

HILLSDALE HIGH SCHOOL

HANDBOOK



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*Welcome to **Hillsdale High School**. All the members of the staff and I are pleased to have you as a student and will work with you and your parents to do whatever it takes to help make your high school experience productive and successful.*

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Michelle Milnes, Academic Counselor	Ext. 257
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Shawn Vondra, Superintendent of Schools 517-437-4401



Continuously Accredited Since 1909-2018

NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2013. If you have questions or would like more information about a specific issue or document, contact your Superintendent, school principal, or access the document on the District's website: www.hillsdaleschools.org by clicking on "Board of Education" and then clicking on "Board of Education Policies" and finding the specific policy or administrative guidelines.

updated: 6/15/2018

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Back Cover

Board of Education
Central Office Personnel

Enrollment: Approximately 431 students
Class B
Colors: Maize and Blue
Mascot: Hornet

**School Song:**

Here's to our colors,
The Maize and Blue;
Loyal allegiance,
We pledge to you;
Through storm and sunshine
We'll carry on to victory.
We will protect you,

With all our might,
Till we have conquered,
And won the fight;
Now and forever,
We'll cherish you;
The Maize and Blue

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board's policies and the school's rules as of June 2009. If any of the policies or administrative guidelines referenced herein are revised after June 2009, the language in the most current policy or administrative guideline prevails (Form 5500 F1).

District Vision

Hillsdale Community Schools will collaborate with stakeholders to pursue and provide excellence in education by utilizing research and best practices.

District Mission

Hillsdale Community Schools provides an aligned curriculum within a climate of mutual respect, enthusiastically challenging all students to achieve college and career awareness.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

**Shawn Vondra
Superintendent
437-4401**

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 (Form 2260 F2).

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes;
- B. providing a mutually supportive school and home environment which encourages learning.

SCHOOL DAY

Classes for students begin at 8:05 a.m. Afternoon dismissal is at 2:50 p.m. Students are allowed to enter the building at 7:35 a.m. and must leave school and go home directly after dismissal unless they are involved in a special after-school activity. The school office is open continuously from 7:30 a.m. until 4:00 p.m. Monday – Thursday. On Fridays the office hours are 7:30 a.m. until 3:30 p.m.

DAILY SCHEDULE OF CLASSES

1 st Period	8:05 – 9:29
2A Period	9:37 – 10:27
2B Period	10:34 – 11:24
Lunch	11:24 – 11:54
3 rd Period	11:54 – 1:18
4 th Period	1:26 - 2:50

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

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

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

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

WELLNESS

The Board of Education recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. [Policy 8510]

The effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be

necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

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

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

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

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations

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

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

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

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

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

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Hillsdale High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, filled our district survey, 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 their child's Guidance Counselor for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. However, students who have been absent for ten (10) consecutive days verification from home will be dropped from the active student roll and withdrawn from all classes. Any student dropped due to attendance must meet with the principal to re-enroll.

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 the office secretary or principal.

EMERGENCY MEDICAL AUTHORIZATION

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.

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

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 could be adjusted to avoid administering medication during school hours.

- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually (Form 5330 F1c).

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form (5330 F1a) that is available at the school office. A physician does not have to authorize such medication.

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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, MERSA, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality (Form 8453.01 F5).

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) 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 also 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 your child's teacher, guidance counselor, or Dean of Students to inquire about evaluation procedures and programs (Form 2260 F2 & F8).

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact their child's teacher, guidance counselor, or Dean of Students to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information (Form 8330 F9).

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”:

- Student’s name;
- Address;
- Telephone number;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- Dates of attendance;
- Date of graduation;
- Awards received;
- Honor Rolls;
- Scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found at www.hillsdaleschools.org under Board Policies, or by calling Central Office Administration at 437-4401 (Form 8330 F13). Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. The school district shall not permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. 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 high school principal or his/her designee. 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 un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her 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 his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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 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 after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

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

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

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 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, parents, and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States. Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

MICHIGAN “CHILD PROTECTION LAW”

This law states that school administrators, counselors, teachers, and staff must report suspected child abuse and neglect. Child abuse means harm through non-accidental physical injury or mental injury, sexual abuse, or maltreatment. Child neglect means harm or threatened harm, which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care. Verbal reports of suspected abuse or neglect must be made immediately by the person(s) suspecting the abuse.

STUDENT FEES, FINES, AND SUPPLIES

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

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152) 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. Others may need their use. Failure to pay fines, fees, or charges may result in the loss of participation in some school programs, such as commencement exercises. Fees may be waived in situations where there is financial hardship.

STUDENT FUND-RAISING

- Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines and with approval by the Principal. The following general rules will apply to all fundraisers.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- 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.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

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 safekeeping 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 school participates in the National School Lunch Program and makes breakfast and lunches available to students. A la Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. ***No student shall be allowed to leave school premises during the lunch period without specific permission granted by the principal and parents.*** New guidelines are in effect for school lunches this year which will provide you with a healthier meal, all meals ***MUST*** include a minimum of ½ cup of fruit or vegetables. Any student who does not choose a fruit or vegetable (including students who receive free and reduced price meals) will be charged full ala carte prices for the meal.

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

The universal breakfast program will be offered all school year. Universal breakfast, which is free to all students, is served daily in each school. Breakfast service begins approximately 25 minutes before the first bell rings. Breakfast choices include milk, juice, fruit and an entrée such as pancakes or yogurt. There are also snack bags available after school in The Hive and takeaway meals for any sports team or other school sponsored activity.

Charging of meals is not allowed. Parents should keep each child's lunch account up-to-date. A weekly or monthly check written out to the child's school is suggested as a good way to maintain the account. If a student desires to eat a school provided meal but does not have cash, or money in his/her account, the student may be served an alternate meal. Information about lunch assistance programs is available in each school office and on the district's website. www.hillsdaleschools.org

FIRE, TORNADO AND LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

EMERGENCY CLOSINGS AND DELAYS

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

Radio Station: WCSR 92.1 FM/1340 AM

TV Stations: WTVG – 13, WILX – 10, FOX 47

Parents and students are responsible for knowing about emergency closings and delays. Also, parents and students will be notified by phone with the Instant Alert system. Please have updated phone and cell phone numbers on file in the school office.

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. Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG **8431A** in addition to requirements established by the State. S/He shall provide written notification each year, prior to any application, to all parents and staff members that a pesticide is applied, the type of pesticide and its potential side effects, the location of the application, and the date of the application.

VISITORS

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

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

BOOK BAGS AND BACKPACKS

Book bags and backpacks are to be kept in lockers during the school day and will not be allowed in class.

COUNSELING

The HHS Counseling Department provides services that are designed to promote and facilitate the academic, vocational, personal and social development of students enrolled in Hillsdale High School. To address and meet students' needs, the counselor and School Success worker assists and works closely with parents, teachers, staff and administration.

The fundamental goal of counseling is to help students understand and accept themselves, become more aware of their alternatives and learn effective problem-solving and decision-making skills leading to increased maturity, greater self-direction and assumption of individual responsibility.

Counselors assist students with course selection/program planning, understanding and interpreting test results, post-high school plans, career exploration, self-discovery, personal problems, and classroom difficulties.

Scholarship information is made available to seniors by mailings and daily announcements. In addition, scholarship information is available in the Guidance Office.

Financial Aid workshops will be offered at Hillsdale High School for interested parents of juniors and seniors. This special program focusing on the financial aid process is usually presented in December. Parents will be notified by a separate mailing with the time and date of this program.

Throughout the year, representatives from colleges, the military and technical schools will visit HHS to meet with interested students. The Guidance Office notifies students about which colleges will be represented and the time of the visit. Representatives usually meet in available conference rooms or at Central Office. Students must get a pass prior to the time of the visit in order to be excused from class to attend the session scheduled.

HHS juniors and seniors are encouraged to attend the College Fair & Career Night program held at the Hillsdale College Biermann Center (Track/Tennis Facility) sponsored by the Community Foundation. College representatives from approximately 30 colleges and universities, along with representatives from the various branches of the Armed Forces, will present information and answer questions. For more information, see your Guidance Counselor.

General information regarding all branches of military service is available in the Guidance Resource Center. Military recruiters make regular visits to the school to talk with students about military service.

Reminder: All young men need to register with the Selective Service upon turning 18 years of age. Forms are available at the Post Office.

Guidance and Counseling Department Informed Consent Policy

The counseling philosophy at Hillsdale High School is an open door policy. We are pleased to serve you to the best of our ability whenever possible.

We believe and support the American Counselor Association premises that:

1. Each person has the right to respect and dignity as a unique human being and to counseling services without prejudice as to person, character, belief or practice.
2. Each person has his or her right to self-direction and self-development.
3. Each person has the right of choice and the responsibility for decisions reached.
4. Each person has the right to privacy and thereby their right to expect the counselor-client relationship to comply with all laws, policies and ethical standards pertaining to confidentiality.

Confidentiality

No client information will be released except in:

1. Cases in which clients pose a clear and imminent danger to themselves or others.
2. Cases in which clients give written consent and their records are released to themselves or a third party.
3. Cases in which a court orders a counselor to release information to a specific court or judge.
4. Cases in which the client is a victim or perpetrator of child abuse or neglect.
5. Cases which involve the total educational picture and involve necessary communication to ensure continuing educational support of the student.

Statement of Compliance with Federal Law

Hillsdale High School complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of Hillsdale High School that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or in any program or activity to which it is responsible or for which it received financial assistance from the U.S. Department of Education.

IMPORTANT GRADE LEVEL INFORMATION

Seniors: Early in the school year, counselor will meet with seniors in groups to review graduation requirements and future plans. College selection, application, admission requirements, testing and possible career choices are among the topics discussed. Throughout the year, counselors will be available for individual conferences to help seniors develop post high school plans and complete necessary applications.

Juniors: Juniors and their parents will be informed by newsletter or appointment about senior curriculum and the college selection process. College-bound students are encouraged to take at least one Advanced Placement (AP) course and the PSAT/NMSQT test in October. All Juniors will take all of the components of the Michigan Merit Exam, which consists of the SAT, Work Keys, and M-Step sections of Social Studies, Science, and Math.

Sophomores: At some point during the late fall or winter months, a career exploratory exercise will be conducted by counselors with tenth graders as part of a career awareness emphasis. In subsequent small group conferences, counselors will assist students in an interpretation of the results, helping them determine what career clusters correlate with their interests and refer them to sources of occupational information. All sophomores take the PSAT 10 test in November.

Freshmen: All Freshmen will be required to complete all requirements of the Michigan Merit Curriculum in order to graduate and receive a diploma. Counselors will meet with students to help them outline their courses for their high school career. Freshmen will take the MEAP Social Studies test.

CAREER AND TECHNICAL EDUCATION

Students who want to learn a particular trade may choose to apply to Allied Health (ISD), Hillsdale Beauty College or Building Trades and Manufacturing Technology (ISD), or a variety of other career and technical classes offered by the Hillsdale Intermediate School District. Most courses offered are two-year programs taken during the junior and senior years. Sophomores will be invited in the spring to learn more about and observe the programs first hand.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is outside the Receiving Room. Other valuable may be turned into the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school unless given permission by a school secretary. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD's)

Administrative guidelines regarding cell phones:

- A. Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them "On" during instructional time. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose without permission.

- B. Students are not permitted to wear their cell phones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones or ECDs in a purse, or inside a pocket of slacks, jeans, jacket, etc.
- C. Cell phones or ECDs may not be “On” or otherwise used in the school locker rooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones.
- D. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
- E. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs as well as other student property. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECDs in their possession, they should not leave them unattended or unsecured. They are a popular theft item.

Using a cell phone or other ECD in an unauthorized manner or in violation of the policy, may result in disciplinary action, which may include confiscation of the cellular telephone or ECD, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences, as appropriate.

1st offense – phone confiscated with student to pick it up in the office after school.

2nd offense – phone confiscated with parent picking up phone in office after school.

Please refer to item #25 of the Student Discipline Code.

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 receipt.

SECTION II – ACADEMICS

ACADEMIC HONESTY

The Board of Education recognizes its responsibility to assure that all students are given the opportunity to develop scholastically in an environment that encourages honor and honesty. The Board believes that any student who participates in academic dishonesty should be disciplined quickly and appropriately. It is important that each student understands the gravity of academic dishonesty at an early age and that the importance of honesty in scholastics, as in all undertakings, be reiterated at each grade level, kindergarten through twelfth, each year. Academic dishonesty may result in a zero grade on the assignment.

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.

GRADES

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

The school uses the following grading system

A = Excellent achievement	B = Good achievement
C = Satisfactory achievement	D = Minimum-Acceptable achievement
F = Failure	I = Incomplete
S = Satisfactory achievement	U = Unsatisfactory achievement

GRADING SCALE

A= 100-93%	A- =92-90%	
B+ = 89-87%	B= 86-83%	B- = 82-80%
C+ = 79-77%	C= 76-73%	C- = 72-70%
D+ = 69-67%	D= 66-63%	D- = 62-60%
F = 59% and below		

Advanced placement courses are given the following additional weight: *One additional honor point is awarded.*

Preparation for the World of Work

One of the District's goals is to prepare students to enter the world of work. The Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed.

Grade Point Average

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

Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. Additionally, progress reports and parent/teacher conferences will be provided midway through each of the first three quarters.

PROMOTION, PLACEMENT, AND RETENTION

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

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. Special Education students may still need to earn the required credits indicated by the I.E.P.

Specific course requirements are:

English	8 credits
Mathematics	6 credits
Science	6 credit(s)
Social Studies	7 credits
Fine and Practical Arts	2 credits
Phys. Ed.	1 credit
Health	1 credit
Computers	2 credit
Other Physical Education	1 credit
<u>Electives</u>	<u>22 credits</u>
Total	56 credits

Michigan Merit Diploma

Beginning with the Class of 2011 all students must successfully complete the state mandated **Michigan Merit Diploma** requirements.

Requirements are:

Michigan High School Graduation Requirements (18 Credits)

ENGLISH LANGUAGE ARTS (ELA) – 4 Credits

- Proficiency in State Content Standards for ELA (4 credits)

MATHEMATICS – 4 Credits

- Proficiency in State Content Standards for Mathematics (3 credits); and

- Proficiency in district approved 4th Mathematics credit options (1 credit) (Student MUST

have a Math experience in their final year of high school.)

ONLINE LEARNING EXPERIENCE

- Course, Learning, or Integrated Learning Experience.

PHYSICAL EDUCATION & HEALTH – 1 Credit

- Proficiency in State Content Standards for Physical Education and Health (1 credit); or
- Proficiency with State Content Standards for Health (1/2 credit) and district approved extracurricular activities involving physical activities (1/2 credit).

SCIENCE – 3 Credits

- Proficiency in State Content Standards for Science (3 credits); or
- Beginning with the Class of 2015: Proficiency in some State Content Standards for Science

(2 credits) and completion of a Department approved formal Career and Technical Education

(CTE) program (1 credit).

SOCIAL STUDIES – 3 Credits

- Proficiency in State Content Standards for Social Studies (3 credits).

VISUAL, PERFORMING, AND APPLIED ARTS – 1 Credit

- Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit).

WORLD LANGUAGE – 1 Credit (Effective with students entering 3rd Grade in 2006)

- Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
- Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a Department approved formal Career and Technical Education program Plus Hillsdale High School Electives

Personal Curriculum

Any adaptations/modifications to the above requirements must be made by developing a Personal Curriculum, as needed with the exception of the World Languages requirement for the class of 2022.

In January 2007, the Michigan legislature passed laws related to high school graduation requirements. These requirements are called the Michigan Merit Curriculum (MMC). The MMC contains more rigorous standards for graduation with a high school diploma. The MMC must be followed for all students in the State of Michigan beginning with the graduating class of 2011.

The goal of the MMC requirements is that it will improve the quality of education for ALL Michigan public high school students. However, some students have special talents and interests that warrant additions to the curriculum. Other students may have disabilities that require some accommodations to keep the MMC meaningful and fair. If you believe your son or daughter needs a Personal Curriculum, you may request for your student to be considered for a PC. Once a request is made, a team is formed to determine what curriculum changes (if any) are appropriate. The MMC requirements and allowable PC modifications are available online:

http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html.

The new MMC law requires the following when considering a Personal Curriculum:

- The PC must be requested by the parent, student or school personnel.
- The PC may not be needed if the MMC for a student can be addressed with other reasonable arrangements.

- When needed, PC is written by a group of knowledgeable people that includes the parent and school staff.
- The PC must adhere to the MMC content standards as much as is possible for the student. In other words, the essential content expectations for graduation must still be met.
- The PC may exceed the requirements of the Michigan Merit Curriculum.
- The PC may contain some special provisions for students with documented disabilities.
- The PC must be approved by the superintendent of the school district.
- The PC may be adjusted during the course of the student's high school education using the same process, as appropriate. For more information about the personal curriculum, or to make a request for a PC for your students, please contact the high school counselor.

DUAL ENROLLMENT

Any student in grades 8-12 may enroll in a postsecondary program providing s/he meets the requirements established by law and eligibility guidelines set by the MDE and by the District. Any interested student should contact guidance counselor to obtain the necessary information. Full guidance related to Dual Enrollment can be located at www.michigan.gov/dualenrollment.

Receiving a grade of 2.0 or lower or dropping a Dual Enrollment course will result in the student reimbursing H.H.S. for the tuition, and may result in the student being denied financial aid for future post-secondary educational opportunities.

SUMMER SCHOOL OPPORTUNITIES

Hillsdale High School offers summer school each year. Students can earn up to two credits in summer school at a cost. See your counselor for more information.

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 principal.

Valedictorian/Salutatorian/Honors

The senior achieving the highest academic record will be designated Valedictorian. If more than one senior has a G.P.A. of 4.0, all will be co-valedictorians. The senior achieving the second highest academic record will be designated Salutatorian. In addition, all students achieving a cumulative G.P.A. of 3.5 or higher (on a 4.0 scale) shall be designated honor students.

These designations shall be based on fifteen (15) quarters of high school work.

Honor Roll(s)

At the end of each quarter, two honor rolls are published. The first includes all students who have earned a 3.00 grade point for the quarter, and the second honor roll includes all students who have earned a 4.00 for that quarter.

Special Awards

Each teacher may recognize a Student-of-the-Month. Other recognitions through service organizations are as follows:

- Exchange Club Student of the Month
- Rotary Club Student of the Month
- Kiwanis Student of the Month (March Only)
- Barrett Insurance

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.

- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" online without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that

would disrupt their use by others. Students must avoid intentionally wasting limited resources.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to a removable device. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than email) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000; 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 (Policy 7540.03)

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT) for high school juniors and M-STEP, will replace the Michigan Educational Assessment Program (MEAP) assessments at the high school level.

This means that all 11th graders will take this state assessment in April of each year. It will provide students with a Scholastic Aptitude Test (SAT) regular score report that they can use to apply to a college or 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.

The MME is made up of the national SAT and Workkeys test in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies. MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Key and Michigan mathematics, science and social studies tests will be administered on a later day as determined by the school district. Make-up sessions for these tests will be scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing dates and times. Sophomores will take the PSAT 10, a preparatory assessment primarily used to help students prepare for the SAT.

Standardized Assessment Schedule will be available on the schools website.

NOCTI TESTING (ACCOUNTING STUDENTS)

***Advanced Registration Required – See Your Counselor for Deadlines**

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.

Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these surveys. 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. Hillsdale High School will not violate the rights of consent and privacy of a student participating in any form of evaluation (Form 2416 F2). College entrance testing information can be obtained from the Guidance Office.

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Hillsdale High School 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. Authorized groups include: Chorale, Concert Choir, Marching Band, Jazz Band, Concert Band, Orchestra, House Building, Marketing, Allied Health, Manufacturing Tech, and Pre-Teaching. Others may be designated by the Administration.

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

Authorized groups include: Quiz Bowl, Drama Club, Future Problem Solvers, Science Olympiad, Envirothon, Robotics, Future Corps, Key Club, Interact Club, Literary Magazine, Book Club, National Honor Society, Chess Club, Student Council, Student Advisory Group, Business Professionals of America (BPA),, and the Polar Bear Club. Groups may be added or deleted as necessary. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

ATHLETICS

All athletic team schedules may be viewed at www.hillsdaleschools.org
Hillsdale High School 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 please contact the Athletic Director at 439-4320 (ext. 224).

Fall Sports

Girls Volleyball
Girls/Boys Cross Country
Boys Tennis
Football
Girls Golf
Cheer
Boys Soccer

Winter Sports

Boys Basketball
Girls Basketball
Wrestling
Cheerleading
Girls/Boys Bowling
Competitive cheer

Spring Sports

Girls Tennis
Girls Softball
Boys Golf
Boys/Girls Track
Girls Soccer
Boys Baseball

We strongly recommend that all athletes be covered with some type of accident insurance. See your coach or athletic director for details.

SPECTATOR SPORTSMANSHIP AT ATHLETIC EVENTS

The student body is an essential part of the District's excellent athletic body. Therefore, good sportsmanship should be our top goal. Towards that end, we shall all support the following guidelines for good sportsmanship:

- cheers at games should be positive and encouraging
- cheers which make use of vulgar language or gestures are inappropriate
- fan behavior which baits and degrades other teams, individual players, coaches or school will not be allowed
- officials in games have difficult decisions to make and must be treated with respect, regardless of the decisions made
- School's good reputation for sportsmanlike behavior earns the community a great deal of respect and is a school tradition

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 EMPLOYMENT

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

SECTION IV – STUDENT CONDUCT

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in classroom and other school activities that cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting

a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. A poor attendance record may result in losing the privilege of participation in a student's graduation ceremony or other school sponsored events.

HILLSDALE COMMUNITY SCHOOLS ATTENDANCE POLICY

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Attendance shall be required of all District students, except those exempted under Policy **5223** or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence; prolonged absence; and/or repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District and/or the Hillsdale County Truancy Court Officer infractions of the law regarding the attendance of students. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy **2370**, to be in regular attendance for the program provided that s/he reports as scheduled to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the

- student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written procedure for electronic attendance, if applicable;
 - E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
 - F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3) Revised 11/04

Attendance Policy

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county wide Truancy policy.

Excused Absences: Parents may excuse their child(ren) from up to five days of school attendance by calling or sending written documentation within 24 hours of the absence. Additional absences must be documented as follows to be excused:

1. Illness/medical reason
2. Medical Appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

Consequences of Excessive Absences:

Unexcused absences: Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences or a student determined to be chronically absent, the parent(s) or guardian(s) will be contacted to make them aware of the situation and/or to set up a meeting for consideration of an attendance plan with the family.

- After five (5) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

Tardiness: A student is considered tardy if not in class when the bell rings. If the student is more than (5) minutes late to class, and does not have a pass, the tardy will be considered an unexcused absence.

On the **fourth (4th)** unexcused tardy in a class the students will be assigned to Saturday School or In School Suspension. Failure to report to Saturday School and/or continued unexcused tardiness will result in additional consequences.

Ten (10) tardies will result in one unexcused absence as defined in the above attendance policy.

Participation points:

Teachers have the discretion to give a daily participation grade based upon attendance and active participation in their class. Students who are absent for any reason may lose a portion of possible participation points. Participation points may not count for more than 20% of the final quarter grade.

Appeal Process:

- a. A request for an appeal of a grade reduction must be made in writing to a school administrator or counselor one week after report cards have been distributed.
- b. Appeal Process forms should be picked up in the guidance office or the assistant principal's office.
- c. A committee of faculty members, counselors, and/or administrator shall hear such appeals.
- d. The parents or guardians should, and the affected student must appear in person at the appeal.
- e. Upon recommendation of the appeal committee, a grade reduction due to attendance may be waived

Absences due to Suspension from School

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the attendance secretary, beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the attendance secretary, or check the school website, as soon as possible to obtain assignments.

Make-up work due to suspension must be completed by the time the student returns to school, unless otherwise mutually agreed upon by the teacher and the student.

Students will be given the number of days of excused absence within which to make-up work, unless otherwise mutually agreed upon by the teacher and the student.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a MEAP Test, MME Test, or other standardized test, the student should consult with the guidance counselor to arrange for taking the test.

CODE OF CONDUCT

A major component of the educational program at Hillsdale High School is to prepare students to become responsible citizens and workers 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.

Dress and Grooming

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

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

The following styles or manners of dress are prohibited:

- Articles of clothing that have a sexual message, double entendre, or innuendo that demean or stereotype
- Hats, caps, hoods, bandanas, or non-prescription sunglasses
- Spiked jewelry
- Clothing that infringes upon the rights and freedoms of the other students
- Extremely low cut tops
- Halters
- Transparent garments or garments that show or could show undergarments
- Muscle shirts, tank tops or sleeveless garments of less than a three inch shoulder span
- Articles of clothing that expose the midriff
- Shorts or skirts that do not extend past the fingertips of the student when arms are at their side
- Spandex running shorts
- Visible undergarments
- For school parties, dances, and extracurricular evening activities the dress code is still applicable for all male and female students. For formal affairs such as the prom, the students must dress appropriately.
- Footwear is required at all times
- Clothing worn in physical education classes and athletic practices must comply with the above dress code.
- Clothing worn on field trips must comply with the dress code.

Students who are representing Hillsdale High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, students receiving public recognition, and other such groups.

The principal shall have the authority to determine the appropriateness of a student's dress, subject to appeal.

Gangs

Gangs that 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 that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

Care of Property

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

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

STUDENT DISCIPLINE CODE

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

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

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school and notification of the appropriate legal authorities.

1. Use of drugs

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

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

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation.
- This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, e-cigarettes, vapes or look-alike drugs is prohibited.
- Attempted sale or distribution is also prohibited.
- Sale also includes the possession or sale of over-the-counter medication to another student.
- If caught, the student may be suspended or expelled and law enforcement officials will be contacted (Form 5530 F2).
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited.
- Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like.
- Many drug abuse offences are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

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

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

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

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

3. Use of tobacco

- Smoking and other tobacco uses are a danger to a student's health and to the health of others.
- The school prohibits the sale, distribution, use, or possession of any form of tobacco, vapes or electronic cigarettes or similar devices during school time or at any school activity.
- This prohibition also applies when going to and from school and at school bus stops.
- Violations of this rule could result in suspension, expulsion, or referral to a cessation program.

- “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy.

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

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

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

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and notification of law enforcement officials.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. *Purposely setting a fire*

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

9. *Physically assaulting a staff member/student/person associated with the District*

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

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

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

11. *Extortion*

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

12. *Gambling*

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. *Falsification of schoolwork, identification, forgery*

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Violations of this rule could result in suspension or expulsion.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule will result in the student receiving a zero "0" on the assignment or test for the first offense. Repeated offenses could result in loss of credit and removal from the class, suspension or expulsion.

14. *False alarms, false reports, and bomb threats*

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

15. *Explosives*

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

16. Trespassing

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

17. Theft

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

18. Disobedience/Insubordination

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is required to comply. Persistent disobedience can result in suspension or expulsion.

19. Damaging property/Vandalism

Vandalism and disregard for school property will not be tolerated. Violations could result in restitution/suspension or expulsion and law enforcement officials may be contacted.

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Instigating, aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of electronic equipment/Using Camera Cell Phones

Also, please see “Cell Phones and Electronic Devices.”

A student may possess a cellular telephone or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. To insure that these devices do not become disruptive or distracting they should remain off.

Also, students are prohibited from using cell phones or other electronic communication devices (ECD) or having them “On” during instructional time without explicit permission from a teacher or administrator. “Using” refers to, not only the making and or receiving of calls, but also using the cell phone or ECD for any other purpose. Students are not permitted to wear cell phones clipped to a belt or otherwise display them in sight. Cell phones or ECD’s may not be “on” or otherwise used in school locker rooms, whether here or at another school district where a school activity or athletic event is occurring. The District is not responsible for the loss, theft, damage or vandalism to student cell phones or ECD’s. Violation of this policy may result in the **confiscation** and possible forfeiture of the cell phone to the district. The administration reserves the right to modify the consequences as appropriate.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion. “**Sexting**” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission of possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive a suspension. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges in an accompanying penalty, and expulsion is a possibility, even on the first offense.

Academic dishonesty in regards to electronic device

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 a ten (10) day suspension. 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.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Such behavior may result in suspension from school or possibly expulsion.

29. 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 impact negatively a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless 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 that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, guidance counselor, the principal or assistant principal. Complaints will be investigated in accordance with Administrative Guideline 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

False Accusations: Any person intentionally making false accusations, in order to get someone else in trouble, or as a form of harassment, are prohibited. Intentionally false accusations may result in disciplinary action as indicated above.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- 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.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- 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.

29a. 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.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

29b. BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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's 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.

Notification

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the

investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

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

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517; Hazing, see Policy 5516; MCL 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

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

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

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

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

31. Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

32. Safety concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

33. Profanity

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

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- change of seating or location
- verbal warning
- written warning
- lunch-time detention
- Saturday School
- after-school detention
- in-school restrictions
- in school suspension

Saturday School Student Participation Guidelines

- Saturday School is convened on scheduled Saturdays throughout the school year.
- Saturday School hours are 8:00 a.m. to 12:00 noon in the HHS Library.
- The doors will be locked at 8:10 a.m. and opened at 12:00 noon.
 - Please enter through the North Doors.
- Students will not be allowed to leave during the scheduled hours. Students arriving late will not be allowed entrance, and will be charged with an unexcused absence. Absenteeism is reported to the sponsoring school district.
- In the event of inclement weather, please listen to WCSR (92.1 FM) or BUZZ (102.5 FM) for Saturday School cancellations.

Transportation:

- Transportation is the responsibility of the student/parent.

Materials:

- Students are to remain busy **academically**, for the full four hours.

Behavioral Expectations:

- No talking, whispering, or sign language.
- No sleeping.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students may bring drinks to the classroom with a screw-on cap only; snacks are allowed in the hallway.
- No radios, cell phones, electronic communications devices or games, cards, magazines, or other recreational articles shall be allowed in the room.
- Students must comply with requests made by the teacher or officer on duty.
- All school policies must be followed. This includes the school policies of the home district and Hillsdale High School.
- If a student's behavior does not comply with the rules, at the discretion of the teacher or officer on duty, the student's parents will be notified for immediate response. Additionally the student's behavior will be reported to the local district for further consideration.

House Keeping: Students will be expected to clean-up their area before leaving.

Please Note: The teacher or officer on duty is not authorized to make adjustments or exceptions to the rules.

Failure to timely serve in-school restriction or Saturday school assignment(s) may lead to a suspension from school for a period not to exceed three days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, 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. If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held. The student will remain out of school during the appeal process.

Suspension from school will result in suspension from co-curricular and extra-curricular activities that may not be appealed. During the time of suspension, the student will not participate in, be present at any school activity, curricular or extracurricular, or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference with the administrator who suspended the student or to whom he/she is properly appealing.

When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and/or the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion may not be accepted and could result in a loss of credit. The student will remain out of school for the duration of the appeal process.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Snap Suspension

Teachers are authorized to suspend a student for up to one (1) day from a class or activity for misconduct resulting in the serious disruption of the class/activity.

(MCL 380.1390(1)(2))

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to another administrator. The request for an appeal must be in writing.

Suspension from school will result in suspension from co-curricular and extra-curricular activities that may not be appealed.

During the appeal process, the student shall not be allowed to remain in school, or attend/participate in any school related activities.

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 while on suspension or other mutually agreed upon time between the teacher and the student.

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

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

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents that will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
 - a statement that the student may give testimony, present evidence, and provide a defense;

- o a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent, during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within two (2) 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 Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Hillsdale High School 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 principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

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

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in

conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools. Any information obtained from video surveillance/electronic monitoring systems may only

be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file. Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after ten (10) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board. Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will

not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

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. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SECTION V - TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students who live farther than 1.5 miles from school. The transportation schedule and routes are available by contacting the Transportation Director at 439-9506.

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, except as approved by the principal.

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

Bus Conduct

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

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

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone five (5) minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;

- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

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

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

Videotapes on School Buses

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

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

Penalties for Infractions

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

Self-Transportation to School

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

The following rules shall apply:

Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:

- driver's license;
- insurance certificate;
- vehicle(s) registration;
- license plate number.

OPERATION OF VEHICLES ON SCHOOL PROPERTY

The Motor Vehicle Code and the following guidelines apply to anyone who drives a vehicle onto District property.

- A. Students must obtain a permit from the office and display the permit daily in the vehicle driven to school.

- B. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the principal.
- C. The speed limit on District property is ten (10) mph.
- D. In the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions:
 - 1. Prohibit the person from driving on District property.
 - 2. Have the vehicle towed from the premises at the operator's expense.
 - 3. Invoke disciplinary procedures as described in a Parent/Student Handbook, staff handbook, or negotiated agreement.
 - 4. Seek the assistance of law enforcement.
- E. If a vehicle is towed from the premises, the towing company shall inform the City of Hillsdale Police of the location of the vehicle. The owner/operator of the vehicle should then contact the Hillsdale Community School's (LEA) to arrange for the vehicle's release.
- F. The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property.
- G. Students are not allowed to go to their vehicle during the day for ANY reason without permission from the H.S. office.

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

Any permits lost, stolen, damaged or unreturned to the office at the end of the school year will result in a \$5.00 replacement fee.

When the school provides transportation, students shall not drive to or from school-sponsored activities, unless written permission is granted by their parents and approved by the principal prior to the event. Students will only be allowed to ride home from events with their parents.

Note: All forms referenced in this handbook are available in the school office or on-line at www.hillsdaleschools.org by clicking on Board Policies – View Our Policies.



Hillsdale High School Staff Extension Listing

Phone 439-4320

Fax (517)437-0377

All Staff Members Email Addresses are Available on the School Website @

www.hillsdaleschools.org

HHS Staff

Ext # Rm #

Boswell Dave	254	Choir
Cornett Lauren	284	128
Curby Jerry	232	Gym
Duff Jenny	290	110B
DeRossett Jessica	271	101
Eggleston Mindy	292	110A
English Donna	280	129
Farmer, Cassandra	282	132
Felix Brad	277	107
Gramling Amy	264	117
Patterson Chip	262	112
Hopkins Tyler	289	122
Lemerand Marc	275	105
Potter Dean	286	125
Putnam Kraig	260	111
Rushing Keith	233	Band Rm
Salisbury Rob	273	103
Schiman Clay	283	130
Study Cup	250	Study Cup
Sutliff Sarah	272	102
Tucker Nick	278	108
Waidely Amanda	281	131
Walworth Sarah	266	121
Youngman Liz	276	106

HS Office: 439-4320 Fax: 437-0377

Gendron, Jessica	221
Goldsmith, Amy	227
Milnes, Michelle	257
Moore, Angel	222
Postle, Susan	285
Pratt, David	224
Rozelle, Karen	229

Central Office -- 437-4401

Horizon Alternative

Richards, Janice	293
Townsend, Kristin	237

Bus Garage -- 439-9506 #506 132

Hillsdale Community Schools Board of Education

Mr. Robert J. Batt , President

Mrs. Jean Nolan, Vice President

Mr. Jim Bowen, Secretary

Mr. Paul Walter, Trustee

Mrs. Nicole Hoffman, Treasurer

Mrs. Kathy Petersen, Trustee

Mrs. Kelly LoPresto, Trustee

Central Office Personnel

Phone: 517-437-4401

Shawn Vondra, Superintendent

Jean Michael, Administrative Assistant, HR

Megan Perrin, Administrative Assistant, Finance

Patty Knapp, Business Manager

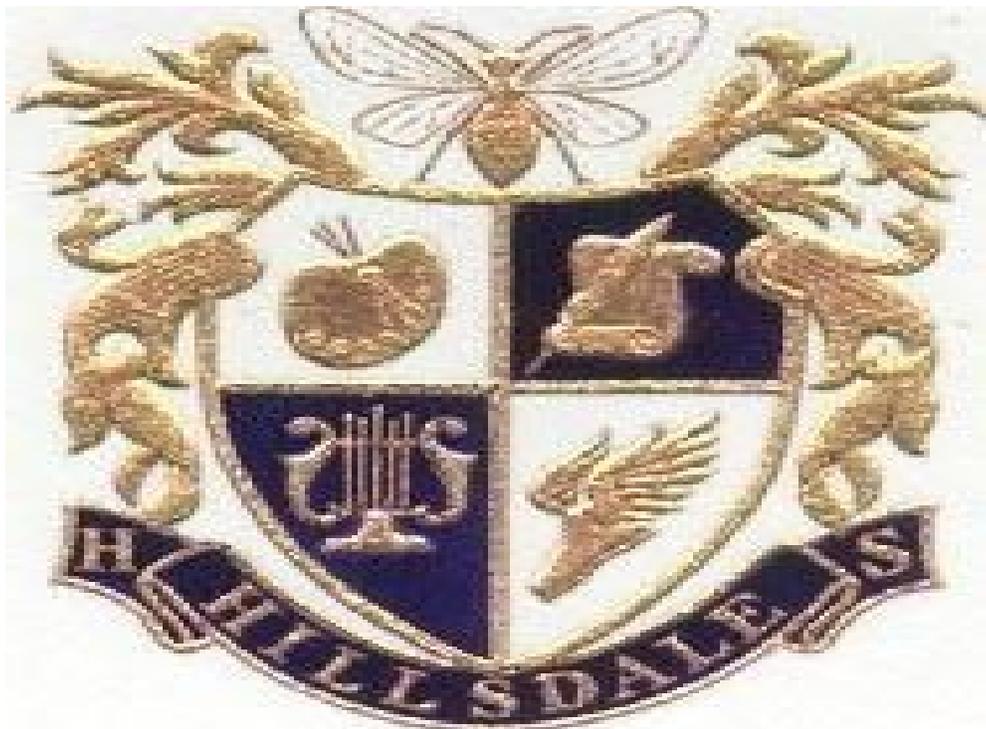
Parents/Students:

Check grades, assignments, attendance, transcripts and more online at any time at by logging on to:

www.hillsdaleschools.org



Please contact the High School office for your *User ID* and *Password*



2018-19 NCAA Banned Drugs List

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

Stimulants.

Anabolic Agents.

Alcohol and Beta Blockers (banned for rifle only).

Diuretics and Other Masking Agents.

Street Drugs.

Peptide Hormones and Analogues.

Anti-estrogens.

Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. See exceptions in the following examples listed for each class.

Drugs and Procedures Subject to Restrictions:

Blood doping.

Gene doping.

Local anesthetics (under some conditions).

Manipulation of urine samples.

Beta-2 Agonists permitted only by prescription and inhalation (i.e., Albuterol).

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff.

Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.

Student-athletes have tested positive and lost their eligibility from using dietary supplements.

Many dietary supplements are contaminated with banned drugs not listed on the label.

Any product containing a dietary supplement ingredient is taken at your own risk.

Check with your athletics department staff prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class

There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.

Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); dimethylamylamine (DMAA, methylhexanamine); "bath salts" (mephedrone); Octopamine; hordenine; dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate); phenethylamines (PEAs); dimethylhexylamine (DMHA, Octodrine) etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.

Alcohol and Beta Blockers (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc. exceptions: finasteride is not banned.

Illicit Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

Peptide Hormones and Analogues: growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc. exceptions: insulin, Synthroid are not banned.

Anti-Estrogens: anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), letrozole; etc.

Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting **Drug Free Sport AXIS™** at **877/202-0769** or www.drugfreesport.com/axis password: ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.