) - Level III |
| Paraphernalia Possession (PAR) - Possessing, using, selling, storing, or distributing any equipment used for the purpose of preparing or taking drugs. Level II or III |

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| <p>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.</p> <p>First Level I Second Level I or II Third Level II or III Fourth Level III</p> |
| <p>Persistent Disobedience (PSD) –</p> <p>First Level I Second Level I or II Third Level II or III Fourth Level III</p> |
| <p>Petty Theft (S30) – Unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.</p> <p>Level I or II & Restitution Second Level II & Restitution Third Admin. Level III & Restitution First (Major) Level III</p> |
| <p>Physical Display of Anger (PHY) –</p> <p>First Level I Second Level I or II Third Level II or III Fourth Level III</p> |
| <p>Property Misuse (PROP) –</p> <p>First Level I Second Level I or II Third Level II or III Fourth Level III</p> |
| <p>Rifle or Shotgun Possession (S06B) –</p> <p>Level III</p> |
| <p>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.</p> <p>Level I or II & Restitution Second Level II & Restitution Third Admin. Level III & Restitution First (Major) Level III</p> |
| <p>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.</p> <p>Level II or III</p> |
| <p>Social Media Misuse (SOC) –</p> <p>First Level I or II Second Level II or III Third Level III</p> |
| <p>Spitting (SPT) –</p> <p>First Level I or II Second Level II or III</p> |

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| Third Level III |
| Teasing/Taunting (TEA) - First (minor) Level I or II Second (minor) Level II or III First (major) Level II or III |
| 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) <i>intent</i> - intention that the threat is heard or seen by the person who is the object of the threat; (2) <i>fear</i> - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) <i>capability</i> - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. First (minor) Level I or II Second (minor) Level II or III First (major) Level II or III |
| Tobacco Possession/Use (TOB) - Possession, use, distribution, or sale of tobacco products (including E-Cigarettes) on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18. Level II or III |
| Trespassing-Law Enforcement Called (TRS) - 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. Level II or III |
| Vandalism (VND/S02) - Willful or malicious destruction of public or private property. Level II or III |
| Verbal Threat (S55) - First Level I or II Second Level II or III Third Level III |
| Verbal Assault Student (S04) - First Level I or II Second Level II or III Third Level III |
| 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: <ul style="list-style-type: none"> • 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. Level II or III |

The suggested corrective actions are a guide.

SECTION 9: ADDITIONAL NOTES

- Administrative Review - 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 alternative reassignment to expulsion.
- Academic Review - A total review of the student's academic record with the child study team; including the School Success Worker if there are attendance related issues.
- A pattern of repeated misconduct of a more serious nature during the current school year that disrupts the school's orderly environment may be considered insubordination and result in an administrative review after behavioral interventions have been planned and implemented.
- Failure to show for After-Hours School will be treated as a No Show Discipline (#34).
- Middle School students may not drive to school.
- Parental contact will be attempted for all Level I, II, and III offenses.
- 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.
- Hillman Community Schools is committed to providing an environment that respects the learning for all students. Disciplinary actions will be taken with the best interest of all involved and allow for restorative justice for the student that has the disciplinary action when possible.


FORMS FOUND IN MAIN OFFICE

NOTE: Be advised that the following forms are available in the School Office as they are referenced in the Student/Parent Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13
- Parent Notification Regarding Student Records. Form 8330F9



CONSENT AGREEMENT FORM (CLICK BELOW)

 [Consent Agreement Jr-Sr High .pdf](#)