# Hillside Middle School

## Building Handbook
## For
## Parents/Students

**Mr. William R. Jones — Principal**
**Mr. Patrick Ignagni — Assistant Principal**
**Ms. Kelly Moffett — Assistant Principal**
**Ms. Mary Daar — 6th Counselor**
**Ms. Jane Hart — 7th Counselor**
**Ms. Stephanie Smyth — 8th Counselor**

**Hillside Middle School 248-344-3600**
**Attendance Line 248-344-3605**
**District Website: www.northvilleschools.org**
**Hillside Website: http://hillside.northvilleschools.org**

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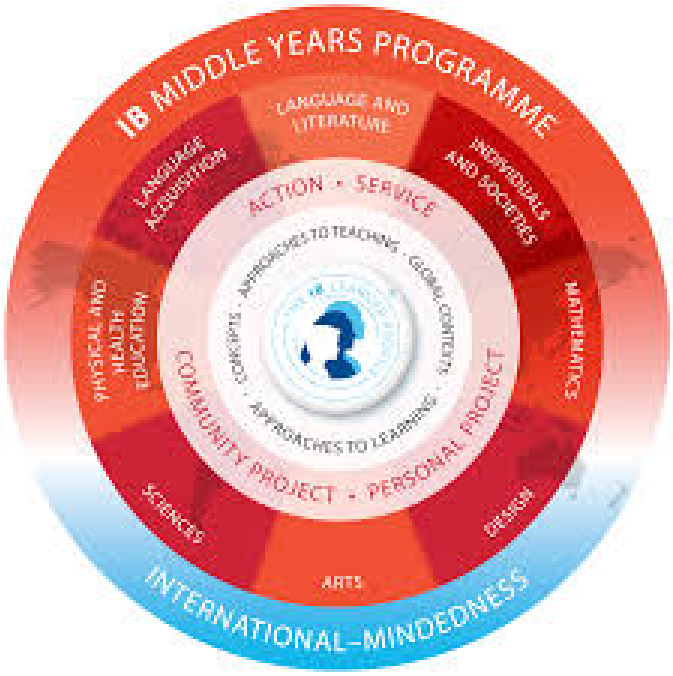
# The International Baccalaureate & Hillside Middle School




Northville Public Schools is an accredited institution of the International Baccalaureate Middle Years Programme (IB MYP). The IB program places a heavy emphasis on the education of the whole child. As a result, course offerings for middle school students are designed to provide a rich and rigorous experience for all students in all eight of the IB MYP categories.

Courses in Language and Literature, Math, Science, Individuals and Societies, and Band will meet every day throughout the school year.

Courses in Arts (excluding Band), Design, Language Acquisition (French, German, Spanish, and Mandarin), and Physical Education & Health will meet every other day (A/B) throughout the school year.

# Parent Communication

Hillside and NPS district communication will be sent via the email/s provided in the MiStar application Parent Connection.

## Update your Contact Information in ParentPortal

Parents/Guardians can update contact information for themselves and their students directly by logging in to the MISTAR ParentPortal. This ability for parents to more easily update contact information will help ensure timely and relevant communication to and from home and school for students, parents and staff.

This feature allows parents and guardians to:

- Update parent phone numbers and email addresses in the MISTAR database
- Change their student's primary phone number, used by the district's parent notification system, Edulink, to alert parents of snow days, attendance issues, building updates and other important messages. (Note: Parents can also opt NOT to receive other important school and district-wide news and information)

Click on "My Information" at the top right of the page. Update the fields you would like changed and hit "Submit". The change will be flagged as pending until approved by school personnel. Please allow up to 5 days for changes to be approved.

## Transition Day

The Transition Day for the new school year will take place in August before school starts. The date, schedule, and locations are provided via QCommunications and our school website.

Because time is limited, we ask that you adhere to the schedule set for transition day.

Prior to arrival, parents should complete all required digital forms as part of Annual Registration; that process is outlined here. Students will receive their schedules, locker assignments, and have their photo taken to receive their school ID. Students will also have the opportunity to walk their schedules, set up their lockers, and practice a few "dry runs" of their schedule at their own pace. Parents are welcome to accompany their children.

Students who miss Transition Day and the Make-up Day can print their schedule using MiStar, which also has the locker number and combination. Picture Make-Up Day will be the first week of school at which time students will be able to get their school ID.

### School Photos-Lifetouch

School photos will be taken on Transition Day. A Lifetouch photo form is available on the Transition Day page of our website. Photo packages can be paid for online. **Students not present for Transition Day will have their pictures taken the first week of school.**

### Yearbook Information

Order your Hillside Middle School Yearbook Today!
jostensyearbooks.com (1-877-767-5217)

## Student Information

### First Day of School

The first official day of school is a FULL day of school. Students should be in the building by 8:05am and class begins at 8:12am. Dismissal for the day is at 3:03 pm. We would like to welcome all returning students as well as our new students. We are going to have a great year!

### Student Planner & ID Replacement

All students will receive a Student Planner on the first or second day of school, compliments of the Hillside PTSA. If a planner is lost, a new one may be purchased in the Hillside Office for $5.00. Students use their planner to help keep track of assignments, tests, projects, etc.

All students will receive a student ID after having their photo taken on Transition Day. Students will need their ID or ID number to purchase lunch in the cafeteria. If a student loses their ID, they may purchase a new one for $3.00 in the main office.

### School Supplies

School supply lists are available on the Hillside website. Teachers may recommend additional school supplies once school is in session.

Students should plan on always coming to class with pencils, pens, and paper; students are also welcome to bring a laptop/Chromebook for daily use if they choose. We will also have technology on hand should students need a computer.

### Instrumental Music Rental Night

Vendors will be at Hillside to present their programs for those interested in renting an instrument. Band and Orchestra instructors will also be available to answer any individual questions and assist parents with the rental process. Date and times will be available from the music instructors once school begins.

## Backpacks

As a reminder, **students are not allowed to carry backpacks during the school day.** Also, please be aware that backpacks with wheels and handles do not fit in our lockers.

## Lockers

As you make your back-to-school purchases, please be aware that students who decide to purchase additional shelving for their lockers should not purchase shelves that expand when placed in the locker. This type of shelf causes problems for locker neighbors.

The locker assignments and combinations will be printed on the student's schedule that they receive on Transition Day. Only the built-in locks can be used on the school hall lockers. Students are required to keep their combination confidential; there is no locker combination change. Sharing or abuse of lockers may result in the loss of locker privileges.

Please discuss with your student that leaving food and open food containers in their lockers may bring ants and unpleasant smells to their lockers.

## Gym Locks

In order to increase security in the gym area, we are encouraging students to use locks. Students who do not supply locks may risk loss of personal property, so please encourage your student to lock the locker and keep the combination confidential. In addition, document the combination in another area in case the student forgets the combination.

## Electronic Device Use

Northville Public Schools is dedicated to enhancing student outcomes through ongoing review of research and our own educational practices. Examining research on the impact of cell phone use by school-aged children reveals that excessive exposure to cell phones can have a detrimental effect on school-aged children. While we understand the importance of children having access to their electronic devices before and after school, the district is creating a space where K-8 students can be together in learning during the school day without their personal electronic devices in classrooms, hallways and in the lunch/common areas.

Consistent with Board Policy 2143, K-8 students will not be allowed to carry or use cell phones or other personal electronic devices, including smart watches and other wireless device connections, during the school day unless allowed in special circumstances by their teacher or building administration. **Phones are available in the office of each school and in each classroom should a student need to contact their parent/guardian.** If families believe that their child needs access to a cell phone before or after school, it will be the student's responsibility to ensure that their phone remains stored away from the classroom while they are at school.

**Personal Electronic Device Expectations**

- Cellphones and other personal electronic devices, excluding personal laptops, are expected to be powered off and in your lockers during the school day. Students may check their phones during passing time.
- The school day is 8:07-3:03. Therefore, electronics must be powered off and in your locker by 8:07 (warning bell).
- A teacher may announce students can use a cellphone in a BYOD lesson; you may take your cellphone to class, and only use it in that class. After that class, it must be returned to your locker.

Consequences for inappropriate use of personal electronic devices*:

1. First offense, the student may pick up his/her device from an administrator at the end of the day.
2. Second offense will result in the confiscation of the property until claimed by a parent/guardian.
3. A third offense will result in a meeting with parents/guardians and additional consequences at the discretion of the principal.

** Refusal to give-up device to staff member may result in more severe consequences*

*Reminder: The school prohibits the use of any video device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing is also prohibited.*

## Schoology

Northville Public Schools uses Schoology, an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication.

- Students should always login to Schoology from ClassLink.
- Parents should have received a Parent Access Code for each student. Once the parent account has been set up, it can be accessed by going to www.schoology.com. Enter the email address and password used to set up the parent account. It must be an email address, not a username.(Please note: This link is different from the link students use.)

## Textbooks

Please check your home for Hillside books, even if your student has turned in their books. Some students have borrowed books from friends and now they are missing. As a reminder, you might want to document the textbook numbers assigned to your child as well as the condition. Remind them that they are responsible for the books assigned to them and, if lost, the student is responsible for payment to replace the textbook. Students are also responsible for any damage to their textbooks.

## Dress Code

It is recognized that appropriate student dress and grooming are the responsibility of the parent and the student. Per the Northville Public Schools Student Code of Conduct, students should not dress in a manner which, in the judgment of a building administrator, is inappropriate for school, unsafe, or causes a disruption to the educational process.

The administration respects the right of individual expression relative to appearance. However, when individual choices regarding clothing or accessories may adversely affect the educational process, or disrupt the educational environment, it is the administration's responsibility to intervene. Clothing and accessories, including but not limited to, purses, backpacks, jewelry and electronic device covers or decals may not display racial or ethnic slurs, historical symbols of oppression (i.e. Confederate flag), gang affiliation, vulgar, obscene, or sexually suggestive language or images, nor may they promote items or products that students may not legally purchase or possess (i.e. alcohol, tobacco, vapes, or illegal drugs.)

Administrators will determine when attire or accessories are inappropriate. Students who fail to adhere to dress code policy will be asked to change their attire or remove an accessory, remain in the office, or be sent home until acceptable attire is delivered to them or parent contact is made. Multiple infractions and/or failure to comply may lead to discipline.

# School Day

## Hours

Starting time for our school day is 8:12 a.m. and dismissal is 3:03 p.m. Doors open for students at 7:45 AM, unless they have made prior arrangements to work with a teacher in their classroom.

## Bell Schedule

8:12—9:05 1st hour
9:10 –9:57 2nd hour
10:02—10:50 3rd hour
10:55—11:44 4th hour (8th grade)
*10:50—11:29 6th grade LUNCH*
10:55—11:18 4th hr (7th grade split)
*11:18—11:56 7th grade LUNCH*
11:59—12:23 4th hr (7th grade split)
11:34—12:23 4th hr (6th grade)
*11:44—12:23 8th grade LUNCH*

12:28—1:16 5th hour
1:21—2:09 6th hour
2:14—3:03 7th hour

**Alternating Day Electives**

Our students have an A and B day schedule. The only classes that alternate are some elective classes. Math, Sciences, Individuals and Societies, Language and Literature, Level I Language Acquisition and Seminar will meet every day.

## Student Attendance and Participation

Hillside Middle School faculty and staff know good attendance is integral to our students' academic success. The following Administrative Procedure details the interventions we have established to ensure our students' attendance in school each day. Monitoring student attendance is a shared responsibility between the school and the home. Administration will work closely with families to support consistent classroom attendance.

STAKEHOLDER RESPONSIBILITIES

Students will attend all classes on time each day, follow the attendance guidelines and monitor their attendance on Student Connect. Parents will report a student's absence and the reason for the absence by midnight on the day following the absence. Parents can also monitor student attendance on Parent Connect.

# How to Report an Absence

All absences should be reported by the parent in their MiStar ParentConnection account. This includes full day absences, early release and late arrival.

Each parent has a login to ParentConnection, so either parent can report the absence.

1. Login to ParentConnection
2. In the top banner, click on Report Absence
3. Select the student or students that will be absent by checking the box next to the name.
4. If it is a full day absence, there is a checkbox you can select, otherwise, you uncheck the box and enter the date and time range.
5. Add any notes you wish to provide to the school.
6. Click the submit button to complete the request.
7. The absence will then be reviewed and approved by the school office.

You can review any parent-reported absences by clicking on the “Previously reported” button.

As an alternative, parents may contact the attendance line directly at **248-344-3605**. When calling to excuse your student, please state:

1. Date of Absence
2. Your Name
3. Student’s Name-(spell last name)
4. Reason for Absence
5. Duration of absence - Full day, half day, or excused tardy

Early Release

If a student needs to leave early, or leave and return later, please have your student present a note from a parent to the office including the time of departure; all notes should be delivered before the start of the school day. The office will stamp the note and the student will present it to the teacher during the hour of departure. The parent should come to the office to sign the student out and the student will meet the parent in the office. This way we do not have to disturb the learning process to call into classrooms.

**ALL STUDENTS MUST BE SIGNED OUT BY A PARENT/GUARDIAN OR SOMEONE LISTED ON EMERGENCY CARD. WE WILL NOT RELEASE STUDENTS TO ANYONE NOT LISTED ON THE CARD UNLESS WE HAVE PERMISSION IN WRITING WITH PARENT SIGNATURE.**

Excused Absences :

The District considers the following examples of Excused Absences, provided that the parent or guardian gives proper notification to the school attendance office not later than the school day following the absence.

- Medical
- Required court attendance
- Professional appointments
- School related absences: field trips, athletics, guidance counselor or other special circumstances
- Observation or celebration of a recognized religious holiday
- Funerals
- Other circumstances acceptable to school administration

Unexcused Absences:

All absences which are not excused are considered unexcused absences. These can include absences without a parent/guardian call or leaving the building without signing out at the office. Assignments/assessments missed due to unexcused absences may not be given credit.

Parents will receive an automated phone call or text each day for absences that are not excused.

Extended Absences:
Students absent from school for a period of greater than 4 consecutive weeks will be dropped from enrollment unless proper medical or other documentation is provided. Students with greater than 4 consecutive weeks of absences due to vacation will be dropped from enrollment.

Pre-Arranged Absences:
Hillside Middle School asks for your cooperation in arranging vacation plans that coincide with the district's vacation schedule, as assignments, labs, and discussions may not be possible to replicate/make-up at a later date.

Extenuating Circumstances:
We recognize there may be unexpected, serious circumstances which arise during the course of the school year. Families are encouraged to contact building administrators immediately to report such events so we may work together to ensure the child's success.

Work Completion During Absences:
Make-up privileges are allowed for absences that are excused. Grades can be earned if students make up their work within a reasonable time after the absence. A reasonable time is defined as generally no more than twice the number of days of the absence, subject to health or other extenuating circumstances. If work is not made up within that time, a failing grade for the test(s) or assignment(s) may be given.

Intervention, Truancy, and Consequences:
Communication from school to home is essential in developing a mutual support system to encourage student attendance. The building shall notify parents of daily absences using the online ParentPortal. Buildings will contact parents and provide intervention and consequence according to the following guidelines.

After 4 - 6 absences within a semester:
A letter will be sent home raising the concern about the number of absences from school and stressing the importance of attending school. Parents are encouraged to contact the building should additional information need to be shared about student absences.

After 7-10 absences within a semester:
A letter will be sent home warning of the concern about the number of absences from school and requiring a needed improvement in attendance. A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school. Parents are encouraged to discuss their child's attendance, address concerns and provide documentation. An intervention plan will be crafted to improve attendance

for the student. Parents will be provided a written attendance report and information regarding compulsory attendance.

After 12-14 absences within a semester:
A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school. Parents will be notified that failure to improve student attendance will result in a referral to the Northville Youth Assistance Program.

After 15 absences within a semester:
A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school. Parents will be notified that failure to improve student attendance will result in a referral to the Northville Youth Assistance Program.

After 20 absences within a semester:
The parents and student will be referred to Northville Youth Assistance for truancy for continued intervention and monitoring. Written documentation of all previous communication and intervention attempts will be shared with Northville Youth Assistance. Parents and students may be referred to the County Prosecutor's Office for truancy.

Discipline and Consequences:
Building administration may implement disciplinary consequences ranging from administrative intervention through expulsion in response to habitual truancy, although intervention is preferred.

Tardiness:
Students are expected to be on time for school each day. A letter will be sent home raising the concern about the number of tardies to school and stressing the importance of being on time after six tardies. Parents are encouraged to contact the building should additional information needs to be shared about student tardiness.

## Parking Lot Flow

In order to ensure safe arrival and departure of our students we ask that all parents cooperate with the drop off and pick up procedure identified above. Parents will have two options for drop off and/or pick up:

1. Enter the main driveway off of Center St., proceed up the hill to the lot entrance, and pull as far forward as possible. **Students should only exit vehicles on the building side.**

2. Enter off of Randolph to High St. Follow High St. around to East St. which will turn into Baseline. Proceed west toward the swim club, turn right into the drop-off lanes. **Please pull ahead as far as you can before students exit.**

When visiting the Parks and Recreation at Hillside during school hours, please use their entry door on the south side of the main parking lot.

## Transportation Information

**248-465-2070**

### Bus Schedules

All Transportation information will be communicated to parents by Q Communications. Student's transportation information can also be found in Parent Connect. Please remind your student to take note of the letter in their bus window so they know which bus to get on in the afternoon. Buses will drop off students on the north side of 8 Mile Rd. Students will then walk over the bridge to Hillside. At the end of the day, students will cross the bridge to access the buses.

### Walkers

Those students who walk to and from school are expected to use sidewalks and should cross the street where the crossing guard is posted. Please do not drop your child off for school on Eight Mile or in the bus drop off zone.

### Neighborhood Courtesy

As a courtesy, please remind your child not to cut through neighbors' yards on the way to and from school.

## Lunch & Breakfast Program

### Lunch

While there is no cost for breakfast or lunch, students will not be able to access their lunch/breakfast account without knowing their ID number. An easy way to remember is to keep their ID card in a safe place or take a picture of it on the first day so they can access it with an electronic device. Should they lose their ID, a replacement may be purchased for $3.00 in the main office.
We ask that parents who take their children out for lunch make sure they return for the start of class so as not to disrupt the learning process. Students are not allowed to have lunch delivered during the school day.

Student lunch periods are as follows:
**6TH Grade lunch - 10:50am-11:34am**
**7TH Grade lunch - 11:18am-11:59am**
**8TH Grade lunch - 11:44am-12:23pm**

**Breakfast - 7:45 - 8:12**

***A portion of the lunch period is recess.  Students should be prepared to go outside during this time.***

### Free & Reduced Lunches

Online applications for free and reduced lunches can be accessed here.  Any questions should be directed to the Food Services Department at 248-344-3690.

### How do I set up a lunch account for my student?

Students are each assigned an ID card with their picture.  Parents can open a lunch account for their student by having the student bring in a check made payable to Northville Public Schools that they will give to the lunchroom cashier. The cashiers will deposit the money into their account.

Parents also have the ability to electronically add a payment to their child's cafeteria (food services) account. To access this feature, log in to the Parent Connect system, click on the "Cafeteria" module and then click on the "Online Food Services Payments" link in the upper right hand corner of the screen. Once completed and processed, the payment will be applied to the child's cafeteria account. These transactions are processed through PayPal which charges a processing fee of $0.30 plus 2.9% of the transaction total. A PayPal account is not needed to complete the transaction. Payments can be made with Visa, MasterCard, American Express, and Discover.

The student can then use their ID card or ID number as a debit lunch card.  We recommend parents give their students emergency lunch money to keep in their locker in the event that they forget/lose their ID card.  Lost ID cards can be purchased in the Hillside office.  If a card is purchased before school, it will be ready for them by lunchtime.

## Medical Issues, Immunizations, and Medications

### Individual Emergency Health Care Plans

Students who have medical issues that require an Individual Health Care Plan should expect to receive the plan before the start of school.  These IEHCP's will be mailed home once we receive them from the District Nurse.  This includes students who need to use an Epipen while in school.

### Medications

A physician's note is required for all medications to be administered in the Northville Public Schools.  All medications administered during school hours must have the Permission to Medicate form on file and be in the original container with the student's name on the bottle.  This includes over the counter medications. These forms are available in the Hillside office.  All

medications are kept in the main office; with the exception of epi-pens and inhalers, students should not carry medications.
In cases of emergency treatments that suddenly result in students needing to take medications at school, have the physician fill out a note. Parents/guardians will fill out their part on the "Permission to Medicate" form and we will attach both together.

### Important Immunization Information

As of January 2015 – All students that are new to the district and all 7th grade students must have an updated immunization record OR contact Wayne County Health Department BEFORE the start of school for a Immunization waiver information from the state of Michigan. Please do so or your child will not be able to start school if one of these documents is not reported to the MICR system (Michigan Care Improvement Registry). The schools are no longer permitted to distribute waiver forms and can only accept those from the county Health Department. Contact your child's medical provider immediately to arrange for any needed immunizations or your local Health Department to schedule an appointment for the educational session required to obtain the waiver.

In Wayne County, call 734-727-7125 to schedule an appointment. Call early to make certain you can get an appointment before school starts.

## Sports Information

### Athletic Physicals

**All students must have a current year physical uploaded to FinalForms to participate in middle school and high school athletics.** A current year physical is one given on or after April 15 of the previous school year. All necessary forms can be found on and uploaded to this website.

### Sports – Pay to Participate

**6th Graders -**
They may participate in Cross Country, Swim & Dive, and Track and Field, but can compete at home meets only. 6th graders pay a one-time fee of $100. Checks made out to Northville Public Schools can be brought to the office or if parents choose to pay online, there will also be a transaction fee.
**7th & 8th Grade -**
They may participate in all other sports offered at Hillside for a one time fee of $200. If parents choose to pay online, there will also be a transaction fee.

To pay online, please go to the following website: **https://northvilleschools.revtrak.net/**
Payment must be received by the first contest of the season or the athlete will have to sit out until payment is received.

The participation fee is automatically waived for families who have qualified for free lunch. Grants or payment plans may be available to students with financial hardships. Families with this concern should contact the Athletic Director's office at 248-344-3959.

## Viewing & Printing Report Cards

Parents are now able to print report cards from the ParentPortal using the instructions below:

1. After logging into the ParentPortal, scroll down to the "MARKS" section.
2. For high school and middle school students: Click on the link in the blue bar at the top of the Marks section that is titled "Student Progress Report" or "Student Report Card."
3. A separate window will open with a PDF of the document that you can view, save and print the report card

## PBIS Program

Hillside utilizes the evidence-based program PBIS, or Positive Behavioral Interventions and Supports. PBIS encourages and supports students in making positive choices at school through instruction of appropriate behaviors, interventions and rewards. The foundation of the PBIS program is the behavior expectation matrix. The behavior matrix details the behavior expectations for students in all areas of the building. Other components of the program include

- Raider Pride Cards- Students can earn Raider Pride Cards by being safe, respectful and responsible. Students can use the cards to purchase privileges in classrooms and throughout the school.
- School Store- Each Thursday before school, students can visit the school store and purchase items with their Raider Pride Cards.

## Discipline / Code of Conduct

The staff are committed to ensuring Hillside students conduct themselves in a way that is consistent with our expectations for excellence in both academics and behavior. We believe that all members of the Hillside community have a part in creating a warm and welcoming learning environment.

We support students by using a proactive, preventive approach to behavior including:

- Focusing on the IB Learner Profile Traits and Approaches to Learning
- Teaching school-wide positive behavior expectations (PBIS) and procedures in all settings in the school building
- Using positive reinforcement
- Digital citizenship instruction
- Restorative Practices

## RESTORATIVE PRACTICES

Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Except in cases involving a firearm at school, restorative practices shall be considered as an alternative or in addition to long-term suspension, expulsion or permanent expulsion of a student. The District will first consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, minor class disruption, harassment and cyberbullying as part of the discipline process.

In regards to school discipline, our emphasis will be to encourage prevention and education; however, we acknowledge that middle school students do make mistakes, and our role is to teach and provide support for students to restore the relationships and repair the harm they have done to other students and the school community. In accordance with the Michigan School Code of Conduct and the Northville Public Schools Code of Conduct, every effort will be made to preserve every student's access to instruction.

In the event a student's conduct results in a discipline referral for a long-term suspension, expulsion or permanent expulsion, the District shall consider the following Mitigating Factors as part of the discipline process:

1) The student's age;
2) The student's disciplinary history;
3) Whether the pupil is a student with a disability;
4) The seriousness of the violation or behavior committed by the pupil;
5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member;
6) Whether restorative practices will be used to address the violation or behavior committed by the student; and
7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

If, after such consideration, the District determines a lesser intervention is appropriate, the District may proceed with a lesser intervention.

The factors identified above need not be considered in determining whether to permanently expel a student for possession of a firearm.

## Bullying

All students are protected from bullying of any type, for any reason, on District property, District transportation, or at District-sponsored activities and events. The District believes that all students are entitled to a safe and positive educational environment and school experience. Bullying in any form will not be tolerated and may be subject to disciplinary action. All students are encouraged to immediately report bullying behavior to a school principal, vice principal, teacher, counselor or social worker and it will be promptly investigated pursuant to Board policy 2131. "Bullying" and "Cyberbullying" are defined in the Student Code of Conduct.

The District will first consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, and cyberbullying as a part of the discipline process.

## Harassment & Discrimination

Northville Public Schools believes that students learn best in a school environment free of unlawful harassment and discrimination. Board Policy prohibits unlawful harassment and discrimination of students at school, on the school bus, and at school-sponsored activities and events. This prohibition covers harassment and discrimination based on sex, race, color, religion, national origin, disability, or any other legally protected trait of a student.

Sexual harassment may occur in grades 6-8. Students are expected to treat each other with respect and to stop unlawful or offensive conduct, when asked to do so. Unwelcome sexual conduct, whether verbal or physical, is prohibited; making sexual jokes, using sexual names ("gay," "ho", etc) , making sexual slurs, touching a student's private parts without consent, or over the student's objection, are all wrong and violate school rules. Sexual harassment or discrimination based on a student's gender or sexual orientation are violations of law and Board Policy and are not tolerated.

Touching of students by adult employees or volunteers is not sexual harassment unless it is of a sexual nature, or can reasonably be construed as sexual. Taking a student's hand or a comforting or encouraging hug, without more, are not sexual harassment. The District considers all of the facts and circumstances.

If you or your child believe that your student is the subject of unlawful harassment or discrimination by another student, district employee, administrator, board member, school vendor or other adult on school premises, on the school bus, or at any school sponsored activity or event, please immediately contact a principal, assistant principal, teacher, social worker, or counselor, for help.

The District's complaint procedure is available online in the Annual Notifications to Parents. The District strongly encourages students, parents and guardians to report evidence of violations of this important policy. The District will promptly investigate and if warranted, take appropriate remedial and corrective action. Interim measures may also be taken to minimize, if not eliminate, the recurrence of any unlawful harassment or discrimination, and to help any student

who is found to be a victim of unlawful action in violation of Board Policies. Students and parents may also report violations of unlawful sexual harassment to local law enforcement.

Retaliation against students or parents who report violations of policy is also prohibited and will not be tolerated. Students or employees who engage in such retaliation may be disciplined, up to and including expulsion from school or termination of employment.

# STUDENT SAFETY

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies.

When a crisis occurs, Northville Public Schools officials follow detailed emergency response protocols — developed, practiced and refined in partnership with local police and fire officials — aimed at keeping students and staff safe during an emergency situation.

## Daily Security Measures

1. We will lock all entry doors at 8:15 a.m.
2. A hall monitor is on staff to act as crossing guard in the parking lot before and after school to help our students who walk access our building safely. The hall monitor will assist the administrators in patrolling the building during the day and supervising recess.
3. All visitors must sign in at the office. School visits are subject to Board Policy 2005. In considering any requests for visitors not part of a school sponsored program, including school aged visitors, siblings or relatives, the building administrator may deny and/or limit such requests based on liability or disruption to the educational environment.
4. Students who are bicycling to Hillside should lock their bikes in the bike racks by the bridge. Students should walk their bikes through the bus area and across the bridge to access the bike racks. All students should use sidewalks whenever available to access the building.
5. Because we have communicated to all parents that they should follow one of the two options for dropping off/picking up students at the end of the day, we should have safe access for our walkers at the front of the building and for those students crossing the bridge to their buses or neighborhoods.
6. The sidewalk along Center Street is extremely close to the road. Please emphasize to your child to use extreme caution while walking along Center Street.
7. The sidewalk at the rear of the building (south end) leading into the residential area behind Hillside is extremely steep. Students riding a bike or walking along that sidewalk should use extreme caution.

## Parent Responsibilities During an Emergency at the School

- Register to be included on the District's Q Communication to receive information and updates during emergency situations.
- Discuss the purpose of the Lock Down/Shelter in Place drills with your child.
- Do not report to your child's school during emergency situations. Law enforcement will not allow entry to the school site during a lockdown or shelter in place.
- Avoid calling the school or the District during the emergency.
- Monitor emergency information updates using the District's Q Communication, website and local media.
- After the all clear is given, parents/guardians/caregivers may pick up students at the school or the reunification site.
- Parent/Guardian/Caregiver identification will be required before the child is released.

## Emergency Dismissal

In case of emergency dismissal of school, please make sure your student/students know where to report. We will publicize this closing in the local Media and on our Q Communication. We have on occasion had to dismiss early, mostly due to power or plumbing issues. Please make a plan with your child regarding where they should go if this occurs. We may have communication problems (no phone) in the event of a power failure. It is expected that all families have a backup plan if school has to be closed after we are in session. Please make emergency childcare arrangements with neighbors or friends. Finally, we ask for your cooperation as we begin another great year at Hillside. Changes and modifications will be made to assure the safety of everyone in the building. We ask you to communicate directly with us as necessary.

# Northville Public Schools Universal Grading Practices for 6th-12th Grade

As part of district continuous improvement, Northville Public Schools' district goals include a goal that states "develop consistent grading practices among and between teachers across the secondary levels that convey meaningful and accurate information to students and parents." As a result, a team of teachers, principals, and central office administrators spent a great deal of time last year reviewing some of the grading practices in place at the middle and high school level (late work, participation, absences, etc) as well as reviewing current research and top practices across the country. This first round of work resulted in the identification of 5 Universal Grading Practices that were reviewed by parents, students and teachers and then revised as a final draft. The practices were intended to be implemented in the 2023-24 school year. The final draft was reviewed and adopted by the Board of Education in June of 2023. Please take a look at the Universal Grading Practices below and familiarize

yourself with the practices that will be used this school year. These practices are a first round of enhancements and the committee will continue their work in the coming school year. These practices will be placed in each secondary school student handbook.

**Universal Grading Practice #1**

### What It Is: Student grades must be based upon a student's proficiency with the course content, not non-academic behavior.

Why It Matters: This means that teachers will not deduct points from academic assignments for forgetting a name on a paper, using a pencil instead of a pen, or participation in any non-academic activities in class like misbehavior. Work must be graded on the work itself and the knowledge demonstrated in the work and not on outside factors that are not reflective of the academic outcome of the student.

**Universal Grading Practice #2**

### What It Is: Student work will be accepted for a minimum of 80% of the credit earned for at least 1 full A/B rotation beyond the posted due date unless the project/unit/marking period ends first.

Why It Matters: This will provide students with a consistent late work policy across the district and recognize more of the learning completed by the student.

**Universal Grading Practice #3**

### What It Is: Extra credit for non-academic behaviors will not be given.

Why It Matters: Extra credit and bonus points can distort records of student achievement. If grades are designed to be an indicator of student performance against clearly articulated goals, bonus points result in falsifying information on student achievement. This means extra points are not given for things like purchasing supplies or participating in school spirit or other activities.

**Universal Grading Practice #4**

### What It Is: If a student has an excused absence, work that was assigned on the day of the absence that is due during the same or next class period, will be accepted for full credit for at least 1 full A/B rotation after the student's return. Extended absences should be addressed with the teacher directly.

Why It Matters: When students miss a day of school, it usually leads to missing anywhere from 4-7 courses in a day. Upon returning to school, students must then continue moving forward with their present classwork while they try to recover that which was missed. Absences should

not put students in a position where their learning is penalized and they are unable to catch up.

**Universal Grading Practice #5**

**What it is: Student grades will be determined by a student's individual performance, not by comparison to other students. Grades will not be curved.**

Why It Matters: Student work must reflect only what the student knows and not what they have learned in comparison to other students. Also, if entire groups of students perform poorly on a test, it is necessary that the material is retaught and retested to be sure that all students understand what is needed to move forward. This does not preclude teachers from removing a test item or two, if the question is found to be faulty.

# FAQ

## How do I contact a teacher?

E-mail is the best way to contact a teacher. Teacher emails can be accessed through the "Staff" tab on the Hillside website. Please allow 24-48 hours for a response.

## How do I get forgotten items to my student?

There is a drop off table in the lobby of Hillside's main entrance. Place items to be picked up on the table, labeling it with your student's name. Students may stop by during their lunch or during passing times to retrieve these items. *The office will not interrupt instructional time to call a student down for forgotten items or notes.*

## How does my student get their forgotten Student Connect password?

Students who have forgotten/lost their Student Connect information should come to the office to request the information. Student Connect information is confidential and will only be given to the student upon student verification. *The office will not give this information over the phone to anyone!*

## How do I get my MISTAR ParentPortal Help Desk information?

MISTAR ParentPortal is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, parents can connect to the school district's student database using a web browser and view

their child's data, such as progress reports, attendance records, report cards, transcripts, and more. Go to the Hillside website and click on the circle at the top of the page that has a star with a P inside of it. In the ParentPortal Login box, click on "Need your Login Information" and your login information will be emailed to you if your email address is associated with a student in our system.

Have questions? Please visit the FAQs page. To access the FAQs, please click on the MISTAR ParentPortal link. On the right hand side at the top, there is a link to our FAQs. If the answer is not there, parents can email the help desk at: helpdesk@northvilleschools.org

## How do I find out about daily Hillside activities?

The morning announcements are posted under the Parents tab, Morning Announcements, on the Hillside website. This includes meetings, sports, and any special announcements. Activities are also posted in the weekly newsletter, The Hillside Highlights, emailed each Friday afternoon.

## How do I know if it is an A Day or a B Day?

It is posted on our website under Student Resources, AB Schedule. The schedule also indicates half days, conference days and times, holiday breaks and end of quarters for report cards.

Please note: Classes adhere to the A/B schedule regardless of unscheduled days off (i.e.: snow day/cold day).

## How can I get homework for my sick child?

Students are expected to make up missing assignments for every day that they are absent. Students generally have the same number of days to complete their assignments as their days missed. All teachers maintain a presence on Schoology, so this should be the first stop when accessing class work. If the absence will last for an extended period of time, direct outreach to teachers is advisable.

## Who do I contact if I want to report a complaint of bullying, discrimination or harassment?

Students and parents are encouraged to report evidence of violation of the District's Bullying, Harassment or Discrimination Policies to a school Principal, Assistant Principal, teacher, counselor or social worker. The District's Policies regarding Bullying, Harassment and Discrimination can be found online at the Northville Public Schools Board Policies page.