

Hillman Community Schools



Where Every Child Chooses Their Own Path

*Student Handbook
2026 / 2027*

TABLE OF CONTENTS

Foreword
Mission and Vision of the School
Phone Number and Board Members
Staff Directory
School Song/Colors/Mascot
Title IX
Parent Involvement
Parent Involvement Committee Work
School Volunteers
School Day/Scheduling
Student Rights and Responsibilities
Student Well-Being
Injury and Illness
Homebound Instruction

Section 1- General Information

Enrolling in the School
Early Dismissal
Transfer Out of the District
Withdraw From School
Immunizations
Emergency Medical Authorization
Use of Medications
Asthma Inhalers and Epi-Pens
Non-Prescribed (Over the Counter Medications)
Control of Noncasual-Contact Communicable Diseases
Video Monitoring on School Grounds
Individuals With Disabilities
Limited English Proficiency
Student Records
Armed Forces Recruiting
Student Fees, Fines, and Supplies
Student Fundraising
Student Valuables
Review of Instructional Materials and Activities
Meal Service
Emergency Situations
Emergency Closing and Delays/Extracurriculars
Preparedness for Toxic and Asbestos Hazards
Visitors
Use of School Equipment and Facilities and Personal Property
Lost and Found
Student Sales
Use of Office Telephones
Cell Phone Policy
Chromebook Agreement

Computers, Technology, and Networks
Artificial Intelligence Policy (AI)

Section 2- Academics

Course Offerings
Field Trips
Grades
Educational Development Plans (EDP)
Testing out of High School Classes
Promotion, Placement, and Retention
Grade Level Based on Credits
Report Cards
Homework
Student Assessment

Section 3- Graduation Requirements

Regular Diploma
Alternative Education Diploma
Graduating Early
Graduation Honors
Class Ranking
International Students
Postsecondary (Dual Enrollment) Options
Early Middle College
Work Based Learning
Recognition of Student Achievement
Scholarships

Section 4- Student Activities and Extracurriculars

Academic Standards for Participation
Student Employment
School-Sponsored Clubs and Activities
Non-School-Sponsored Clubs and Activities
Student Attendance at School Events
Class Advisors
Dances
Athletics
Michigan High School Athletic Association (MHSAA)
NCAA College Bound Student-Athletes
Discipline Policy for Extracurricular

Section 5- Transportation

Bus Transportation to School
Bus Conduct
Video Recording on Buses
Penalties for Infractions
Self Transportation to School
Parking and Vehicle Registration
Rules and Discipline

Section 6- Attendance

School Attendance Policy
Procedure
Tardiness
Corrective Action for Unexcused Tardiness
Skipping
Attendance and Truancy
Truancy
Absences That Do Not Count Toward Truancy
Suspension from School
Vacations During the School Year

Section 7- Code of Conduct

Expected Behaviors
Authority of School Personnel
Weapon Free School
Dress and Grooming
Student Rights of Expression
Gangs
Referral Process
Discipline, Suspension, and Expulsion
Disciplinary Response
Long Term Suspension/Expulsion
Interventions and Corrective Actions
Expulsion
Discipline of Students with Disabilities
Disruption of the Educational Process
Violation of Individual School/Classroom Rules
Search and Seizure
Criminal Acts
Student Discipline
Bullying
Harassment
Title IX Harassment
Hazing
Final Authority: Administration

Section 8- Offenses and Discipline Levels

Offenses
Discipline Level Definitions
Administrative Review of Major Offenses

Section 9- Additional Information and Forms

Forms Found in the Main Office
Hillman Community Schools Cell Phone & Communication Device Policy Acknowledgment Form
Hillman Community Schools Student Handbook & Code of Conduct Acknowledgment Form

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and Administrative Guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules.

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.

School Phone Numbers

High School Office: 989-742-4538

School Board of Education

Melissa Kennard: President
Roxanne Lafleche: Vice President
Brian Klein: Secretary
Stewart Scramblin: Treasurer
Cari Hansen: Trustee
Laurie Nugent: Trustee
George Kerns: Trustee

STAFF DIRECTORY

Justin Gluesing, Superintendent 989-742-2318

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

Mrs. Kari Sobey, Elementary Principal 989-742-4537

Mrs. Jillian Cordes High School Administrative Assistant 989-742-4538

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

Janine Bahrke	3302
Special Education	3303
Leah Konieczny	3300
Heidi Garrison	3210
Jennifer Kortman	3306
Eric Muszynski	3208
EMC/DE	3104
Dana Perry	3206
Wesley Perry	3308
Tori Bensam	3309
Elizabeth Mulka	3209
Christi Schultz	3304
Gina Robertson	3205
Dawn Skerski	3311
Jennifer Tucker	3201
Jason Weiland	3207
Ben Witter	3403

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. 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.

School Song

Fight for Hillman

Fight for Hillman

Fight, Fight, Fight, Fight, Fight

Hillman's out there and we're going to win this game tonight

Rah, Rah, Rah

Hillman's out there and we're gaining onto victory

We're going to win this game, just wait and see

Rah, Rah, Rah

Eat em up, Eat em up

Go, Fight, Win

School Colors: Orange / Black / White

School Mascot: Tigers

Title IX Notice of Non-Discrimination Based on Sex in Education Programs and Activities

Hillman Community Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program and activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

Inquiries about Title IX may be referred to the Hillman Community Schools Title IX Coordinator, the US Department of Education's Office for Civil Rights, or both.

Hillman Community Schools non-discrimination policy and grievance procedures can be located at hillmanschools.com (Board of Education Policies).

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.

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

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 results in higher academic achievement, improved student behavior, and reduced absenteeism. Please see our Board Policies for a complete breakdown of supports. © 2020 NEOLA, Inc

Parent Involvement in Committee Work

We value the partnership between families and school staff in creating a strong, supportive learning environment. Parents and guardians who are interested in participating in school committees or working collaboratively with staff on special projects are encouraged to get involved. Opportunities may include curriculum planning, school improvement initiatives, event coordination, and more. If you would like to learn more or express your interest in joining a committee, please contact the school office or email nicholka@hillmanschools.com. We welcome your voice and appreciate your commitment to our school community.

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 who 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.

School Day / Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the 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.

Hillman Community Schools defines a full-time student as a student who has 7 periods on the student schedule and/or 1.0 FTE.

Full School Day 8:00 am - 3:00 pm Buses depart at 3:15 pm daily

JH Lunch 11:00-11:30 HS Lunch 12:00-12:30						
1st hour	2nd hour	3rd hour	4th Hour	5th hour	6th hour	Achievement Period
8:00-8:56	9:00-9:56	10:00-10:56	11:00-12:28	12:32-1:28	1:32-2:28	2:32-3:00

Half Day Schedule 8:00 am - 11:30 am Buses Depart at 11:45 am

JH and HS Lunch 11:00 - 11:30					
1st hour	2nd hour	3rd hour	4th Hour	5th hour	6th hour
8:00-8:27	8:31-8:58	9:02-9:29	9:33-10:00	10:04-10:31	10:35-11:00

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, as well as fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their 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. Often, it will be the student's responsibility to deliver that information. If necessary, 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, lockdown, 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 specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School Office.

Injury and Illness

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

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

Homebound Instruction

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

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

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

Section 1- General Information

Enrolling in the School

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

New students under the age of eighteen (18) must be enrolled by their parents or legal guardians. 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
- 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.

To improve student safety, Hillman Community Schools is a closed campus. Students must not leave campus without proper authorization.

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.

Early Dismissal

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

Transfer out of the District

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

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

(See also Board Policy 5113 – Schools of Choice Program (Inter-District), et seq.; Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 8330 Student Records; and associated Administrative Guideline.)

Withdraw From School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to NEOLA policy 5320.

Emergency Medical Authorization

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

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

Use of 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 office or school nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the office or school nurse.
- D. Medication that is brought to the office or school nurse 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 their person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer being administered or at the end of a school year.

- F. The parent(s) 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 use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Students must report to the office or school nurse for this process. 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 parent(s) 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.

The student's parent(s) may authorize the school nurse to administer a non-prescribed medication using a form which is available with the nurse. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parental authorization, the student will be brought to the school office and the parent(s) will be contacted for authorization. The medication will be confiscated until written authorization is received.

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 Guideline.

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 their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency Virus), 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, the parent(s) 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.

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.

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 the Principal at 989-742-4538 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 extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the school office about evaluation procedures and programs offered by the District. 989-742-4538

Student Records

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350 – Confidentiality and the associated Administrative Guideline). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

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*

Educational Rights and Privacy Act (FERPA) notice which can be found at www.hillmanschools.com.

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 parent(s), or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school front office at 989-742-4538. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parent(s), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parent(s);
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parent(s); 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).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
20202-4605
www.ed.gov/offices/OM/fpcu

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

FERPA@ED.Gov and PPRA@ED.Gov

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.

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 their 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.

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 fundraiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in fundraising 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 fundraising 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 fundraising 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, class ring with the receipt, or related Senior expenses (approved by Class Advisors) Principal has final approval.

See class advisor manual for more information

Student Valuables

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

Review of Instructional Materials and Activities

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

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. Students will receive free breakfast and lunch for the school year. Breakfast runs from 7:20-7:45 a.m. (see lunch times in the above school day section). CTE students will have breakfast available before boarding the bus. Students will be allowed to get seconds only if they have money on their account. Students will not be allowed to charge seconds without approval from administration.

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 unless they bring a note from an appointment. These unexcused absences will count towards truancy. Students are not permitted in the parking lot, near or 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 cell phones will be taken out of the cafeteria and into the restrooms.

Emergency Situations

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. The K-12 Standard Response Protocol (SRP), created by The "I Love U Guys" Foundation, is a common-language safety program used by schools. It uses an all-hazards approach based on five specific actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for occupants and staff
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people

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STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Emergency Closing and Delays / Extracurriculars

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification on Facebook, our website, and through our online platform that will send out: email, text message, and phone call. If you are interested in this form of communication, please complete the form sent home with your child the first week of school. Parents and students are responsible for knowing about emergency closings and delays.

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

Preparedness for Toxic and Asbestos Hazards

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

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

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. 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.

Use of School Equipment and Facilities and Personal Property

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. © 2020 NEOLA, Inc

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 taxpayer money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent(s) 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.

Lost and Found

The lost and found area is in the cafeteria on the bench or in locker rooms. Students who have lost items should check there and may retrieve their items if they give a proper description. Items will be stored in the locker rooms until the end of the school year. Unclaimed items will be given to charity at the close of the school year.

Student Sales

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

Use of Office 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 go to the office to make a phone call in case of emergency.

Cell Phone Policy

Students may use communication devices before and after school, during their lunch break, in between classes as long as it does not create a distraction, disruption or otherwise interfere with the educational environment. They may also use devices during after school activities, or at school-related functions. Use of communication devices, except those approved by a teacher or administrator, at any other time is prohibited and they MUST be powered completely off (not just set to silent or vibrate mode) and stored out of sight.

Policy: PO5136

1. Upon entering the classroom all students must have the device completely shut off and will place their cell phone into the classroom holder for the entire class period.
2. The student may leave their device in their locker and choose not to bring it into the classroom.
3. NO devices will be allowed on a student's person while in a classroom.
4. If the student refuses to place their device in the holder inside the classroom; they will be sent to the office for insubordination.
5. The school is not responsible for lost or damaged devices.

6. Consequences will be progressive according to the student's current status.

First Offense: Refusing to Place Phone in Holder/Shut off completely: INSUBORDINATION

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

Second Offense: Refusing to Place Phone in Holder/Shut off completely: INSUBORDINATION

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

Third Offense: Refusing to Place Phone in Holder/Shut off completely: INSUBORDINATION

- The student's cell phone will be checked into the office in the morning and returned at the end of the school day.

Fourth and Subsequent Offenses:

- The student will not be permitted to bring their cell phones 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.

Cell Phones are prohibited from the bathroom and/or the locker rooms. Any student caught with their cell phones in these locations will be issued a 5 day Out-of-School Suspension.

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 their parent(s) 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 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.

Students may NOT use their own personal devices at the school at any time.

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.

Artificial Intelligence Policy (AI)

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

I. Purpose and Scope of AI Use: The purpose of implementing Artificial Intelligence (AI) within Hillman Community Schools is to enhance the educational experience, improve operational efficiency, and support the district's commitment to innovative and effective teaching and learning practices. AI technologies will be used in a manner that supports the educational mission, respects the dignity of all individuals, and promotes a culture of learning and excellence.

Scope: This policy applies to all AI technologies utilized within the school district, including but not limited to, learning management systems, educational software, data analysis tools, and any AI-enabled devices. It covers the use of AI by students, faculty, staff, and any third parties engaged by the district.

II. Ethical Considerations and Equity in AI Use

AI technologies will be selected and implemented with a commitment to ethical principles, fairness, and equity. The district will:

- Ensure AI tools do not reinforce biases or perpetuate inequities among students based on race, gender, socioeconomic status, or any other characteristic.
- Promote transparency in how AI technologies are used and how they impact teaching and learning.
- Encourage the development of critical thinking and ethical reasoning skills in relation to AI technology.

III. Data Privacy and Security Guidelines

Protecting the privacy and security of student and staff data is paramount. The district will:

- Comply with all applicable laws and regulations regarding data privacy and protection, including FERPA and COPPA.
- Ensure that AI technologies employed have robust data protection measures in place.
- Educate students and staff on data privacy practices and their rights under this policy.
- Ensure that no student utilizes generative AI or AI software to violate the student disciplinary code

IV. Training and Support for Teachers

The successful integration of AI technologies into the classroom depends

on the preparedness of our teachers. The district commits to:

- Providing ongoing professional development for teachers on the effective and ethical use of AI tools in education.
- Supporting teachers in understanding the capabilities and limitations of AI technologies.
- Encouraging collaboration among educators to share best practices and insights related to AI in education.

V. Monitoring and Evaluation of AI Tools and Outcomes

Continuous improvement is essential to the effective use of AI in education.

The district will:

- Establish procedures for regularly evaluating the effectiveness of AI tools in enhancing learning outcomes and operational efficiency.
- Monitor the impact of AI technologies on student engagement, learning processes, and academic performance.
- Solicit feedback from students, teachers, and parents to inform the evaluation and decision-making process.

VI. District Commitment to Artificial Intelligence Student Literacy

As part of our overarching Artificial Intelligence (AI) policy, our district is dedicated to fostering AI literacy among our students. Recognizing the profound impact AI technologies have on society, the economy, and the future job market, we commit to providing our students with the knowledge and skills necessary to navigate, understand, and ethically engage with AI systems.

To achieve this, our curriculum will integrate AI education across relevant subjects, ensuring that students from all backgrounds have the opportunity to learn about AI principles, its applications, and ethical considerations.

This includes:

- **Understanding AI:** Introducing basic AI concepts, how AI systems are developed, and how they can be applied to solve real-world problems.
- **Ethical Implications:** Teaching students to critically assess the ethical implications of AI technologies, including privacy concerns, bias, and the societal impact of automation and decision-making algorithms.
- **Practical Skills:** Providing hands-on opportunities to interact with AI tools and platforms, enabling students to gain practical experience in using AI responsibly and creatively.
- **Career Pathways:** Informing students about the emerging career opportunities in the field of AI and the skills required to excel in this rapidly evolving landscape.

Our goal is not only to prepare students academically but also to ensure they are informed, responsible digital citizens who can thrive in an AI-driven future. This

commitment to AI literacy reflects our broader mission to equip students with the competencies needed for success in the 21st century, fostering a culture of lifelong learning and adaptability.

VII. Compliance with Legal and Regulatory Standards

Hillman Community Schools is committed to compliance with all legal and regulatory standards governing the use of AI technologies. The district will:

- Stay informed of and adhere to federal, state, and local laws and regulations related to AI use in education.

- Ensure that contracts and agreements with AI technology providers reflect the district's commitment to legal compliance and ethical use.
- Review and update this policy as necessary to reflect changes in legal standards and best practices in AI use.

VIII. District Commitment to Addressing AI-Generated Misinformation in Parent and Community Outreach

In recognizing the transformative power of Artificial Intelligence (AI) in education and beyond, our district also acknowledges the challenges posed by AI, particularly in the creation and spread of misinformation. As part of our district's AI policy, we are deeply committed to educating our parents, guardians, and the wider community about the potential for AI to generate misinformation and the importance of critically evaluating information in the digital age.

To address this, we will:

- **Educate and Inform:** Implement initiatives aimed at educating our school community about the nature of AI-generated content, including how to recognize misinformation and the importance of verifying sources.
- **Promote Digital Literacy:** Integrate digital literacy into our outreach programs, emphasizing critical thinking, source evaluation, and the responsible consumption and sharing of information.
- **Engage Experts:** Collaborate with experts in technology, ethics, and media literacy to provide workshops, seminars, and resources that equip our community with the tools to discern AI-generated misinformation.
- **Transparent Communication:** Maintain open and transparent communication channels with our community, providing guidance and updates on the latest developments in AI technology and its implications for information integrity.
- **Foster a Culture of Awareness:** Encourage a culture of awareness and accountability, where parents, students, and staff feel empowered to question and report potential misinformation, ensuring a well-informed and responsible school community.

Through these efforts, our district aims to not only enhance understanding of AI's role in creating misinformation but also to strengthen our collective ability to navigate the complexities of the digital information landscape with discernment and integrity.

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. 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. © 2020 NEOLA, Inc.

Section 2- Academics

Course Offerings

Please contact the school office for a complete list of course offerings. Hillman Community Schools will follow the Michigan Merit Curriculum for all Graduation Requirements. Seniors will complete an exit interview as part of the graduation requirement. This interview will be done in the student's last marking period before graduation. *For full details concerning the Michigan Merit Curriculum* https://www.michigan.gov/mde/0,4615.7-140-28753_38924---,00.html

Students will be expected to complete required coursework in person at Hillman Community Schools whenever the course is offered, including required courses in English Language Arts, Mathematics, Science, and Social Studies. This ensures that students receive instruction aligned with Michigan Merit Curriculum requirements and that required content and standards are appropriately taught.

Students will not be permitted to take an online course in place of a course taught in person by a Hillman teacher, except when circumstances outside the school's control make an online option necessary. Exceptions may include scheduling conflicts, credit recovery, or other circumstances approved by the Principal.

Students who are interested in taking college-level courses may do so in addition to their required high school coursework, provided the courses fit within their academic plan and meet applicable requirements.

Students enrolled in the Early Middle College (EMC) program may be permitted or required to take an online course when necessary due to their college course load, college scheduling, or other program requirements.

The Principal will have final authority to approve or deny online course enrollment and determine which online courses may be offered or accepted by Hillman Community Schools.

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.

Grades

Hillman Jr. Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. All assignments are from 50% to 100% (unless students refuse to attempt assignments). Semester exams are exempt from the 50% rule and will earn a standard percentage from 0%-100%. Semester exam scores cannot lower a student's grade by more than one whole letter grade. Students who earn a semester grade of 90% or better prior to the exam for each semester are exempt from taking exams. 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. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. If a student is not sure how their grade will be determined, the student should ask the teacher.

As part of our ongoing commitment to student learning and growth, our school is shifting its grading practices to focus on proficiency—what students know and are able to do—rather than solely on traditional point-based systems.

Proficiency emphasizes mastery of essential skills and content. Grades are intended to reflect a student's level of understanding and progress toward clearly defined learning standards, not just completion of tasks or accumulation of points.

The school uses the following grading scale:

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

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 Advanced Placement Courses (as available checking the master schedule) and College Classes.

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 four-year EDP is intended to assist in planning the student's 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 any time. The EDP plan will be considered before students Dual Enroll, attend CTE programs, or participate in Workbased Learning opportunities.

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.

Promotion, Placement, and Retention

Junior High grade levels (6th through 8th grade) are based primarily on promotion from one grade to the next each year. However, to ensure students are well-prepared for the academic challenges of high school, successful completion of core courses is essential.

Students may be required to repeat certain classes if they have not demonstrated sufficient understanding or proficiency in key subjects such as math, language arts, or science. Repeating a course helps students build the necessary skills and knowledge to be successful in 9th grade and beyond.

Key points to keep in mind:

- Promotion to the next grade level considers both attendance and academic progress.
- Core courses may need to be retaken to reinforce foundational skills.
- Counselors and teachers will closely monitor student progress and recommend support or interventions as needed.
- The goal is to set every student up for success in high school by ensuring mastery of essential skills before moving forward.

Families are encouraged to communicate with school staff to understand their student's progress and available support options.

Grade Level Based on Credits

Class	Michigan Merit	Credits
Freshman	5 credits <i>English, Math, Science, Social Studies, PE/Health</i>	Less than 5 Credits Earned
Sophomore	5 credits <i>English, Math, Science, Social Studies, Foreign Language</i>	5.0-10.0 Credits earned
Junior	5 credits <i>English, Math, Science, Social Studies, VPA</i>	10-15 Credits Earned
Senior	3 credits <i>English, Math, VPA</i>	15 or More Credits Earned
13th Year	Math Course	

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 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 Educational 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.

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. Students who are absent from school are required to make contact with their teachers to get missing work.

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 6-10 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 grades 6-10 will be assessed in the Fall and the Spring (with a possibility of Winter testing). 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.

Eleventh graders will also take the WIN Assessment. Michigan has transitioned from the ACT Workkeys exam to the Win Work Readiness Assessment as part of the state's requirement to evaluate high school employability and career readiness. Under recent legislative changes, this online career readiness assessment is fully virtual and structured into three one-hour segments. 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.

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.

Section 3- Graduation Requirements

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. Students may earn a regular Hillman Community Schools High School Diploma by enrolling in the traditional school setting or by enrolling in the district's online learning program through Imagine Learning with approval from the Principal. Please refer to the Online Learning Handbook for additional information regarding enrollment procedures, program expectations, and eligibility requirements.

In order to receive a diploma and graduate, a student will need to meet the school requirements for basic coursework and earn the minimum number of credits required for graduation.

A student enrolled in special education may be exempt from the State-mandated test. Such an exemption is made by the Individualized Education Program (IEP) Team. The student may still need to earn the required credits as indicated by the IEP or through an approved Personal Curriculum.

For more information about the different methods by which credits can be earned, refer to Board Policy 5460 in the Board Policy Manual, a copy of which is available electronically at hillmanschools.com or in the Principal's office.

Alternative Education Diploma

Hillman Community Schools offers an Alternative Education Diploma Program for students who may benefit from a flexible learning environment while continuing to work toward earning a high school diploma. This program is designed for students whose academic, personal, or scheduling needs are better supported through an individualized educational pathway.

The Alternative Education Diploma Program is delivered through Graduation Alliance, an online learning platform that provides students with the flexibility to complete coursework at their own pace while receiving support from school staff and Graduation Alliance mentors.

Students enrolled in the program will work toward meeting the requirements of the Michigan Merit Curriculum (MMC) or an approved alternative pathway as permitted under Michigan law. Individual learning plans are developed to ensure students are making progress toward graduation while meeting all applicable state and district graduation requirements.

Program expectations include:

- Students are expected to make consistent academic progress as outlined in their individualized learning plan.
- Coursework is self-paced, allowing students to move more quickly through material they have mastered or spend additional time on challenging concepts.
- Regular communication with assigned school staff and Graduation Alliance mentors is required.
- Students must demonstrate satisfactory progress to remain in good standing within the program.
- All district policies regarding attendance, academic honesty, student conduct, and technology use remain in effect while participating in the Alternative Education Program.

Students who successfully complete all required coursework and meet district graduation requirements will be awarded a Hillman Community Schools Alternative Education Diploma.

Placement in the Alternative Education Diploma Program is determined by the administration in consultation with the student, parent/guardian (if applicable), school counselor, and other appropriate staff. The district reserves the right to determine eligibility and continued participation based on student progress and program expectations.

Graduating Early

Students who wish to graduate early must complete all Michigan Merit and District's requirements. A written letter of request must be submitted to the building Principal one year prior to desired graduation if they want to walk with graduating class. Once a student chooses to

graduate and earns a diploma, they cannot remain in school for an additional year. Students will lose a year of potential athletic eligibility by opting for early graduation.

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. Hillman High School does not recognize the "Top Ten List" at the end of the school year for the graduating class. This practice would include any and all public disclosure, including the school web page, press releases, and/or social media posts.

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

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.

International Students

International exchange students wishing to receive a Hillman Community Schools diploma must complete all Michigan Merit requirements and district requirements. This can be done by testing out of classes or the creation of a Personal Curriculum. Since class rankings are meant to compare students who learned under similar conditions, International students shall not be ranked. International Students who do not complete the Michigan Merit requirements will receive a certificate of completion and be allowed to walk in graduation if they choose.

Postsecondary (Dual Enrollment) Options

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing the student meets the requirements established by law and by the District. Students at Hillman Community Schools typically start dual enrollment opportunities with 1 course their 10th grade year. Any interested student should contact the Principal or Student Success Coach to obtain the necessary information.

Participation in dual enrollment allows students to:

- Earn both high school and college credits simultaneously
- Explore college-level coursework
- Save time and money on future postsecondary education

Early Middle College

Regular attendance is an essential component to success for an early middle college (EMC) student. Students must have good attendance at high school as well as college. All attendance policies through the high school and college will be enforced, as well as those established by individual instructors. It is the student's responsibility to check each course syllabus for attendance information. The EMC staff will provide support for students; however, it is the responsibility of the student to know the attendance policy for each class and to notify their instructors if there is a conflict that will result in a student missing class.

Course content is determined by college faculty and administration. All courses are instructed by college faculty at the college level. Mature content may be included as part of class discussions and curriculum.

Students are expected to attend all college classes and it is the responsibility of the student to ensure that they have transportation to the college campus.

Please see the website for more information on Early Middle College and Athletics.

<http://www.ncaa.org/student-athletes/future-for-more-information>

Textbooks for Early Middle College Students will be provided by the school at zero cost to the student and family. These books will need to be returned after the course and will then become property of the school.

All fines, fees, materials, equipment needed for courses will be covered by Hillman Jr. Sr. High School. Materials will become property of the student upon successful completion of the course. If the course is not successful; the student/parent(s) will be responsible for refunding the school for the cost of equipment.

Work Based Learning

Quality Work-Based Learning (WBL) is demonstrated by a full continuum of experiences progressing in quality and intensity that is accessible to every student at some point during their program of study. To prepare a dynamic workforce for the future of Michigan, students need to be exposed to as many career options as early as possible. Students refine their career goals through coursework consistent with their career interest area, contextual learning, and career preparation while meeting academic and technical standards. The goal of WBL experiences is to provide more advanced real-world experiences that help students link their educational decisions to career options.

Work-based learning provides students with:

- Hands-on experience in a career field of interest

- Opportunities to develop professional skills and networks
- Insight into workplace expectations and responsibilities

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 4- Student Activities and Extracurriculars

Academic Standards for Participation

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 and the Main Office.
 - A. A part-time student is currently taking four or fewer 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, 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 their coach. During home games the student-athlete shall sit in street clothes with the team.
- 2. Extracurricular Activities/Clubs/Organizations
 - Students must meet all athletic academic eligibility requirements each marking period to participate in school-sponsored extracurricular clubs, organizations and their related activities.

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 must first make contact with the student success coordinator to discuss any legal requirements and obtain any documents. All students must have a valid work permit to obtain work opportunities.

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.

Extracurricular 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, T.B.B.A

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements for these organizations as they are not school sponsored groups.

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.

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 safeguarded, 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.

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 19 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*

Athletics Please see the Athletic Handbook for More Information

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-semester and four second-semester completions.
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.

NCAA College Bound Student-Athlete

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 the 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 the student success coordinator and/or athletic director send a final transcript with proof of graduation to the eligibility center via Parchment.

Discipline Policy for Extracurricular

Extracurricular 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 extracurricular 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 extracurricular 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 extracurricular 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 extracurricular discipline*

Section 5- Transportation

Bus Transportation to School

Transportation schedules 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. 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 Recording on Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and their 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. © 2020 NEOLA, Inc.

Self Transportation to School

Parking on school property is a privilege which can be revoked at any time. Students who are provided with the opportunity to ride school transportation are encouraged to do so. 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. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct and/or withdrawal of parking privileges.

Parking and Vehicle Registration

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. The registration cost is \$2.00. If the parking permit/tag is revoked for any reason, reissuing a new tag will cost \$5.00. All students must have a valid driver's license, registration, and proof of insurance. The parking tag must be placed on the rearview mirror and visible outside the vehicle. Additional vehicles may be registered under the same tag and students may use the same permit/tag on all vehicles.

Rules and Discipline

1. Students are to enter the parking lot via Coombs Road obeying the 15 MPH speed limit.
2. Vehicles are to be operated on designated roadways and parking lots only.
3. Vehicles are to be parked only in the designated student parking area between painted lines immediately upon arrival at the school.
4. The speed limit on District property is 5 MPH

5. Students must remain parked in the student section of the North parking lot during and after school hours.
6. Students may move to the athletic parking lot after dismissal and parent pick-up.
7. Students may not enter the staff parking lot at any time.
8. Vehicles may not be occupied or driven after arrival until the end of the school day without permission by principal.
9. Students are not to linger in their vehicles during school hours.
10. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Discipline for misconduct includes all disciplinary measures in the student discipline code and/or:

- 1st Offense - Warning
- 2nd Offense - Warning and Parent Contact
- 3rd Offense - Suspension of Driving Privileges (length determined by Principal)
- 4th Offense - Suspension of Driving Privileges for the remainder of School Year
- *The Principal has the final authority of all driving privileges and consequences.*

Section 6- 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 their 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.

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. Please use the attendance line and leave a message.
- Students reporting late must sign in at the front desk before going to class. They must have a pass to enter the classroom late.
- The office will record any absence unverified by a parent within 48 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 within 48 hours of the student returning to school.
- School-related absences must be verified by the event sponsor and a list provided to the office.
- Athletes must be in attendance to all scheduled classes throughout the day unless there is a doctor, funeral, or court note.

Tardiness

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they are to report to the school office before proceeding to their first

assigned location. Students who are more than 10 minutes late will be considered absent for that instructional period. A parent/guardian may, through a written note, email to the Office, or phone call to the Office, excuse their student's tardiness to their first period of the day. Tardies during the school day may only be excused by campus staff.

Corrective Action for Unexcused Tardiness

Students with 4 tardies will begin the consequences:

5th Tardy: Warning

6th Tardy: Parent Contact

7th Tardy: Disciplinary Referral with after school detention

Subsequent Offenses: Repeat offenders will continue to receive disciplinary referrals with assigned consequences from an administrator.

**Tardy count resets at the end of the semester.*

Skipping

Students presently at school but not inside their class or designated area within 10 minutes of the start of class will be considered skipping class and given a disciplinary referral.

Attendance and Truancy

Regular attendance is essential for student success. Students are expected to attend school every scheduled day and arrive on time for all classes. Missing instructional time may negatively impact academic progress, participation, and the ability to successfully complete course requirements.

Truancy

Unexcused absences from school or class (truancy) are not acceptable. Students who are truant may receive no credit for school work missed during the unexcused absence unless arrangements are approved by the teacher and administration.

Hillman Community Schools will monitor student attendance and follow a progressive truancy intervention process to support students and families in improving attendance.

The following steps will be taken when a student accumulates unexcused absences:

6 Unexcused Absences

- A truancy warning letter will be sent to the parent/guardian notifying them of attendance concerns.
- The school may begin communication with the student and family to identify barriers impacting attendance and provide support.

8 Unexcused Absences

- The formal truancy process will begin.
- A second notification letter will be sent to the parent/guardian.
- The school may develop an attendance improvement plan with the student and family.

12 Unexcused Absences

- A second truancy letter will be sent.
- A parent/guardian meeting with administration will be scheduled to review attendance concerns and develop a plan for improvement.

- Failure to attend the scheduled meeting may result in referral to appropriate authorities.

16 Unexcused Absences

- If the student continues to accumulate unexcused absences or fails to comply with the attendance improvement plan, a third truancy letter will be sent.
- The school will notify the appropriate truancy officer and/or authorities as required by law.
- Additional interventions may include alternative educational placement, loss of participation privileges, and other actions permitted by Board policy and Michigan law.

Failure to improve attendance may result in additional consequences, including but not limited to:

- Assignment to an alternative educational placement;
- Loss of participation in school activities, events, or extracurricular activities;
- Additional academic interventions;
- A poor work ethic/attendance-related grade when permitted by district grading practices;
- Referral to appropriate agencies;
- 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.

Absences That Do Not Count Toward Truancy

Certain absences are considered excused and will not count toward the truancy process when appropriate documentation or prior approval is provided. These absences may include:

- Illness verified by a parent/guardian or medical documentation when required;
- Medical, dental, or counseling appointments;
- Religious holidays, observances, or activities recognized by the student's faith;
- Funeral services, bereavement, or death of a family member or close individual;
- Court appearances or legal obligations;
- Required appointments with government agencies;
- College visits or approved post-secondary educational activities;
- School-sponsored activities, athletic events, or approved extracurricular activities;
- Military family obligations or events approved by administration;
- Other circumstances approved by the Principal or designee.

Parents/guardians are encouraged to communicate with the school regarding any absence as soon as possible. The school may request documentation to verify absences when necessary.

The Principal or designee has the authority to determine whether an absence qualifies as excused and whether additional attendance interventions are necessary. The goal of the attendance process is to support students and families while ensuring students receive the instructional time necessary for academic success.

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 access Google Classroom to complete missed assignments during the suspension and turn them in to the teacher upon their

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. Work is due back to the teacher related to the days out (5 days out = 5 days to turn in work)

- The student will be given credit for properly completed assignments and a grade on any made-up tests.

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. Instructional time is valuable, and in-person learning provides students with direct access to teacher guidance, class discussions, and hands-on activities that cannot be fully replicated through independent work. Teachers are not required to provide work in advance or recreate lessons for students who miss school due to vacations or non-emergency travel. While efforts will be made to support students upon their return, it is important to understand that some learning experiences may not be recoverable. Students will have 5 days from the return of vacation to get all work from their absence turned into the teachers. Extended absences for vacation may impact a student's academic progress, participation grades, and understanding of course material. We appreciate your partnership in prioritizing daily attendance and the educational opportunities provided in the classroom. © 2020 NEOLA, Inc.

Section 7- 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.

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.

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 of Hillman Community Schools, 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
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 in a referral.

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, 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.

Weapon Free School

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. 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. Skirts, dresses, and shorts may be no shorter than mid-thigh. Athletic attire (cheerleading skirts must have shorts underneath, to meet dress code guidelines).
4. Cleavage should not be readily exposed.
5. Tops must not show off midriff section and should meet the top of pants. The top must not be spaghetti straps or show the entire back of a student.

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. © 2020 NEOLA, Inc.

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 pervasive 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 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.

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 conduct an investigation before imposing any corrective action. Only the principal or 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 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 or 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 their 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/caregivers of the charges. The student will then be given an opportunity to explain their 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 their parent(s) 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 extracurricular 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.

Discipline Suspension/Expulsion

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.

Disciplinary Response

The school is committed to maintaining a safe, respectful, and inclusive learning environment for all students. When behavioral concerns arise, disciplinary responses are guided by the nature and context of the behavior, with an emphasis on accountability, reflection, and growth.

In-School Suspension (ISS) and Out-of-School Suspension (OSS) are assigned based on the severity, frequency, and impact of a student's actions:

- ISS may be used for moderate violations of the Code of Conduct where the student would benefit from remaining in the school environment under supervision, allowing continued access to academic support.
- OSS may be assigned for more serious or repeated violations where temporary removal from the school setting is deemed necessary to ensure the safety and well-being of others.

Restorative practices are a key part of our approach to discipline. Whenever possible, the school uses restorative conversations, circles, or conferences to address harm, rebuild trust, and repair relationships. These practices may be used independently or alongside ISS/OSS, depending on the situation.

Administration considers each incident individually, taking into account intent, impact, student history, and opportunities for restoration. The goal is to foster learning and growth through discipline, not merely to punish.

Long Term Suspension/Expulsion

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 their parent(s), legal counsel, and/or by a person of their 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 their 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 is 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.

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.).

Disruption of the educational process

Any actions or manner 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.

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.

Search and Seizure

Search of a student and their 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. Students who wish to lock their locker may purchase a school-approved lock from the Main Office for \$5.00. The \$5.00 deposit will be refunded at the end of the school year when the lock is returned. Personal locks are not permitted. Only school-issued locks may be used on student lockers.

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.

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, analogues or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

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. © 2020 NEOLA, Inc.

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.

- 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.

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. © 2020 NEOLA, Inc.

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.

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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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, cell phone, personal digital assistant, computer, or wireless handheld 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 who 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 employees, 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 unwelcome 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 unwelcome 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, or 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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Title IX Harassment

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

NEOLA Policy #2264 and # 2266

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

Final Authority: Administration

The Principal and school administration have the final authority in determining appropriate disciplinary action for student conduct violations. While the Code of Conduct provides guidelines for possible consequences, each situation will be reviewed individually based on the circumstances, severity of the behavior, student history, intent, impact on others, and any other relevant factors. Due to student privacy laws and confidentiality requirements, the school is unable to share specific disciplinary information regarding another student. However, the administration is committed to addressing all concerns brought forward and taking appropriate action to maintain a safe, respectful, and productive learning environment for all students.

The Principal and administration will make every effort to be fair, consistent, and honest in disciplinary decisions while maintaining the necessary authority to provide structure, safety, and control within the school building. All decisions will be made with the goal of supporting student growth, protecting the rights and safety of others, and ensuring that Hillman Community Schools remains a positive environment where all students can learn and succeed.

Section 8- Offenses and Discipline Levels

Offenses

1. Academic Dishonesty

Cheating, plagiarism, unauthorized use of artificial intelligence, copying another student's work, sharing answers, altering academic records, or any other form of academic misconduct. 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. © 2020 NEOLA, Inc. Possible Discipline Levels: Level 1–3

2. Alcohol

Possessing, using, distributing, selling, or being under the influence of alcoholic beverages.

1st violation:

- confiscation of alcohol
- notification of parents or guardians,
- student participation in alcohol 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 alcohol
- 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 alcohol
- 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)

3. Arson

Intentionally setting or attempting to set fire to school property or property belonging to others.
Administrative Review Process

4. Assault

Attempting to cause, threatening to cause, or causing physical injury to another person, including physical attacks or unwanted physical contact. 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). Possible Discipline Levels: Level 3–5; Administrative Review Process

5. Bullying

Repeated written, verbal, physical, social, or electronic behavior intended to intimidate, harm, or create a hostile educational environment. 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). Possible Discipline Levels: Level 2–5; Administrative Review Process

6. Bus Misconduct

Failing to follow transportation rules, refusing directions from transportation personnel, creating unsafe conditions, or damaging transportation equipment. 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. © 2020 NEOLA, Inc. Possible Discipline Levels: Level 1–4

7. Cell Phone and Electronic Communication Device Violations

Unauthorized use of cell phones, smart watches, tablets, cameras, or electronic devices in violation of district policy. Use of communication devices, except those approved by a teacher or administrator, at any other time is prohibited and they MUST be powered completely off (not just set to silent or vibrate mode) and stored out of sight. Policy: PO5136

1. Upon entering the classroom all students must have the device completely shut off and will place their cell phone into the classroom holder for the entire class period.
2. The student may leave their device in their locker and choose not to bring it into the classroom.
3. NO devices will be allowed on a student's person while in a classroom.
4. If the student refuses to place their device in the holder inside the classroom; they will be sent to the office for insubordination.
5. The school is not responsible for lost or damaged devices.
6. Consequences will be progressive according to the student's current status

First Offense: Refusing to Place Phone in Holder/Shut off completely:

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

Second Offense: Refusing to Place Phone in Holder/Shut off completely:

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

Third Offense: Refusing to Place Phone in Holder/Shut off completely:

- The student's cell phone 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 cell phones 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.

Cell Phones are prohibited from the bathroom and/or the locker rooms. Any student caught with their cell phones in these locations will be issued a 5-day Out-of-School Suspension.

8. Cheating/Copyrighted Materials

Unauthorized use, copying, distribution, or possession of copyrighted materials. 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. © 2020 NEOLA, Inc Possible Discipline Levels: Level 1–3

9. Computer, Network, and Device Misuse

Violating the Acceptable Use Policy, including unauthorized access, inappropriate online activity, bypassing security measures, or damaging technology. Students/Parents will be billed monthly for damages. Possible Discipline Levels: Level 2–5

10. Coercion

Using threats, intimidation, pressure, or force to influence another person to act against their will. Possible Discipline Levels: Level 3–5

11. Criminal Acts

Engaging in conduct that violates federal, state, or local laws when the behavior impacts school safety or the educational environment. Possible Discipline Levels: Level 3–5: Administrative Review Process

12. Criminal Sexual Conduct

Any conduct involving sexual contact, sexual behavior, or acts that violate criminal sexual conduct laws. 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). Possible Discipline Levels: Level 4–5: Administrative Review Process

13. Damage to Property/Theft

When a student is caught damaging/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/damaging may result in suspension or expulsion. © 2020 NEOLA, Inc. Possible Discipline Levels: Level 2–5

14. Defiance/Failure to Comply with Directions of School Personnel

Refusing reasonable directions from teachers, administrators, support staff, transportation personnel, or other authorized employees. Possible Discipline Levels: Level 1–4

15. Disruption of School

Behavior that interferes with instruction, learning, activities, or school operations. Possible Discipline Levels: Level 1–4

16. Failure to Cooperate

Refusing to participate in investigations, interfering with staff efforts, or refusing to work toward resolving behavioral concerns. Possible Discipline Levels: Level 1–4

17. False Allegations

Knowingly making false accusations or reports against another person. Possible Discipline Levels: Level 2–5

18. False Alarms

Making false emergency reports, activating alarms without cause, or falsely reporting threats or emergencies. Possible Discipline Levels: Level 3–5: Administrative Review Process

19. Fighting

Mutual participation in physical aggression. Students involved in fighting will receive: ten (10) days Out-of-School Suspension (OSS) Additional consequences may include: Parent/guardian conference, Referral to law enforcement, Restitution for damages or injuries, Recommendation for expulsion when warranted by the severity or repeated nature of the incident
The administration reserves the right to investigate all incidents thoroughly, including the review of video footage, student statements, and staff reports, in determining disciplinary consequences.

20. Fireworks, Explosives, and Chemical Substances

Possessing, using, distributing, or threatening to use fireworks, explosives, incendiary devices, or harmful substances. 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 their 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 devices 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.)

Possible Discipline Levels: Level 3–5: Administrative Review Process

21. Forgery/Falsification

Altering documents, falsifying records, signing another person's name, or providing false information. Possible Discipline Levels: Level 2–4

22. Gambling

Participating in betting, wagering, or games of chance. Possible Discipline Levels: Level 1–3

23. Gang Activity

Participating in, promoting, recruiting for, or displaying gang-related behavior. Possible Discipline Levels: Level 3–5: Administrative Review Process

24. Harassment

Unwelcome verbal, physical, written, or electronic conduct that creates a hostile environment. 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). Possible Discipline Levels: Level 2–5: Administrative Review Process

25. Hazing

Activities that endanger physical or mental health as part of joining or maintaining membership in a group. 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). Possible Discipline Levels: Level 3–5: Administrative Review Process

26. Improper Communication (Including Threatening Communication)

Threatening, intimidating, harassing, obscene, or disruptive communication. 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). Possible Discipline Levels: Level 2–5: Administrative Review Process

27. Inappropriate Language

Profanity, vulgar language, obscene gestures, or disrespectful remarks. Possible Discipline Levels: Level 1–3

28. Indecency

Inappropriate exposure, gestures, displays, or behavior inconsistent with school expectations. Possible Discipline Levels: Level 2–5

29. Inappropriate Physical Contact

Unwanted, disruptive, or inappropriate physical contact. 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). Possible Discipline Levels: Level 1–4: Administrative Review Process

30. Leaving Campus Without Permission

Leaving school grounds or assigned areas without authorization. Possible Discipline Levels: Level 2–4

31. Look-Alike Weapons

Possessing or displaying objects that resemble weapons. 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 their 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 devices 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.)

Possible Discipline Levels: Level 3–5: Administrative Review Process

32. Misconduct Prior to Enrollment

Serious misconduct occurring before enrollment that impacts school safety or operations.

Possible Discipline Levels: Level 3–5

33. Personal Protection Devices

Possessing or using items designed to cause injury or incapacitation. Possible Discipline Levels: Level 3–5

34. Recording and Broadcasting

Unauthorized recording, photographing, livestreaming, or sharing school-related audio/video.

Possible Discipline Levels: Level 1–4

35. Reckless Behavior

Conduct creating unreasonable risk of harm, injury, or property damage. Possible Discipline Levels: Level 2–5

36. Sexual Misconduct

Inappropriate sexual behavior, harassment, or unwanted sexual contact. Possible Discipline Levels: Level 3–5: Administrative Review Process

37. Smoking, Tobacco, and Vaping and Drugs

Possessing, using, distributing, or selling tobacco, nicotine products, or vaping devices.

1st violation:

- confiscation of tobacco, drugs or vaping products
- notification of parents or guardians,

- student participation in tobacco, drugs 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, drugs or vaping products
- 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, drugs 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)

38. Suspended Students on School Property or at School Activities

Being on school property or attending activities while suspended without administrative approval. Possible Discipline Levels: Level 3–5

39. Threats and Intimidation

Making verbal, written, electronic, or physical threats. Possible Discipline Levels: Level 3–5:
Administrative Review Process

40. Trespassing/Loitering

Being on school property without permission or remaining in unauthorized areas. Possible Discipline Levels: Level 2–4

41. Truancy

Being absent from school or class without permission. Possible Discipline Levels: Level 1–3

42. Unauthorized Areas

Entering restricted areas without authorization. Possible Discipline Levels: Level 1–3

43. Violation of Building Rules and Regulations

Failure to follow established school procedures, expectations, safety rules, or administrative directives. Possible Discipline Levels: Level 1–4

44. Weapons

Possessing, using, transferring, or threatening to use a weapon or dangerous instrument. 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 their 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 devices 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.)

Possible Discipline Levels: Level 4–5: Administrative Review Process

45. Other Conduct

Any behavior that violates Board policy, threatens safety, disrupts learning, or interferes with school operations. Possible Discipline Levels: Level 1–5

Discipline Level Definitions

The following discipline levels are guidelines for assigning consequences. The administration may consider the severity of the behavior, intent, student age, disciplinary history, frequency of the behavior, cooperation, impact on others, and other relevant circumstances when determining appropriate consequences. Depending on the severity, the School Resource Officer may be contacted and additional consequences may arise. The Superintendent and School Board may be involved depending on the severity and safety/security of staff and students.

Level 1 – Minor Offense

- Teacher/student conference
- Warning
- Parent/guardian contact
- Classroom intervention
- Restorative conversation
- Loss of classroom privileges

Level 2 – Moderate Offense

- Parent/guardian contact
- Detention
- Restorative practices
- Behavior plan
- Loss of privileges
- Administrative conference

Level 3 – Serious Offense

- Administrative referral
- Detention
- In-school suspension
- Restitution
- Behavior contract
- Parent/guardian meeting

Level 4 – Major Offense

- Extended detention
- In-school suspension
- Out-of-school suspension
- Restorative action
- Referral to support services
- Other administrative consequences

Level 5 – Severe Offense

- Long-term suspension
- Recommendation for expulsion
- Law enforcement notification when required or appropriate
- Other actions permitted by Board policy and Michigan law

Administrative Review of Major Offenses

Certain serious offenses require additional review due to the potential impact on student safety, the school environment, and the district community. When a student is involved in a major offense, the Principal will notify the Superintendent and initiate an administrative review process. The Superintendent and/or Board of Education may be involved as required by Board policy, State law, or the severity of the incident.

Offenses that may require automatic review include, but are not limited to:

- Arson or attempted arson
- Possession, use, or threat of use of a weapon
- Criminal sexual conduct
- Assault resulting in serious injury or significant safety concerns
- Explosive devices, fireworks, or dangerous chemical substances
- Threats of violence toward students, staff, or the school community
- Major acts of vandalism resulting in significant property damage
- Criminal acts occurring on school property or at school-sponsored activities
- Any behavior that creates a significant threat to the safety and security of the school environment

Administrative review may include a review of the incident, student history, safety concerns, legal requirements, Board policies, and possible disciplinary outcomes. Consequences may include suspension, long-term suspension, recommendation for expulsion, referral to outside agencies, law enforcement notification when required or appropriate, and other actions permitted under Board policy and Michigan law.

While maintaining student confidentiality as required by law, the district will communicate with appropriate parties regarding the steps being taken to address serious incidents. The goal of the review process is to ensure decisions are fair, consistent, and focused on maintaining a safe, secure, and supportive learning environment for all students and staff.

Section 9- Additional Information and Forms

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.

Forms found in the Main Office

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

1. Title VI, IX, 504 Grievance Form 2260 F@
2. Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
3. Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
4. Notification to Parents Regarding Student Records Form 8330 F9
5. Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
6. Parent/Student Acknowledgement of Student Handbook Form 5500 F1
7. Authorization for Prescribed Medication or Treatment Form 5330 F1
8. Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a

9. Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
 10. Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
 11. Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
 12. Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13
- Parent Notification Regarding Student Records. Form 8330F9

Hillman Community Schools Cell Phone & Communication Device Policy Acknowledgment Form

Grades 6–12 Board Policy 5136

Hillman Community Schools recognizes that communication devices are an important part of everyday life. However, the use of cell phones and personal electronic devices during the school day must not interfere with student learning, classroom instruction, safety, or the educational environment.

Students and families are expected to review and understand the following expectations.

Cell Phone Policy Expectations

Students may use communication devices:

- Before and after school;
- During their lunch break;
- Between classes, as long as the device does not create a distraction, disruption, or otherwise interfere with the educational environment;
- During after-school activities or school-related functions when permitted.

Use of communication devices at any other time, unless specifically approved by a teacher or administrator, is prohibited.

Classroom Expectations

Upon entering the classroom:

- Students must have their cell phone or communication device completely powered off (not just silenced or placed on vibrate).
- Students must place their device in the designated classroom holder for the entire class period.
- Students may choose to leave their device in their locker and not bring it into the classroom.
- No cell phones or communication devices are permitted on a student's person while in the classroom.

If a student refuses to place their device in the classroom holder or refuses to completely power off the device, the student will be sent to the office for insubordination.

The school is not responsible for lost, stolen, or damaged electronic devices brought to school.

Progressive Consequences

Consequences for violations will be progressive and based on the student's current disciplinary status.

First Offense

Refusal to place phone in holder or completely power off device – INSUBORDINATION

- Students may retrieve the phone/device from the office at the end of the school day.

Second Offense

Refusal to place phone in holder or completely power off device – INSUBORDINATION

- Parents/guardians must pick up the phone/device from the office at the end of the school day.

Third Offense

Refusal to place phone in holder or completely power off device – INSUBORDINATION

- Students will be required to check their cell phone/device into the office each morning.
- The device will be returned to the student at the end of each school day.

Fourth and Subsequent Offenses

- The student will no longer be permitted to bring their cell phone/device onto the school campus.

Refusal to Comply

If a student refuses to turn in their phone/device or refuses to follow the Cell Phone Policy, the student may be assigned Out-of-School Suspension (OSS) at the discretion of the Principal.

Cell Phones in Restricted Areas

Cell phones and communication devices are strictly prohibited in:

- Bathrooms

- Locker rooms

Any student found with a cell phone or communication device in these locations will receive a 5-day Out-of-School Suspension due to the privacy and safety concerns associated with these areas.

Acknowledgment of Understanding

By signing below, we acknowledge that we have reviewed and understand the Hillman Community Schools Cell Phone & Communication Device Policy (Board Policy 5136).

We understand that:

- Cell phones and electronic devices are a privilege, not a right, during the school day.
- Students are responsible for following all expectations regarding device use.
- Failure to comply with the policy may result in disciplinary consequences, including suspension.
- The school is not responsible for lost, stolen, or damaged devices.

Student Name (Print): _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Hillman Community Schools Student Handbook & Code of Conduct Acknowledgment Form

Grades 6–12

Dear Parents/Guardians and Students,

The Hillman Community Schools Student Handbook and Code of Conduct are designed to provide students and families with important information regarding school expectations, policies, procedures, student responsibilities, and disciplinary guidelines. These documents help ensure that all students have the opportunity to learn in a safe, respectful, and productive environment.

By signing below, we acknowledge that we have received, reviewed, and understand the information contained within the **Hillman Community Schools Student Handbook** and the **Student Code of Conduct**.

We understand that:

- It is the responsibility of both the student and parent/guardian to read and understand the expectations, rules, and procedures outlined in the Student Handbook and Code of Conduct.
- Students are expected to follow all school rules, Board of Education policies, and staff directions while attending school, participating in school activities, riding school transportation, or representing Hillman Community Schools.

- The Student Code of Conduct provides guidelines for student behavior and possible disciplinary consequences. The administration may consider individual circumstances when determining appropriate responses to student behavior.
- The Student Code of Conduct may be amended, updated, or revised throughout the school year as needed due to changes in Board policy, state requirements, safety concerns, or district procedures.
- It is the responsibility of the parent/guardian and student to be aware of and understand any amendments or updates made to the Student Handbook or Code of Conduct during the school year.
- Updated information and changes will be communicated through appropriate school communication methods.

We understand that failure to review or become familiar with handbook updates does not excuse a student from following school expectations and policies.

This signed acknowledgment form must be completed and returned to the **Hillman Community Schools Front Office**.

Acknowledgment of Understanding

By signing below, we confirm that we have received access to the Hillman Community Schools Student Handbook and Student Code of Conduct, have had the opportunity to review the information, and understand the expectations and responsibilities outlined within these documents.

Student Name (Print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____