

Hill-McCloy High School/8th Grade Student Handbook

School Year 2026-2027

*Welcome to Hill-McCloy High School.
All the members of the staff are pleased to have you here as a student.
We will do our best to help you make your experience here as
productive and successful as you wish to make it.*



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TABLE OF CONTENTS

TABLE OF CONTENTS	2
FOREWORD	1
MISSION OF THE SCHOOL	1
EQUAL EDUCATION OPPORTUNITY	1
SECTION I - GENERAL INFORMATION	2
PARENT INVOLVEMENT	2
STUDENT RIGHTS AND RESPONSIBILITIES	3
ADULT STUDENTS	3
ENROLLING IN SCHOOL	3
IMMUNIZATIONS	4
STUDENT WELL-BEING	4
SELF ADMINISTRATION OF MEDICATION POLICY	4
USE OF MEDICATIONS	4
NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS	5
CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS	5
CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES	6
INJURY AND ILLNESS	6
STUDENT RECORDS	6
TRANSFER OUT OF THE DISTRICT	7
WITHDRAWAL FROM SCHOOL	7
ARMED FORCES RECRUITING	7
STUDENT FEES, FINES AND CHARGES	8
STUDENT VALUABLES	8
MEAL SERVICE	8
FIRE, LOCK DOWN, AND TORNADO DRILLS	9
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS	9
EMERGENCY CLOSING AND DELAYS	9
VISITORS	9
USE OF THE LIBRARY	10
USE OF THE SCHOOL EQUIPMENT AND FACILITIES	10
LOST AND FOUND	10
STUDENT SALES	10
USE OF TELEPHONES	10
CLOSED CAMPUS	10
CHECK-IN	10
HALL PASSES	11
LOCKERS	11
ADVERTISING OUTSIDE ACTIVITIES	11
STUDENTS DRIVING AND PARKING	11
SCHOOL SPIRIT	12
MONTROSE SCHOOL SONG	12
TECHNOLOGY AND TELECOMMUNICATIONS APPROPRIATE USE POLICY	13

PRIVILEGES	14
HARMFUL ACTIVITIES PROHIBITED	15
NOTIFICATION OF PARENTS OF DIRECTORY INFORMATION	15
SECTION II - ACADEMICS	16
FIELD TRIPS	16
GRADES	16
WEIGHTED GRADES	17
GRADE POINT AVERAGE	18
VALEDICTORIAN / SALUTATORIAN – CUM LAUDE	18
GRADUATION REQUIREMENTS	19
EARLY GRADUATION	19
COMMENCEMENT PARTICIPATION	20
GENESEE CAREER INSTITUTE (GCI)	20
DUAL ENROLLMENT	20
ONLINE/BLENDED LEARNING PROGRAM	21
SCHEDULING AND ASSIGNMENT	24
ONLINE COURSES	24
CADET TEACHING	24
COUNSELING	24
STUDENT ASSESSMENT	25
TESTING OUT OF COURSES	25
HOMEWORK	26
AI ACCEPTABLE USE & ACADEMIC INTEGRITY GUIDELINES	26
CHEATING/PLAGIARISM	27
HOMEBOUND INSTRUCTION	27
SPECIAL EDUCATION	27
AMERICANS WITH DISABILITIES ACT - SECTION 504	28
LIMITED ENGLISH PROFICIENCY	28
REVIEW OF INSTRUCTIONAL MATERIALS	28
SECTION III - STUDENT ACTIVITIES	29
SCHOOL SPONSORED CLUBS AND ACTIVITIES	29
NON SCHOOL SPONSORED CLUBS AND ACTIVITIES	29
NATIONAL HONOR SOCIETY	29
NATIONAL TECHNICAL HONOR SOCIETY	30
HONOR GUARD	30
STUDENT COUNCIL	30
ACADEMIC ELIGIBILITY	31
ATHLETIC ELIGIBILITY FOR ONLINE COURSE WORK	32
ATHLETICS	32
PENALTIES FOR VIOLATION OF ATHLETIC RULES	33
DANCES	34
STUDENT EMPLOYMENT	34
UNDERSTANDING CONCUSSION	35
SECTION IV - STUDENT CONDUCT	37

ATTENDANCE	37
TARDY POLICY	37
NOTIFICATION OF ABSENCE	38
LEAVING SCHOOL	38
MAKE-UP OF TESTS AND OTHER SCHOOL WORK	38
ATTENDANCE POLICY FOR THE HOMECOMING DANCE AND PROM	38
CODE OF CONDUCT	38
DRESS AND GROOMING	39
CARE OF PROPERTY	39
STUDENT DISCIPLINE CODE	40
EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE	40
DISCIPLINE	46
IN SCHOOL RESTRICTION	47
SATURDAY SCHOOL	47
STUDENT SECLUSION AND RESTRAINT	48
FORMAL DISCIPLINE	48
CONDITIONS OF FORMAL DISCIPLINE	49
DISCIPLINE OF STUDENTS WITH DISABILITIES	49
DUE PROCESS RIGHTS	49
SEARCH AND SEIZURE	50
STUDENT RIGHTS OF EXPRESSION	50
STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES	51
MEMORANDUM TO PARENTS REGARDING	51
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS	51
SECTION V - TRANSPORTATION	52
BUS TRANSPORTATION TO SCHOOL	52
BUS CONDUCT	52
VIDEO RECORDINGS OF SCHOOL BUSES	52
PENALTIES FOR INFRACTIONS	53
SELF-TRANSPORTATION TO SCHOOL	53
HMHS NON-AGGRESSION BEHAVIOR RUBRIC	54
HMHS AGGRESSION BEHAVIOR RUBRIC	55
HMHS TOBACCO/ALCOHOL/CANNABIS RUBRIC	58

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Assistant Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION OF THE SCHOOL

Preparing Our Community To Be Lifelong Learners.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Dr. Linden Moore
Superintendent of Schools
810-639-6131, ext. 8800

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.

SECTION I - GENERAL INFORMATION

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

- A. Relationships with Families
 - a. cultivating school environments that are welcoming, supportive, and student-centered;
 - b. providing professional development for school staff that helps build partnerships between families and schools;
 - c. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers
 - d. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.
- B. Effective Communication
 - a. providing information to families to support the proper health, safety, and well-being of their children;
 - b. providing information to families about school policies, procedures, programs, and activities;
 - c. promoting regular and open communication between school personnel and students' family members;
 - d. communicating with families in a format and language that is understandable, to the extent practicable;
 - e. providing information and involving families in monitoring student progress;
 - f. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
 - g. preparing families to be involved in meaningful discussions and meetings with school staff.
- C. Volunteer Opportunities
 - a. providing volunteer opportunities for families to support their children's school activities;
 - b. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events;
- D. Learning at Home
 - a. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
 - b. working with families to establish learning goals and help their children accomplish these goals;
 - c. helping families to provide a school and home environment that encourages learning and extends learning at home.
- E. Involving Families in Decision Making and Advocacy
 - a. involving families as partners in the process of school review and continuous improvement planning;
 - b. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families
- F. Collaborating with the Community
 - a. building constructive partnerships and connecting families with community-based programs and other community resources;
 - b. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

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 are guaranteed their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure 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 responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact.

Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselors. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

ADULT STUDENTS

18-year-old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:

- Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records
- Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. A new student enrolling in Hill-McCloy High School is required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

A birth certificate or similar document,
Custody papers from a court (if appropriate),
Proof of residency,
Proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Hill-McCloy High School 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 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, adults 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.

Students choosing to transfer to Montrose Alternative High School must get permission from the high school principal, the Montrose Alternative High School principal, and a counselor. Once a student transfers to Montrose Alternative High School, they may not return until they are on track for graduation with their 4-year cohort and in good standing both academically and behaviorally.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. 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 High School Secretary.

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 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 must submit those needs in writing with proper documentation by a physician to the school office. All medications, prescribed and non-prescribed, are to be delivered to the High School office and taken only with adult supervision. The office secretary is available to discuss the procedure for medications and treatments. No medications or treatments are to take place in school without his/her approval.

SELF ADMINISTRATION OF MEDICATION POLICY

Definition: "Medication" shall include all medicines including those prescribed by a physician and any non- prescribed (over-the-counter) drugs, preparations and/or remedies.

Montrose Community School Policy is very specific regarding prescription and non-prescription or over-the-counter (OTC) medications, this includes any type of nutritional or food supplement. Montrose Policy states:

A student in grades 5-12 may be allowed to possess and self-administer an OTC medication upon the written authorization of a parent and physician. The parent and physician must complete Form 5330F1a – Authorization for Prescription and Non-Prescription Medication, and submit it to the school office for filing in the student's records. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action.

If your high school student is taking over-the-counter medication or any type of dietary supplement while at school, Form 5330F1a - Authorization for Prescription and Non-Prescription Medication must be on file in the school office. This form is evidence that the parent is aware and takes responsibility for their student's self-administration of this substance. The Montrose Board of Education for the protection of your child has enacted this policy.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
- 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.

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.

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.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the Superintendent at 810-639-6131 ext. 8800.

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.

8450A - PEDICULOSIS (HEAD LICE)

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment.

The student may be readmitted to school the following day, but will be subject to examination by appropriate school personnel until no live lice and no nits within one quarter inch of the scalp are found.

The necessary at home treatment for lice is contained in Form 8450A F1. Form 8450A F1 and the cover letter (Form 8450A F2) shall be provided to the parents/legal guardians of the student.

The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by each student's parents.

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Specific diseases include; diphtheria, scarlet fever, staph infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the School's administrative guidelines or as specified by the family physician.

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, HIV (Human-immunodeficiency), Hepatitis B, 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.

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 from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. Students are not permitted to leave the school building and grounds from the time they arrive in the morning until the time they are dismissed after school without first securing permission from the office. Failure to sign out will be considered skipping.

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). 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, an employee who has authorized access to such records shall shred them.

Directory information includes:

- A student's name
- Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- Dates of attendance
- Date of Graduation
- Honor rolls
- Scholarships

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 in the administration office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

TRANSFER OUT OF THE DISTRICT

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

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or guardian.

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, their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES AND CHARGES

Hill-McCloy High School charges specific fees for some non-curricular activities, programs, and class dues. 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. Fees may be waived in situations where there is financial hardship.

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 are expected to pay class dues in the amount of \$10 each year. Class dues are not prorated or refundable. Students with unpaid dues will not be allowed to attend school dances or prom.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is 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 them.

Failure to pay fines, fees or charges may result in the withholding of grades and credits.

STUDENT VALUABLES

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

MEAL SERVICE

The School participates in the National School Lunch Program and makes breakfast and lunch available to students. Ala Carte items are available. Students may also bring their own lunches 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 or Assistant Principal. 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 he/she is eligible, contact the Principal.

School Meal Charging Policy

The goal of the school breakfast and lunch program is to provide healthy meals for all students each day. Payment for school meals is expected at the time of purchase. Only a full "reimbursable" meal can be charged. All a la carte items may not be charged at any time.

High School students are also allowed to charge up to \$5.00

- Students are told their negative balances at the register daily.
- Parents can check online at <https://montrose.familyportal.cloud> for their child's balance and purchase history.
- Parents can set up their email in the system to get an automatic notification of a low balance
- School Messenger sends out automated calls after a child's balance is over \$4.00 every Tuesday and Thursday evening.
- Once students owe over \$5.00, they are directed to place a call home.
- Weekly, the food service director reviews the negative balance list and calls home to families with a negative balance over \$8.00.
- The director notifies the school principal if any balance is over negative \$15.00.

** No charging the last 2 weeks of school

**Free/Reduced lunch applications are accepted all year long.

Bad Debt Policy

At fiscal year end, an unpaid customer balances report is printed through the food service Meal Magic software tracking system. The amount reported as bad debt is then reimbursed to the lunch fund from the general fund through the process of a journal transaction. This process clears the bad debt amount from the lunch fund.

FIRE, LOCK DOWN, AND TORNADO 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.

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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of three short rings of the bell.

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.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will provide notification of the closing by the following radio and television stations:

WFDF, WKCQ WHNN, WWCK, WIOG and Television channels 5 and 12.

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

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff,

each visitor must report to the office upon entering the School. Any visitor found in the building without permission shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience.

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

USE OF THE LIBRARY

The library is available to students on scheduled days it is open. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one month and reference materials for two days. To check out any other materials, contact the library media clerk.

USE OF THE 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 safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in 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 each semester.

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

Students must get permission to use the office telephones. Students will not be called out of class to receive a call, unless it is an emergency. Office personnel will speak to a parent/guardian in the event the student is requesting permission to leave school. Students may use their personal phone to call a parent, but it must be given to office personnel to verify release.

CLOSED CAMPUS

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school without first securing permission from the office. Failure to comply will result in disciplinary action. The thing to remember is that under no circumstances are you to leave school during the day without first reporting to the office and having your departure approved.

CHECK-IN

Students are expected to check-in at the office when reporting to school any time after 7:45 a.m., unless the student has been out of the building on a schedule, which has been approved in the office.

HALL PASSES

Students should not be in the halls during class periods unless they have a hall pass from an authorized staff member or are accompanied by a teacher. Those students without a pass may be deemed as skipping, and Saturday School may be assigned.

LOCKERS

Lockers are to be used for all personal storage. Students are not to bring backpacks, duffel bags, sports bags or other personal storage containers to class. Due to the number of students and limited space in the classroom, these items can become a hazard to student movement in and around their classes. 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.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

STUDENTS DRIVING AND PARKING

The use of student operated motor vehicles for transportation to school is a privilege and not a right. The administration reserves the right to grant or deny permission to students to operate motor vehicles for transportation to school. When possible, students should avail themselves of the provided bus service and refrain from driving to school. 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:

1. Student driven vehicles must be parked in the student parking lot in areas assigned to students. Student parking will be on a first come first serve basis and there will be a \$5.00 vehicle registration fee per year regardless of when they are purchased. Permits will be returned to the HS office before graduation. If a student loses his/her permit a new one must be purchased. There is a \$10 fee for lost permits. The permit will be placed/displayed on the rearview mirror. Students who do not comply with the purchase of permits will be subject to disciplinary action. Permits are in place for security and safety measures. Permits will be issued out of the main office.
2. Vehicles must be parked within the painted parking areas in the student parking lot.
3. A safe speed not to exceed 10 miles per hour is to be maintained when driving on school property. Students will refrain from unnecessary noise, racing motors, fast starts, and spinning or sliding tires.
4. All school rules apply to the parking lot and students in vehicles.
5. Students must always operate vehicles in a safe manner.
6. The rules for driving to school are strictly enforced. Students should be forewarned that any infraction of the rules could result in one or all of the following: loss of driving privileges, Saturday School, and or referral to a police agency for action. Improperly parked vehicles may be towed at owner/operators expense.
7. Tardiness, truancy, skipping, and other infractions are grounds for revoking a student's driving privilege.
8. Students are not permitted to drive vehicles during regular school hours. Once the vehicle arrives in the morning it is not to be moved until the driver is leaving school for the day.
9. Vehicles must be vacated and locked immediately upon arrival at school. Students are not allowed to sit in parked vehicles.
10. The parking lot is off limits to students during the school day and during lunchtime unless the student has permission from the office or the students' program necessitates driving.
11. The administration reserves the authority to check the contents of vehicles parked on school grounds.

12. The school will not be responsible for theft but will attempt to safeguard vehicles while on school property.
13. Student assistance is needed in maintaining surveillance and reporting problems in the parking area.

SCHOOL SPIRIT

School spirit is not something that can be given to a student or simply acquired. It must grow within the individual. It is not merely cheering at athletic events. It is pride in one's school, and "Esprit de Corps" that one possesses, one's general attitude toward his/her school, its programs, activities, its faculty and student body. Enthusiasm, pride in one's school, and a good healthy attitude are contagious. It spreads quickly to others and can make your school a better place in which to live and learn.

MONTROSE SCHOOL SONG

Let's give a rousing cheer to Montrose
The fairest school in all the land.
And when our charging backs
Come crashing through the line
All will know the Rams are on a roll.
So raise your voices now for Montrose
And stand erect with praises high
Our banners and our laurels
Are the symbol of our years
To stir the minds and loyal hearts
Of those that linger here.
So give a rousing cheer for Montrose
All hail the best in Michigan.

MONTROSE COMMUNITY SCHOOLS

TECHNOLOGY AND TELECOMMUNICATIONS APPROPRIATE USE POLICY

Computers and other technologies provide opportunities for students and staff; they are installed in the schools for the benefit of all learners. In order for technology to be in working order and available to everyone, users must respect the hardware and software in the school's facilities. This policy will serve as a guideline for the use of the computer systems and networks belonging to the Montrose Community Schools. This policy is necessary to ensure that all students and staff have maximum access to ways of generating, storing, and transmitting information. This policy includes the authorized use of **all** technology and telecommunication resources owned by the Montrose Community Schools. Authorized users are those who have been given specific permission to use the district's telecommunication network resources. This includes, but is not limited to personal computers, servers, electronic mail, Internet, and other technology and peripherals.

Purpose of Telecommunications:

Telecommunications extend the classroom beyond the school building by providing access to informational resources on local, state, national, and international electronic networks such as the Internet. For students and teachers, telecommunications use in the Montrose Community Schools is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are literacy skills that support student achievement and success in the 21st century. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Telecommunications Safety:

Precautions will be taken to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Software that attempts to block access to objectionable material will be accessible on computer networks used by the students and staff.

Privacy:

Electronic and other technology methods must not be used to infringe upon privacy. It is the responsibility of the user to maintain the privacy of personal name, address, phone number, password, and respect the same privacy of others.

Plagiarism and Copyright:

Plagiarism is taking ideas or writings from another person and offering them as original ideas. This policy requires that all users of the network resources owned by the Montrose Community Schools will comply with local, state and federal laws for guidelines. Only the owner of a copyright can copy, modify, distribute, display/transmit, and perform the work. Transferring a work in the form of digital data from one computer system to another is copying and distributing that work. A creative work (text, movies, pictures, etc.) is automatically protected by copyright from the moment it is created. No copyright notice or registration is required. This policy prohibits the illegal use of the data, music, movies and pictures, etc. without permission from the owner.

Individual Responsibilities:

Just as certain privileges are given to each person using the district telecommunication network, there are expectations that all users will develop the skills necessary to use this system appropriately and to report any improper usage and/or abuse to the network system and equipment.

Common Courtesy and Respect for Rights of Others:

Be fair to other users. Do not remain on the network for excessive periods of time. Do not use the network in a way that would disrupt other users on the network. Comply with all legal restrictions regarding the use of information that is the property of others. Users are responsible for recognizing (i.e. attributing) and honoring the intellectual property rights of others.

Responsible Use of Resources:

The computer network has been installed to enhance the delivery of instruction. Acceptable activities for students are class assignments and career development. Professional development and community activities are acceptable for employees.

PRIVILEGES

Control of Access to Information

Montrose Community Schools may control access to its information and the devices on which it is stored, manipulated, and transmitted.

Responding to Security and Abuse Incidents and Impositions of Sanctions

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the Montrose Community School's computers and networks or other telecommunications equipment. The user must take immediate steps to insure the safety and well being of information resources. Once the Director of Technology has been notified, corrective action will be taken.

Montrose Community Schools may impose sanctions and punishments on anyone who violates the district policies or laws applicable to computer and network usage. Persons in violation of this policy are subject to the full range of sanctions, such as the loss of computer or network access privileges, disciplinary action, including, but not limited to, dismissal from the Montrose Community Schools and/or legal action. Some violations may constitute criminal offenses, under local state and federal laws. Montrose Community Schools will carry out its responsibility to report such violations to the appropriate authorities.

System Administration Access

A system administrator may access others files or accounts for the maintenance of networks and computer storage systems. He/She may access others' files or accounts to investigate allegations of misconduct, violations of district policy or procedure, or violation of local, state, or federal law. In all cases an individual's privileges and rights of privacy are to be preserved to the greatest extent possible.

Monitoring of Usage, Inspection of Files

The system administrator may, without prior notice to the user, routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for evidence of violation of law or policy.

Suspension of Individual Privileges

The district may suspend computer and network privileges of an individual for reasons relating to the safety and well being of students or other staff members or Montrose Community School's property. Access may be restored when safety and well being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Board of Education or District Administrator(s).

Enforcement of the Appropriate Use Policy

Any request from an external organization conducting an investigation of an alleged violation involving the Montrose Community Schools district computing and networking resources must go through the Superintendent.

Educational Objectives

In making decisions regarding access to the Internet, the Montrose Community School District considers its own stated educational mission, goals and objectives. The school district has a limited educational purpose, which includes the use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. Limited recreational game playing may be tolerated only with permission of the teacher.

Use of Computer System

All users are responsible for the security and integrity of the information stored on the Montrose Community School's network. This can be accomplished by making regular backups of the information and controlling physical and network access to the machines.

Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others. Users are responsible for any use of their accounts. Users may not run or otherwise configure hardware or software to intentionally allow access by unauthorized users.

Termination of Access

When a user is no longer a student or employee of the district, network privileges are terminated. Formal authorization must be obtained to use the facilities, accounts, access codes, privileges, or information.

HARMFUL ACTIVITIES PROHIBITED

Harassment:

All district policies and procedures regarding harassment, discrimination, publicity, hazing, and non-academic student conduct pertain to the use of network resources. No user shall intentionally disrupt or damage academic, research, and administrative data. Nor shall they invade or threaten to invade another person's privacy, academic or otherwise.

Academic Dishonesty:

Users should always use the high ethical standards outlined in the district policy manual when using computer resources. Academic dishonesty (plagiarism and cheating) is a violation of these standards.

Denial of Service:

Deliberate attempts to degrade the performance of any computer system/network or to deprive others of resources or access to any district computer system is prohibited.

Use of Licensed Software:

No software may be installed, copied, or used on the district resources except as approved by the Director of Technology.

Commercial Advertising, Personal Business and Campaigning Activities:

The district does not permit the use of district owned equipment or network resources for political campaigning or commercial advertising activities without the express permission of the Superintendent. Incidental personal use that has negligible effect on the use of the system may be permitted. Teachers may also use the system for activities supporting scholarly pursuits.

Network Installations:

Users may not connect any network equipment to the Montrose Community School's network without the authorization of the Director of Technology. Network equipment includes, but is not limited to, computers, printers, hubs, routers, firewall, bridges, and switches or any devices that provide network connectivity.

Unacceptable Use for Student Users:

- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password.
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer virus, bus, worm or other similar name onto the district technology networks or equipment.
- Users will not modify any settings on the computers including, but not limited to, the desktop or screensavers.
- Users will not download or install anything on the district's computers.
- Users will not participate in any chat rooms, IRC, ICQ or instant messages.
- Users shall not participate in playing computer games without the direct permission of the teacher. All games should have an educational purpose in line with the district's curriculum and instructional purpose.

NOTIFICATION OF PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, the Montrose Community School District has established the following guidelines concerning student records:

- A. The High School Counselors are the High School Records Officers responsible for the processing and maintenance of all student records. Their offices are located at Hill-McCloy High School or he/she can be reached by calling 810-639-6131 ext. 8828.
- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within ten days from the date of this notification that he/she will not permit distribution of any or all of such information:
name, address, and telephone number; date and place of birth; photograph; 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 and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co curricular and extracurricular program. No student may participate in any school sponsored trip without parental consent. Attendance rules apply to all field trips. For the 20 school days leading up to the field trip, students must be present at least 80% (16 days) of those school days in order to attend the event. Students with documented medical absences will be reviewed by the building principal to determine participation.

GRADES

Hill-McCloy High School has a 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 and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Grade Point Average

To calculate a grade point average (GPA), assign a point value to each course grade and divide by the total number of credits. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, and year or for a series of school years.

Grading Periods

Students shall receive an updated transcript or report card after the end of semester indicating their grades for each course of study for that portion of the academic year.

Pass/Fail Classes

Juniors and Seniors are permitted to take one course on a pass/fail basis. All the regular course work will be required, but no letter grade will be given. The record will show a "pass" or "fail" for the course. You must notify the teacher by the end of the third week of the semester if you elect this option.

Incomplete Grades

Students who receive an incomplete grade (I) must complete the class prior to the seventh (7th) week of the next grading period or the grade will revert to an E.

Retaking Classes

Students may not re-take any course in which they received a C or better. Grades from retaken courses will not replace the previous grade in that course.

WEIGHTED GRADES

Students that take "Honors" level courses will have the opportunity to earn additional points on their GPA. Online and dual enrollment courses are not considered "Honors". The freshmen and sophomore year will be crucial for those students to put themselves in a situation where they can meet the prerequisites to take "Honors" level courses.

GRADE POINT AVERAGE

The following grading scale will be used to determine student final letter grade. Semester grades are computed based on average of marking periods. Semester grade computation is determined and explained by teacher each semester. All Honors classes earn weighted grades with weight applied at the end of each semester.

LETTER	PERCENTAGE	UNWEIGHTED GRADE VALUE	WEIGHTED GRADE/HONORS VALUE (+0.5)
A	93.00-100.99	4.0	4.5
A-	90.00 - 92.99	3.8	4.3
B+	87.00 - 89.99	3.5	4.0
B	83.00 - 86.99	3.0	3.5
B-	80.00 - 82.99	2.8	3.3
C+	77.00 - 79.99	2.5	3.0
C	73.00 - 76.99	2.0	2.5
C-	70.00 - 72.99	1.8	2.3
D+	67.00 - 69.99	1.5	2.0
D	63.00 - 66.99	1.0	1.5
D-	60.00 - 62.99	0.8	1.3
E	00.00 - 59.99	0.0	0.0

*Please Note: OFF CAMPUS CLASSES (GCI, MOTT CC, UM FLINT, BAKER COLLEGE, ETC.) MAY ADHERE TO A DIFFERENT GRADING SCALE and receive 0.5 credit/high school hour, the same as on campus classes. High school credit and grade earned in middle school is not calculated in high school Grade Point Average (GPA), but credit appears on the high school transcript.

VALEDICTORIAN / SALUTATORIAN – CUM LAUDE

Students will be recognized for **Cum Laude** if they meet all of the following criteria:

- Students must pass 11th and 12th grade Honors courses as identified by staff
- The Class of 2027 must successfully complete 7 Honors credits
 - Students must take a minimum of 3 Honors credits in the Senior year
 - Students must complete both semesters of a two-semester course to receive Honors credit
 - Honors courses must be passed with a C or better to count as an Honors credit
 - Honors courses earn weighted bonus (.50) at the end of the semester
 - Honors credit will not be issued for courses taken pass/fail
 - Students must pass all Honors courses in which they were enrolled
 - Students must qualify for a graduation cord (GPA of 3.0 or higher.)
 - Students must have fulfilled all graduation requirement

Students will be recognized for **Magna Cum Laude** if they meet both of the following criteria:

- Meet the requirements for Cum Laude

- Have a GPA of 3.4 or higher

Students will be recognized as **Summa Cum Laude** if they meet both of the following criteria:

- Meet the requirements for Magna Cum Laude
- Have a GPA of 3.8 or higher

Honors classes for the graduating Class of 2027 are:

English: Honors+ American Literature, Honors+ Writing
 Math: Honors+ PreCalc, Honors+ Calculus
 Science: Honors+ Chemistry, Honors Anatomy & Physiology
 Social Studies: US History: Honors+ U.S. History: 1865 – Present
 Other: Honors+ Spanish III (1/2 credit), Honors+ Spanish IV (1/2 credit)
 Dual Enrollment: Some dual enrollment classes are eligible for honors credit, please see the section on dual enrollment for more information.

Some Genesee Career Institute and independent study classes may qualify if approved by the departments, counseling staff and principal.

Students who wish to qualify as Valedictorian or Salutatorian must attend Hill-McCloy High School for their entire Sophomore, Junior and Senior years and graduate Magna Cum Laude.

GRADUATION REQUIREMENTS

Regular Diploma

It is possible to earn 24 credits and 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 22 credits. A credit is equal to one hour of instruction for the entire year. Any student who has the possibility of meeting graduation requirements at the end of the first semester of his/her senior year will be considered a member of the graduating class. ***Students must have met all graduation requirements to participate in graduation ceremonies. If a student fails to meet all graduation requirements with their 4-year cohort, then the student will transition to Montrose Alternative High School to fulfill their remaining graduation requirements.***

Specific course requirements are:

	English	Math	Science	Social Studies	Other	Arts/World Lang
Class of 2027	- English 9 - English 10 - English 11 - 4 th English credit	- Algebra I - Geometry - Algebra II - 4 th math course Must take a math related credit senior year	- Int Science I - Int Science II - Int Science III, Honors Chemistry or Honors Physics	- US History - World History - Civics - Economics	- Basic Health - Basic PE - Senior Seminar	1 credit of visual, performing, or applied arts or a combination 2 credits of a language other than English (need not be earned in high school)

EARLY GRADUATION

Students who wish to graduate early should meet with their counselor to determine eligibility. Once it is determined that the student can meet graduation requirements earlier than the scheduled semester of graduation, the student must complete an early graduation request letter (with support of what they plan to do (college and or full time employment) and submit it for approval to the high school principal.

APPLICATION LETTER FOR MID-YEAR GRADUATION MUST BE SUBMITTED BEFORE THE BEGINNING OF THE FALL SEMESTER. THE STUDENT MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITIES UPON EARLY GRADUATION EXCEPT FOR THE SPRING GRADUATION CEREMONY.

COMMENCEMENT PARTICIPATION

Students must meet all graduation requirements and have paid all fines to participate in commencement ceremonies. There will be no exceptions to this policy.

GENESEE CAREER INSTITUTE (GCI)

Hill-McCloy High School works cooperatively with the Genesee Career Institute (GCI) to provide various types of vocational, off-campus programs for Montrose students. Students who desire information concerning course offerings, regulations and eligibility requirements should contact the counselor. Orientation to GCI will be presented in the spring of your sophomore year.

DUAL ENROLLMENT

Dual enrollment is a program that allows students to take a class at a local college or university as part of their regular school day. Students will earn credit from the college as well as from Hill-McCloy High School. Dual enrollment is open to students who have met the following criteria: a minimum GPA of 2.5 to dual enroll at Mott Community College; juniors must have a 3.5 GPA and seniors must have a 3.2 GPA to dual enroll at University of Michigan-Flint. They must have met qualifying scores on the EXPLORE, PLAN, ACT, or MME. There are two guidelines for selecting college courses. It is only necessary to meet one of the two guidelines below:

1. The college class must be one that is not offered at Hill-McCloy High School. Students cannot take a Dual Enrollment course in the areas of hobby, craft, recreational, physical education, theology, divinity or religious education. The student must have exhausted a program of study by successfully completing the highest level offered at Hill-McCloy High School in that discipline.
2. Montrose Community Schools has a maximum dollar amount predetermined by the state of Michigan to cover tuition. However, if the tuition exceeds the predetermined dollar amount set by the state, students' parents are expected to pay the difference.

Dual Enrollment Grading Policy

A dual enrolled student who is enrolled in a core subject area (Math, English, Social Studies, Science, and World Language) course that is beyond the courses offered at Hill-McCloy High School, as determined by the Honor's Committee will be graded on a weighted 4.5 grading scale for that class. Students must earn a C or better for a dual enrolled course to count as Honors Credit. If a class has not already been approved, the student will need to submit a request to the department chair to review the curriculum of the course prior to the start of the course for approval. The request form can be picked up in the Counseling Office. Currently approved courses for 4.5 weighted credits:

U of M Flint – ARH 112 History of Renaissance to Modern Art
U of M Flint – BIO 104 Intro to Human Biology
U of M Flint – BIO 135 Microbiology
U of M Flint – BIO 167 w/ lab Human Anatomy & Physiology
U of M Flint – BIO 307 Topics in Human Anatomy
U of M Flint – BIO 328 Genetics
U of M Flint – COM 200 Introduction to Human Communication
U of M Flint – CSC 275 Problem Solving and Programming 2
U of M Flint – CSC 276 Problem Solving and Programming 2 in Java
U of M Flint – CSC 370 Intro to Information Security
U of M Flint – CSC 384 Database Design
U of M Flint – ECN 314 Money and Banking
U of M Flint – HCR 206 Health Science Applications

U of M Flint – HIS 114 20th Century World History
U of M Flint – MTH 122 Calc II
U of M Flint – MTH 220 Elementary Linear Algebra Abstract)
U of M Flint – MTH 222 Multivariate (Calculus 3)

U of M Flint – MTH 230 Discrete Math
 U of M Flint – MTH 305 Differential Equations (Calculus 4)
 U of M Flint – PHL 168 Philosophy of Bioethics
 U of M Flint – PHY143 College Physics I
 U of M Flint – PHY145 College Physics II
 U of M Flint – PHY245 Principles of Physics
 U of M Flint – PHY 243 Principles of Physics I
 U of M Flint – POL 261 Intro to Political Theory
 U of M Flint – PSY 100 Principles of Psych
 U of M Flint – PSY 309 Abnormal Psych
 U of M Flint – PSY 316 Biological Psych
 U of M Flint – SPN 301 Spanish Conversation and Comp I
 U of M Flint – SPN 303 Spanish Conversation and Comp II
 U of M Flint – SPN 311 Survey of Spanish Literature
 U of M Flint – SPN 318 Survey of Spanish American Literature
 U of M Flint – SPN 360 Comparative Phonetics

Mott CC – ASTR 118 Stellar Astronomy
 Mott CC – BIO 151 w/ lab Human Anatomy & Physiology I
 Mott CC – BIO 152 w/ lab Human Anatomy & Physiology II
 Mott CC – COMM 140 Interpersonal Communications
 Mott CC – ENGL 101 English Composition I
 Mott CC – ENGL 102 English Composition II
 Mott CC – ENGL 205 Creative Writing
 Mott CC – MTH 180 Analytical Geometry
 Mott CC – MTH 280 Differential Equations
 Mott CC – PHIL 295 Ethics
 Mott CC – PSYC 281 General Psychology
 Mott CC – PSYC 282 Social Psychology
 Mott CC – PSYC 283 Theories of Personality
 Mott CC – PSYC 285 Child Psychology
 Mott CC – PSY 286 Abnormal Psychology
 Mott CC – PSYC 291 Psychology of Human Development
 Mott CC – SOCY 191 Introduction to Sociology

Dual Enrollment Process

Meet with school counselor
 Complete a college application
 Complete Dual Enrollment forms and submit to high school counseling office
 Complete Orientation
 Register for the class

HMHS Dual Enrollment students who do not receive college credit for a course are required to repay the school district (or the Department of Treasury in the case of a nonpublic school) any funds that were expended for the course that were not already refunded by the eligible postsecondary institution. If the student does not repay the funds as described in [MCL 388.514], the student may not be allowed to enroll in another dual enrollment course and will not be allowed to attend school dances, obtain a parking permit the following school year, or participate in graduation activities. A student may take dual enrolled courses (including ones that were previously taken unsuccessfully) if the funds are repaid and if they still meet all other eligibility requirements.

ONLINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program. Students must have a C+ or better in prior content of requested online courses.

Counselor will check grades to ensure eligibility. Retakes and resets on quizzes and tests will not be permitted if the student has a C or better in the course. Other restrictions may apply based on district policy and state law. Administration may refer a student to online coursework for credit recovery. Online courses are provided by Edgenuity or through the GenNET Online Learning portal. **The student must have the signed parent permission form returned to the counseling office by May 15 TO TAKE AN ONLINE COURSE DURING THE NEXT SCHOOL YEAR.** Online courses for 2nd semester are only allowed if pre-registered the previous spring or for credit recovery purposes. Counselor or administrative recommendation is required for making up 1st semester failures. Deadline to drop the online class to avoid payment is June 1.

- Definitions
 - On-Line Learning - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
 - Blended Learning - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.
- Program Eligibility
 - The District shall offer a program for students in Grades 6-12.
 - The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, and core courses to meet graduation requirements, or dual enrollment programs.
- Student Eligibility
 - Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
 - Only students enrolled in grades 6 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.
- Course Availability and Access
- The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
 - On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
- The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
- The District will provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.
- An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.
- The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:
 - The student has previously gained the credits provided from the completion of the on-line course.
 - The on-line course is not capable of generating academic credit.
 - The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
 - The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.

- The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
- If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.
- The Superintendent shall respond to the appeal within five (5) days after it is received. If the Superintendent determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.
- An on-line learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
- If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.
- The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

Nonresident Applicants

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

Requirements Specific to On-Line Learning Courses

To offer an on-line course, the District must:

1. Provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide on-line course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on-line courses maintained by the Michigan virtual university.
3. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

On-line Course Syllabus

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

1. State academic standards addressed in an on-line course.
2. On-line course content outline.
3. On-line course required assessments.
4. On-line course prerequisites.
5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.
6. Academic support available to the on-line learning student.
7. On-line course learning outcomes and objectives.
8. Name of the institution or organization providing the on-line instructor.
9. Number of eligible nonresident students that will be accepted by the District in the on-line course.
10. Results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon graduation requirements, the student's needs and available class space. It is important to note that some courses may be denied due to lack of available space or the need to take prerequisites. Any changes in a student's schedule are facilitated through the counselor's office. **Schedule changes will not be allowed after the posted date.** Any course dropped on or after the 11th day of class will be recorded with a final grade of "E" on the transcript and will figure into the student's grade point average (GPA).

ONLINE COURSES

Students must have a C+ or better in prior content of requested online dual-enrolled or non-credit recovery courses. Counselor will check grades to ensure eligibility. Other restrictions may apply based on district policy and state law. Administration may refer a student to online coursework for credit recovery. For fall semester, dual enrolled online courses, the student must have the signed parent permission form returned to the high school counseling office by May 15. For spring semester dual enrolled online courses, the student must have the signed parent permission form returned to the high school counseling office by November 15.

Deadline to drop the online class to avoid payment is June 1.

CADET TEACHING

Prerequisite: 3.0 GPA in subject area & Early Childhood Education at GCI

Grades: 12 0.5 credit/semester

Seniors may Cadet Teach upon completion of the following prerequisites:

- 1.) EDP must reflect interest in a career in teaching;
- 2.) Take the Early Childhood Education course at Genesee Career Institute in the junior year.
- 3.) Have a B average in the subject area of teaching interest.

Upon verification of the prerequisites and supervising instructor agreement, the senior shall be considered for a cadet teacher position.

COUNSELING

The Hill-McCloy Guidance & Counseling Department is committed to a quality comprehensive guidance and counseling program that is an integral part of academic and social education. The program addresses areas of educational planning and career exploration and development. Through participation in this program, all students will become lifelong learners, workers and contributors to their community. Our program adheres to:

- American School Counseling Association standards for school counseling
- Michigan Comprehensive Guidance and Counseling Program

Counselor Background: The professional school counselor has a Master's degree in school counseling that includes coursework in career development, testing, human growth and behavior, guidance and information services and a supervised internship.

All students are assisted with issues pertaining to selecting careers, scholarships and college entrance information. Students are urged to become acquainted with and take advantage of services offered by the counseling department. These services include a Career Clusters component through Career Cruising that shows students the relevance between their educational program and the world of work. Students choose a cluster from sixteen occupational strands through Career Cruising activities prior to beginning high school and it is updated yearly. Each strand has a detailed curricular format to assist students with class choices. Please log onto Career Cruising with your student to obtain additional information.

Individual counseling is available to all students in the following areas: short term crisis counseling, educational counseling, career counseling, financial aid information and post-high school planning.

- Short term/crisis counseling involves the following:
 - Students can see the counselor for help during a personal or family crisis.
- Educational counseling involves the following:
 - Course selection
 - Relating courses to career choices
 - Developing responsibility and self-discipline in the classroom
 - Testing services and interpretation
 - Genesee Area Skill Center applications and placement
- Career counseling involves methods utilized to assist students in exploring an educational development plan (EDP) through Career Cruising that will lead to a Career Cluster. Students also have access to career/post-high school educational material and computers in the library and Career Center. These materials provide information on hundreds of careers, training/education required, opportunities for employment, future outlooks for careers and much more information.
- Financial Aid and scholarship information and forms for post-high school education may be obtained from the Career Center. This is available throughout a student's senior year and new listings are posted in the daily announcements, counseling office and Career Center. A financial aid night is held in October to assist students and parents to prepare for post-high school educational plans.
- Post-high school planning begins during the freshman year. Tests such as the PSAT and SAT are available for students. College, technical school and military materials are available for student use in the Career Center. College visits may be arranged through the counseling office during the student's senior year. College and university representatives visit regularly each fall.

Confidentiality: Confidentiality requires privacy between the students and counselor. Privacy is governed by law, ethics and school rules. Exceptions to confidentiality include:

- Potential harm to students or others
- State laws that mandate reporting suspected child abuse
- Court orders that require testimony or student records

Counselor Appointments: There are times when counselors are available to students on a walk-in basis, such as before or after school or during the lunch hour. Students can also sign up in the Career Center for an appointment or receive a pass from a teacher to go to the counseling center. Parents are encouraged to call for an appointment as needed. Teachers or staff members may also make referrals.

STUDENT ASSESSMENT

Students participate in a standardized testing program to determine how their scores and abilities compare to similar groupings in national, state or local samples. Not only does this offer information for the individual student, but standardized test scores also help in curriculum planning and determining course offerings.

TESTING OUT OF COURSES

Any high school student who wishes to receive credit in an academic course in which s/he is not enrolled may do so by taking the comprehensive examination and/or other assessments and receiving a grade of at least 78%. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and may be counted toward the required number of credits needed for graduation. The credit will be listed on the student's transcript with a grade of passing (currently S-Satisfactory). This grade will not be used to determine the student's GPA. A student may not receive credit for proficiency in a course that is lower in the course sequence than another s/he has already completed or in which s/he is currently enrolled. If a student takes a course and fails to earn credit, they may earn credit by following Credit for Proficiency procedures. In this case, the original grade will remain on the transcript; it will not be effectively replaced as it would if the student chose to retake the course.

HOMework

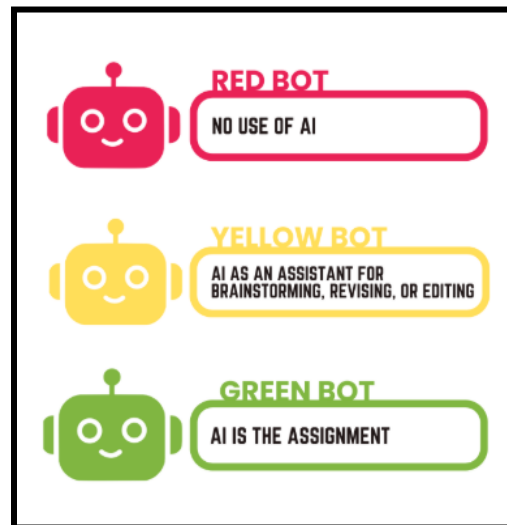
The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MSTEP tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

AI ACCEPTABLE USE & ACADEMIC INTEGRITY GUIDELINES

The default for all classrooms is “Red Bot” unless a teacher explicitly states otherwise.

If AI is allowed on an assignment, the teachers will communicate expectations at the beginning of the assignment, in writing using the AI Stoplight:

- **Red Bot – No Use of AI**
Students may not use AI tools in any part of the assignment.
- **Yellow Bot – Limited Use of AI**
AI may be used only as permitted by the teacher, such as for brainstorming, revising, organizing, or clarifying ideas. Students must follow teacher directions and provide attribution when required.
- **Green Bot – AI Is the Assignment**
AI use is expected and is part of the learning task. This means AI is not just allowed - it is required and built into the purpose of the activity.



Students must never input personally identifiable or sensitive information into AI tools.

Responsible & Ethical AI Use

AI tools can support learning, but they must be used ethically:

- Students may use AI for research, tutoring, summarizing difficult content, or planning/organization when allowed by the teacher.
- AI should enhance learning rather than replace individual effort.
- Students must critically evaluate AI-generated information, recognizing potential inaccuracies or biases.
- When AI use is permitted, students must acknowledge and cite the AI tool used by including both an in-text citation and a corresponding reference entry in APA or MLA format, according to their teacher's directions.

Such actions violate academic integrity standards and school acceptable use agreements.

AI Misconduct Review Process

To ensure fairness and transparency in addressing suspected misuse:

1. **Clear Expectations**
Teachers will communicate AI use expectations at the start of assignments using the AI Stoplight Framework.
2. **Student Reflection Opportunities**
If misuse is suspected, students may be asked to:
 - Describe their work process
 - Provide drafts, notes, or revision history
 - Share AI prompts or transcripts, when available
3. This reflective step helps determine whether learning integrity was maintained.

4. Consequences for Misuse

AI-related misconduct will follow the same guidelines as cheating or plagiarism outlined in the student handbook.

CHEATING/PLAGIARISM

Cheating of any form will not be tolerated. Cheating is defined as representing another person's work as your own OR knowingly allowing someone to represent your work as his/her own, OR copying material from the internet and pasting it and turning it in as your own. Students involved in any type of plagiarism – either submitting answers not their own that they don't understand, knowingly supplying answers to other students, copying another student's work, copying work from the internet, using artificial intelligence tools to complete work without prior teacher permission, or making up lab data – will follow the following disciplinary steps listed below.

The consequences outlined below are per course per school year. However, a student, along with their parents, will be required to have a meeting with administration if the student has a combination of three or more instances of cheating/plagiarism across classes during the school year.

1st offense = Student will receive a zero for the assignment/assessment, and the student meets with the dean of students who may refer the student to the counselor if needed. The dean of students will keep a record of the incident on file. The parent will be contacted by the dean of students within two school days of the incident being reported.

2nd offense = Student will receive a zero for the assignment/assessment, and the student meets with the dean of students who may refer the student to the counselor if needed. The teacher will enter a discipline referral. The student will be issued the next available Saturday school. The parent will be contacted by the dean of students within two school days of the incident being reported.

3rd offense = Student will receive a zero for the assignment/assessment. The teacher will enter a discipline referral. The student will be issued the next available Saturday school. The student is referred to the administrators who will contact the parent. The parent must have a meeting with an administrator within 48 hours of parent contact. The purpose of the meeting is to review the policy and consequences as outlined in the Student Handbook.

4th offense = Student is dropped from the class with an E.

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 superintendent. The District will provide homebound instruction only for those confinements expected to last at least twenty (20) 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.

SPECIAL EDUCATION

Hill-McCloy High School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Director at 810-639-6131 ext. 8800.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Special Education Director at 810-639-6131 ext. 8800.

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 extracurricular program offered by the district.

REVIEW OF INSTRUCTIONAL MATERIALS

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 should contact the Principal prior to coming to the School.

SECTION III - STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Hill-McCloy 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.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

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.

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

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 application must verify that the activity is being initiated by students, 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. 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.

NATIONAL HONOR SOCIETY

Acceptance into membership in the Hill-McCloy Chapter of National Honor Society gives students recognition for outstanding achievement. Students must apply for membership. A faculty council of five teachers reviews each applicant's performance in the areas of scholarship, leadership, service and character. In each case, the council then recommends acceptance or rejection to the Principal. Students must complete these requirements, maintain a minimum overall 3.50 GPA and meet additional standards to be considered for admission to NHS. These are the course requirements for the Hill-McCloy chapter of NHS:

(Prerequisites assumed, updated 6/26)

Junior Requirements (Class of 2028)

Completion or enrollment in at least two of the following:

- Honors English 10
- Honors+ American Literature
- Honors+ Writing
- Honors+ Pre-Calculus
- Honors+ Chemistry
- Honors+ Spanish III/IV

Senior Requirements (Class of 2027)

Completion or enrollment in at least four of the following:

- Honors+ American Literature
- Honors+ Writing
- Honors + Pre-Calculus
- Honors+ Calculus
- Honors+ Chemistry

- Honors Anatomy and Physiology
- Honors+ Spanish III/IV

“Advisor pre-approval” means approval to substitute a course outside our curriculum has been obtained in writing *prior to the start of the semester in which you are enrolled*.

Pass/Fail: courses required for NHS may **NOT** be taken on a pass/fail basis. Taking courses *beyond* the requirements on a pass/fail basis is acceptable.

Online classes must be pre-approved by the Advisor *prior to the start of the semester in which you will be enrolled*. Approval is granted only under very unusual circumstances.

Should a member fail a course required for membership, the Faculty Council will automatically consider dismissal from NHS. Under such circumstances, the member may request a hearing with the Faculty Council.

NATIONAL TECHNICAL HONOR SOCIETY

It is the intent of Hill-McCloy High School's National Technical Honor Society Chapter 4803 to recognize Career Technical Education (CTE) students who have completed at least 12 segments of a CTE course, currently being Woodtech, Construction, VEI, Digital Media, Cybersecurity, or Genesee Career Institute courses. Students who qualify will be invited to apply for NTHS membership.

Eligibility:

- Complete 12 segments of the same CTE program
- Attain and maintain an overall GPA of 3.0 or higher (unweighted)
- Be in in good standing (Grade appropriate standing as listed above, character, participation, discipline, and attendance)

Membership:

By invitation after completing 12 CTE segments. Invitations will be delivered in fall of each school year. Applicants need to complete the NTHS application and submit a letter of recommendation from a CTE instructor. Membership dues are a onetime fee of \$30. Participation in fundraising is expected to cover dues and expenses.

NTHS Activities:

Members are required to participate in activities such as:

- Fundraising and raffles to cover membership dues
- Community Service/Events/Drives/Competitions to be determined by NTHS Advisors

Graduation Activities:

Members in good standing within NTHS will receive a NTHS Stole in the spring of senior year for graduation.

HONOR GUARD

The ten students in the junior class with the highest GPA that have completed at least one Honors course with a B or higher as of May 1 will serve as Honor Guard during the graduation ceremony.

STUDENT COUNCIL

The Student Council serves as an important liaison between the student body, the faculty and administration. Each year students in each class elects members to the council according to the provisions of the Student Council Constitution.

From this membership, a President and Vice-President are elected. The daily announcements carry information regarding the procedure for submitting nominating petitions for the election.

In addition to serving as a vehicle for providing communication in school, the council participates in many decisions which affect the student body, helps in the selection of assembly programs and has jurisdiction over Homecoming activities, etc. Students are encouraged to select council representatives carefully. Elected members, like all students, have the responsibility to work with the school staff to make Hill-McCloy an effective and enjoyable place to learn.

ACADEMIC ELIGIBILITY

There is a full program of extra-curricular activities for both boys and girls. All students are urged to participate. In order to participate in regular season play students must pass six (6) classes to be eligible for participation in extracurricular or athletic contests, meets or performances and their grades will be monitored weekly. Semester eligibility and MHSAA post season tournaments are based on the standard described in the MHSAA Handbook, regulation one, section eight. Should a student pass less than five (5) classes a semester, he/she will not be eligible to participate the following semester unless courses are taken to re-establish eligibility. Courses taken to re-establish eligibility must be completed prior to the 4th week of the next semester. If a student is identified as not passing six (6) classes on the weekly eligibility, he/she will not be allowed to participate in any extra-curricular or athletic contest or event the following week. When a student becomes ineligible for the third time during an activity or sports season, he/she will be removed from that activity/sport. If you have any questions regarding your status, contact the Principal or Athletic Director.

For the purposes of weekly eligibility, grades used to determine eligibility must be current and accurately reflect student performance. If a teacher has not updated the gradebook since the previous eligibility report and/or has not provided the student with an opportunity to improve his or her grade prior to the next eligibility check, the student will be considered eligible in that course for that reporting period.

Students who are academically ineligible are expected to prioritize academic improvement. If an athletic practice, contest, performance, or extracurricular event requires a student to miss any portion of a class in which the student is currently failing, the student will not be permitted to leave school early or miss that class to participate in the activity. The student must remain in class and may rejoin the activity after the school day has concluded, if otherwise permitted by the coach, advisor, or activity sponsor.

Students must be "on track" to graduate. On track to graduate refers to a student needing no more than a full school day's class load to graduate. Currently Hill-McCloy is on a six period day. The following chart can be referred to when evaluating academic status in regard to whether or not a student is on track to graduate.

Grade	Credit Requirement Start of 1 st Semester	Credit Requirement Start of 2nd Semester
Freshmen	0	2.5
Sophomore	4.0	7.0
Junior	10.0	13.0
Senior	16.0	19.0

ATHLETIC ELIGIBILITY FOR ONLINE COURSE WORK

A student taking online coursework will be held to the same standard as an “in person” student for eligibility purposes. Whether a student is assigned (up to 2 courses) in the hybrid model, or 6 classes in the full virtual model, the academic standard will be assessed weekly.

A student must be passing course work at a minimum 60% standard. To make necessary gains in online coursework, a student must gain 1.2% per day in each assigned class to be eligible.

# of online classes for a single student	Minimum % gain per day	Minimum Cumulative % gain per week
1	1.2%	6%
2	2.4%	12%
3	3.6%	18%
4	4.8%	24%
5	6.0%	30%
6	7.2%	36%

As online coursework is asynchronous (done at any time during the week), a student may choose to work on one or more courses to meet the minimum cumulative requirement for eligibility. A student that fails to meet the requirement will be held to the same standard of ineligibility as an “in person” student. Eligibility runs from Sunday through Saturday. If a student makes up work and is verified through the online mentor to be academically sufficient, they would become automatically eligible for competitions that week.

ATHLETICS

Hill-McCloy High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact the Athletic Director, at 810-639-6131, ext. 8824.

In addition to academic eligibility, a host of other regulations apply to the athlete. The M.H.S.A.A. issues an annual publication containing these regulations, which is available in the office. Most students have no eligibility problems, however, if you have begun school in Montrose and your parents have moved into this school district, or you have (failing) grades during the previous semester, or you are considering quitting a high school team and playing for a team outside the school, you should plan to spend a few minutes with the Director of Athletics to clarify the situation. Violations of eligibility standards can cause serious problems for the team and school, as well as the athlete.

A student must be in school **all day** on the day of a practice or event in order to participate in the practice or event. Exceptions will be made only for appointments that cannot be made at other times and other events such as funerals. **These exceptions must be cleared through the office prior to the absence.** Activity sponsors will inform students of the rules that must be maintained in a particular activity. All students and spectators are expected to conform to a high standard of sportsmanship. As a participant in extra-curricular activities, you represent the team, school, and community. Therefore, you should always set the best possible example in whatever you do. People will tend to judge you based on your actions. Sportsmanship and conduct are a full-time job, not just on the “field” or in the classroom, but all the time. For this reason, all participants in extra-curricular activities must abide by the following basic rules:

Rule 1. No use of or possession of tobacco, drugs or alcoholic beverages (year-round).

Rule 1a. A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association.

Rule 2. No stealing (in or out of school) or committing a felony.

Rule 3. Observe training hours and practice sessions.

Rule 4. Extra-curricular participants will not become involved in any action that is contrary to good citizenship, in or out of school.

Rule 5. No student will be allowed to quit one activity and join another activity that is also in season. An exception can be made if the sponsors involved and the Principal or Assistant Principal agrees to the change.

Rule 6. Students are expected to attend school regularly. If absent for any reason on the day of a practice or event, they may not be allowed to participate unless advance arrangements are made with the office. All athletes are expected to be in school the day following an athletic event.

PENALTIES FOR VIOLATION OF ATHLETIC RULES

Rule 1 and 1a:

1. If a student, in the process of seeking help, admits to the activity director/coach or certified school personnel that he or she has a substance abuse problem, that student will not be penalized as long as the student enrolls in an appropriate program for help. The student will have to enroll in and be involved in a professional program supplied by an agency outside of school. If the student is reported in violation after this, he/she will be penalized as the second offense.
2. First offense: Suspension from public competition in extra-curricular activities for 25 per cent of the events in that regular season or activity. Arrangements can be made through the Athletic Director or Principal. If the student is not involved in an extracurricular activity at the time of the offense, or there is less than 25 per cent of the season left, the suspension period will be served, or completed in the next extra-curricular activity in which the student participates. The number of suspended events will always be rounded up to the next full number.
3. Second offense: If a student is in violation of Rule 1 twice in the same school year (July 1 - June 30), the student is suspended for a period of 12 months from competition in extra-curricular activities. This suspension period is for one full calendar year from the date the incident is documented by a building administrator.

Rule 2:

1. If a student is in violation of Rule 2 the student will be suspended from public competition in extra-curricular activities for 25 percent of the events in that regular season or activity. Arrangements can be made through the Athletic Director or Principal. If the student is not involved in an extracurricular activity at the time of the offense, or there is less than 25 per cent of the season left, the suspension period will be served or completed in the next extra-curricular activity in which the student participates. The number of suspended events will always be rounded up to the next full number. If a student in violation of Rule 2 has been charged with a felony, they will be removed from extracurricular activities. Participation in an Interscholastic Athletic Program at Montrose Community Schools is a privilege, not a right. The District supports the constitutionally protected right that individuals are innocent until proven guilty. However, in cases involving student-athletes, these situations detract from the image of the team and the program and contribute to a loss of focus by other members of the team. Therefore, an individual involved in an infraction that is not covered under other policies in this handbook may be suspended from participation until the situation is resolved.

Rule 3 and 4:

1. Penalties for any violation of these rules will be decided by Athletic Department Administration.

If the suspension period cannot be satisfied during the current school year, it will extend to the following school year. During the off-season (mid-June to mid-August) the student athlete is expected to abide by the basic training rules. Penalties for violations reported and documented during this period of time will be served beginning the M.H.S.A.A. season days starting in mid-August.

*M.H.S.A.A. season days begin in mid-August and go through mid-June of each year (exact calendar dates vary each year and may be found in the M.H.S.A.A. manual).

Reporting Violations of Regulation/Rules:

1. Coaches, teachers, administrators, and members of the community may report a violation to the school administrator.
 2. The following information should be noted:
 - a. Time
 - b. Date
 - c. Place
 - d. Occasion
 - e. Rule violated
 - f. Name or signature of person
- The school administrator will investigate all rule violations in conjunction with the head coach of that sport or advisor of the extra-curricular activity in which the student is a participant.

DANCES

Rules for Hill-McCloy High School Dances.

1. All school dances must be sponsored by regular school organizations and approved by sponsors and administrators.
2. Approval forms are available in the office.
3. Dances must end by 11:00 p.m. unless advance permission has been granted to extend the dance to no later than midnight.
4. Dances are for high school students. Guests may be admitted only if a student has completed a guest dance pass and turned it into the office prior to the day of the dance. A student may invite one person of high school age. The student and guest must come to the dance together. The host student must assume responsibility for his/her guest's behavior. Junior High students are not allowed to attend high school sponsored dances.
5. Students and guests who leave the building or activity area are not allowed to return to the dance.
6. Use of tobacco in buildings or on the grounds during school parties will be treated as though school were in session. Liquor in any form will not be admitted. Students in possession of liquor or under its influence will face disciplinary action as outlined in the behavior rubric.
7. Fighting, use of vulgar or obscene language, excessive display of affection, nor disrespect to chaperones will not be tolerated.
8. Students must be in school all day on the day of the dance unless other arrangements are approved in advance by the office. Students on suspension or on social probation may not attend or be on school property before, during, or after the activity.
9. Students and guests are to obey all chaperones and custodians.
10. Violations of rules or other unacceptable behavior will be reported to the Administration for disciplinary action.

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, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

Work Permits:

Students under 18 years of age may not be gainfully employed unless they have first obtained a work permit. Applications may be obtained from the high school office. Since school is a full time endeavor, students are not permitted to work more than the hours prescribed by law.

UNDERSTANDING CONCUSSION

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse

- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Attendance provides unique learning experiences, which are vital to students' education and preparation for the world of work.

Attending school is both necessary and the law. State law requires school attendance until the age of sixteen. It is the responsibility of the parents and the school to help students develop positive attendance habits.

Students who are more than 15-minutes late for the first-class period for the day will be marked absent. Students who are more than 5 minutes for all other class periods will be marked absent.

Students who have been absent are responsible to make immediate plans for all make-up work and submit the required work as specified by the teacher.

Students may be required to make up pre-arranged assignments on the day they return to school. Teachers may require major projects, term papers, etc., to be submitted without regard to the reason for the absence. It is the student's responsibility to see that the due date requirement is met. It is possible that certain kinds of schoolwork, such as labs or skill practice sessions, cannot be made up and, as a result, may negatively impact a student's grade.

In the event of extended absenteeism, the student and his/her parents may request the teacher to allow additional time for the completion of course work beyond the end of the marking period. In general, this additional period of time, if granted, would be one week.

Students who accumulate ten verified or unverified (10) absences in a semester will be required to meet with their parents/guardians and an administrator to establish an attendance intervention plan to improve attendance.

In addition, they will receive the following consequences per semester if the student has below a 70% in any of their classes or is not on track with any of their online classes at the time the student meets the absence threshold listed below. A student given the below consequences will be socially suspended until the listed consequence.

11 absences in one or more class periods that are verified or unexcused = the students will be required to attend an after school support.

12 absences in one or more class periods that are verified or unexcused = the students will be required to attend an after school support.

13 absences in one or more class periods that are verified or unexcused = the students will be required to attend an after school support.

14 absences in one or more class periods that are verified or unexcused = the students will be required to attend an after school support.

15 absences in one or more class periods that are verified or unexcused = the students will be required to attend a Saturday School and a review of the attendance plan with parents to outline further consequences.

TARDY POLICY

Students are expected to be on time for all classes. Penalties for excessive tardiness in a class for a semester are:

2nd offense = Warning.

3rd and 4th offenses = For each offense, the teacher will enter a discipline referral; administration will assign a silent

lunch and call home.

5th and 6th offenses = For each offense, the teacher will enter a discipline referral, administration will assign an after school detention and call home.

7th and additional offenses = For each offense, the teacher will enter a discipline referral, administration will assign a Saturday School and call home.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school at **810-639-6131, ext. 2, by 2:30pm** on or before the day the student returns to school and provide an explanation. This number is available 24 hours a day. If phone contact is not possible, the parents should provide a written excuse that the child must present to the office.

LEAVING SCHOOL

Students leaving during the school day must report to the office and show parental approval to sign out of the building. Failure to sign out will result in the student serving one day of Saturday School.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

On the student's initiative, arrangements are to be made with the teacher(s) for the completion of missed assignments and tests. Students must contact their teachers on the **day they return to school** from an absence and follow that teacher's policy for makeup as stated in his/her syllabus. Parents should understand that there may be some assignments that may not be made up, due to the nature of the assignment.

If a student misses a teacher's test due to an absence, he/she may make arrangements with the teacher to take the test. If s/he misses a Proficiency Test or other standardized test, the student should consult with a Counselor to arrange for taking the test.

ATTENDANCE POLICY FOR THE HOMECOMING DANCE AND PROM

Attendance leading up to the event:

For the 20 school days leading up to the Homecoming Dance or Prom, students must be present at least 80% (16 days) of those school days in order to attend the event. Students with documented medical absences will be reviewed by the building principal to determine participation.

On the day of the event:

Students must be in school all day on the day of the dance unless other arrangements are approved in advance by the office. Students on suspension or on social suspension or probation may not attend or be on school property before, during, or after the activity.

CODE OF CONDUCT

A major component of the educational program at Hill-McCloy High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously toward adults and fellow students.
4. Be prompt to school and attentive in class.

5. 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.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

DRESS AND GROOMING

Dressing for school is no different than dressing for a job. Student dress should be both modest and professional. With this philosophy in mind, Hill-McCloy High School has developed the following dress and grooming code.

It is expected that students will exercise discretion in dress and grooming. A clean, neat appearance is always looked upon with favor by both students and adults.

- Shoes must be worn at all times.
- The choice and style of clothing must not be disruptive to the educational process in the opinion of the teacher.
- Some attire, while perfectly suitable under some conditions, may not be suitable for school. Example of attire unsuitable for an educational atmosphere would include, **but is not limited to:**
 - * Clothing that exposes the midriff area.
 - * Open back tops.
 - * Strapless style tops.
 - * Shorts, skirts or dresses **not** of a modest length (hem should be longer than the student's finger tips).
 - * Rips, tears, or holes above the knees in jeans or pants.
 - * Physically revealing clothing, including those that expose undergarments.
 - * Spiked wristbands and neckwear.
 - * Tee shirts that advertise alcohol, tobacco, sex, violence, or profanity.

Teachers exercise the right to direct a student inappropriately dressed to an administrator or counselor. The teacher, counselor, or administrator may require the student to change into acceptable clothing. Students who are representing Hill-McCloy 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, graduation, and other such groups. This school reserves the right to amend this dress code at any time without warning.

*1st Offense Written referral, change clothes or placed in ISR until change of clothes arrives.

*2nd Offense Written referral, change clothes, parent notification, ISR for the remainder of the day.

*3rd Offense Written referral, change clothes, 1 day ISR, parent notification, student meets with administration

*4th Offense Written referral, change clothes, Saturday School, parent notification, Student/Parent meeting with administration.

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 the words "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.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

1. Use of drugs

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 - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Sale also includes the possession or sale of over-the-counter medication to another student. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Students that come to school and have a distinct marijuana odor, will be asked to leave, or change clothing. Parent notification will be made.

***This includes but is not limited to any form the drug may come in edible form.*

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever he or she 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 other member of the teaching or administrative staff present as a witness to the test.

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

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, he or she 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/nicotine/vaping

Smoking and other tobacco/nicotine 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/nicotine during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property, (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

***Due to recent changes/enhancements in technology other forms of tobacco or products designed to deliver nicotine which includes but is not limited to as, electronic cigarettes, vaping, nicotine gum, nicotine patches, chewing tobacco, snus, etc. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food And Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.*

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. 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 will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school subject to a petition for possible reinstatement if she/he brings onto or has 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, missile, mines, or device that can be converted into such a destructive item
- B. Any cutting instrument consisting of a sharp blade over three(3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.)

6. Use of an object as a weapon

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

7. 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.

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

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

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

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered a verbal assault. Verbal threats or assault may result in suspension and/or 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. .

10. 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.

11. ***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.

12. ***Falsification of schoolwork, identification, forgery***

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

13. ***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 the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

14. ***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.

15. ***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.

16. ***Theft***

When a student is caught stealing property belonging to the school or to someone else, he/she 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 teacher/principal. The School is not responsible for personal property. Theft may result in suspension or expulsion.

17. ***Disobedience***

School staff is acting "in loco parentis," which means law allows them to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Insubordination comes in many forms, and a student may receive disciplinary actions on a smaller scale. Chronic disobedience can result in suspension or expulsion.

*1st Offense 1 hour ISR, written referral

*2nd Offense 1 Day of ISR, written referral, parent contact made.

*3rd Offense 2 Days of ISR, written referral, student calls home, student meets with administration.

4th Offense Saturday School, written referral, parent and student meet with administration.

18. ***Damaging property***

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

19. ***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. Any student who accumulates 10 consecutive unverified absences will be withdrawn from school for failure to attend. Such students may choose to re-enroll for the next semester.

20. *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. Violations of this rule could result in suspension or expulsion.

21. *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.

22. *Aiding or abetting violation of school rules*

If a student assists another student in violating any school rule, he/she 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.

23. *Displays of Affection PDA*

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

1st Offense Verbal Warning, written referral, student meets with administration.

2nd Offense 1 hour of ISR, written referral, parent contact made by staff, student meets with administration.

3rd Offense 1 Day of ISR, written referral, parent contact made by staff, student meets with administration.

4th Offense Saturday School, written referral, parent meets with administration

24. *Possession of electronic equipment*

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boomboxes", portable TV's, electronic toys, pagers, smart glasses, laser pointers and the like without the permission of Principal. The property will be confiscated, and disciplinary action will be taken. Violations of this rule could result in confiscation, suspension or expulsion. Students are only allowed to use cell phones before school, during passing time, at lunch, and after school.

The school prohibits the use of cell phones or any video/photographic device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

Students using any device to take or transmit images of staff or students without the permission of those involved may be subject to suspension or expulsion.

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 may be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

All cell phones are to be placed in the classroom's cell phone caddy at the beginning of the class period and remain there for the entire class period. If a student accesses or uses a cell phone during the class period, it will be confiscated by staff.

Any staff who confiscates a cell phone will give it to the dean of students. The consequences outlined below are per semester.

Consequences:

First Offense: The cell phone is held in the office until the end of the school day. The student picks up the cell phone from the high school office.

Second Offense: Confiscation of cell phone; the student is assigned an after-school detention; cell phone is held in the office until the end of the school day. A parent is contacted by the administration. The student picks up the cell phone from the high school office at the end of the day.

Third Offense: Confiscation of cell phone; the student is assigned an after-school detention; parent contact is made and the cell phone is held in the office until it is picked up by a parent.

Fourth Offense: Confiscation of cell phone; the student is assigned a Saturday school; a parent must pick up the cell phone from the office. A parent meeting is required to create a behavior plan for future cell phone infractions.

25. *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.

26. *Violation of bus rules*

Please refer to Section V on transportation for bus rules.

27. *Disruption of the educational process*

Any actions or manner of dress that interferes with school activities disrupt the educational process and is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, performing arts events and graduation. Violations of this rule could result in ISR, Saturday School, suspension or expulsion.

28. *Gang Activity*

Prohibits as a breach of discipline the display, publication or announcement in any manner, on school property and in school facilities and with relation to any part of facet of the school program, membership in any gang. This is intended to include within the prohibition, at school or in connection with school activities, the wearing of gang insignia, colors, or clothing; the assembling of groups based on gang membership; influence or attempted influence upon school affairs or activities by pupils as members of gangs; or communications orally or in writing in any manner of membership of any other fact regarding gangs. Violations could result in suspension or expulsion.

29. *Knowledge of Dangerous Weapons of 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.

30. *Skateboards, Roller blades, Roller skates, and Scooters*

Skateboards, Roller blades, Roller skates and Scooters due to their potential for injury to self and others, are not allowed on school property at any time.

31. *Harassment*

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- A. **Verbal** - The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or a person associated with the District.
- B. **Nonverbal** - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member or other person associated with the District.
- C. **Physical Contact** - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

- A. **Verbal** - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

OR

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

- B. **Nonverbal** - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. **Physical** - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.
- D. The harassment by a student of a staff member, fellow student of this district, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the code of conduct.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, the Executive Director of Finance.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in school restriction, out of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

32. 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, pocketknife 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, which are available in the principal's office.

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. ISR, Saturday School, or suspension.

Criminal acts

Any student engaging in criminal acts committed 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, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

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.

IN SCHOOL RESTRICTION

Assigned students will attend six continuous periods during which time they will be permitted two five-minute breaks and a fifteen-minute lunch break. Each student shall arrive at 7:45am with sufficient educational materials to be busy during the six study periods. Students will be expected to remain in ISR until 2:50 and will need to make their own transportation arrangements at the conclusion of the day.

Students may be issued ISR for one class period by their teacher.

A student missing any portion of his/her assigned time in In-School Restriction may be given an additional day of in-school restriction. Failure to serve In-School Restriction will lead to a suspension from school for a period not to exceed ten days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep. No radios, cards, magazines, or other recreational articles shall be allowed in the room. No food or beverages shall be consumed.

*Students who leave ISR without permission will be suspended for 3 or more days pending administrative decision.

SATURDAY SCHOOL

Administration may assign a student for the following as outlined by the behavior code and rubric contained in the handbook:

- skipping, failure to attend school, failure to repeatedly follow class rules, and failure to follow rules as outlined in the behavior rubrics.

Parents will be notified by phone or in writing, prior to the assigned Saturday school as to the reason for the assignment. Saturday school will start promptly at 8:00 am and conclude at Noon. Students who are not in the Saturday School room by 8:00am as determined by the clock in the Saturday School classroom will not be admitted. Students are encouraged to arrive at least 10 minutes early.

Upon arrival at Saturday School, students will perform a self-assessment on what choices they made that resulted in an assigned Saturday School. Students will review their assessment with the instructor to determine the validity of their assessment. Once the student and instructor have agreed on the actions that resulted in assignment to Saturday School, the student will develop a plan of action to change the choices that resulted in their assignment to Saturday School.

Students will review their plan with the instructor to determine the likelihood of the plan's success. Once both the student and the instructor have approved the plan, a copy will be provided to the student's parent and teachers, who will acknowledge their role in helping the student achieve success.

Students will use the remaining time in Saturday School to complete homework assignments, develop organizational skills, and read.

The following rules shall apply to Saturday School:

1. Students are required to bring class assignments or reading material with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

4. Students shall not be allowed to put their heads down or sleep. No radios, cards, magazines, or other recreational articles shall be allowed in the room. No food or beverages shall be consumed.
5. Students who leave Saturday School without permission will be suspended for 5 days.
6. Students who fail to attend Saturday School will be suspended for 3 days.

STUDENT SECLUSION AND RESTRAINT

This policy is intended to provide the framework for organizational support that result in effective interventions based on team-based leadership, data-based decision-making, continuous monitoring of student behavior, regular universal screening and effective on-going professional development. The District is committed to investing in prevention efforts and to teach, practice and reinforce behaviors that result in positive academic and social outcomes for students. In the event that staff members need to restrain and/or seclude students, it must be done in accordance with this policy, which is intended to:

- A. promote the care, safety, welfare and security of the school community and the dignity of each student;
- B. encourage the use of proactive, effective, evidence and research based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all students; and
- C. ensure that seclusion and restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

In furtherance of these objectives, the District will utilize Positive Behavioral Interventions and Supports (PBIS) to enhance academic and social behavior outcomes for all students. PBIS implemented by the District will include socially valued and measurable outcomes, empirically validated and practical practices, systems that efficiently and effectively support implementation of these practices, and continuous collection and use of data for decision-making. (Adopted 7/25/17 NEOLA)

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, short term suspension for up to 10 school days, long term suspension for more than (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Expulsions 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.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, tobacco use, harassment and theft.

If a student commits a crime while under the School's jurisdiction, he/she 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).

CONDITIONS OF FORMAL DISCIPLINE

During the time of suspension, the student may not participate in any extra-curricular activity or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference with the administrator who suspended him or his appointed representative. The student will be carried on the rolls as enrolled but will be recorded as absent during the period of suspension. Long term assignments such as term papers, unit tests and final exams will be accepted or taken for credit upon the day of the student's return.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be 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 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/Assistant Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, either in writing or by telephone within one day, of the reason for and the length of the suspension. Appeals of suspensions are available to the parents and legal guardians of suspended students. Appeals must be registered within one school day of notification of the suspension and must be directed to the administrator directly superior to the person levying the suspension. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented.

When a student is suspended, he/she may do make-up work while on suspension. Make up work is due the day the student returns to school.

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 days will be given due process as described in the expulsion section below.

Social Suspension

A social suspension is one in which a student is not allowed to attend school functions and/or activities outside of the classroom. A social suspension will be considered if a student is asked to leave a school function whether that incident occurred at our school or another school's event. These functions/activities include, but are not limited to: sporting events, school dances, Homecoming events, musical and theatrical performances, and any other school-sponsored function or activity. Permission to participate as a member of a team or group (ex. an athletic team) or attend these functions and/or activities for a student on a social suspension may be granted by the building principal, assistant principal, or designee. A social suspension may be considered for up to 365 days.

Long-Term Suspension or Expulsion from School

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

- * The charge and related evidence;
- * The time and place of the Board meeting;
- * The length of the recommended expulsion;
- * A brief description of the hearing procedure;

- * A statement that the student may bring parents, guardians or counsel;
- * A statement that the student may give testimony, present evidence, and provide a defense;
- * A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

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 Montrose Community School Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of long-term suspension or expulsion, the long-term suspension or expulsion can 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.

Hill-McCloy 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 Principal.

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.

No strip searches will be conducted by any employee of the District but may be conducted by law enforcement officials, if deemed necessary.

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Districts 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 do review of 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 Director of Technology. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written

material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

- Is obscene to minors, libelous, indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Intends to be insulting or harassing;
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

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 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 students in becoming responsible adults. If a student has suggestions that could improve the school, he/she 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. As with 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 he/she 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.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The bus schedule and route is available by contacting the Supervisor of Operations at 810-639-6131 ext. 8800

BUS CONDUCT

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

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school), each student shall:

- Be 5 minutes early at the designated loading zone;
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

During the trip each student shall:

- Remain seated while the bus is in motion.
- Keep head, hands, arms, and legs inside the bus at all times.
- Not litter in the bus or throw anything from the bus.
- Keep books, packages, coats, and all other objects out of the aisle.
- Students will keep cell phones turned off.
- Be courteous to the driver and to other bus riders.
- Not eat or play games, cards, etc.
- Not tamper with the bus or any of its equipment.
- Sit in assigned seat when appropriate.

Leaving the bus each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, 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 he/she has proper authorization from school officials.

VIDEO RECORDINGS OF SCHOOL BUSES

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

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

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. In general:

1st offense will constitute a warning.

2nd offense, student will be removed from the bus for 3 days.

3rd offense, student will be removed from the bus for 10 days.

4th offense, student will be removed from the bus for the remainder of the semester.

The above penalties are a guideline for bus discipline; students may skip steps or be retained on steps at the discretion of the administration.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege, which 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.

All vehicles must be registered with the office if they are driven to school. Registration forms are available in the office. The parking sticker must be visibly placed on the rear window. Vehicles are to remain in the student parking lot during school hours unless official permission is given to leave school property. No student will be permitted in his car or in the parking area during the school day unless the office has granted permission. Vehicles are to be parked in their assigned parking spot. Parking spots will be assigned to students during the second week of school. School authorities are not responsible for theft or damage to vehicles on school property, so keep autos locked. Failure to comply with rules, speed limits (10 MPH on school property) safe driving practices, and parking in approved student parking areas will result in temporary or permanent revocation of privileges and/or disciplinary action.

As mentioned earlier, parking permits are \$5 per year of driving and permits must be returned before graduation.

When the school provides transportation, students shall not drive to school sponsored activities, unless written permission is granted by their parents and approved by the Principal.

Students attending Genesee Career Institute (GCI) will ride to GCI on the transportation provided by the school. If a student needs to drive to GCI, a request may be picked up from the school counselor and must be signed by a parent, the GCI supervisors and the Principal. Under no condition will other students be allowed to ride with the student that has secured permission to drive. No other students are allowed to be driven to a school sponsored activity by the approved student driver.

HMHS NON-AGGRESSION BEHAVIOR RUBRIC

BEHAVIOR	First Incident	Second Incident	Third Incident	Fourth Incident
Dress Code Violations The choice and style of clothing must not be disruptive to the educational process. Teachers exercise the right to direct a student inappropriately dressed to an administrator or counselor. The teacher, counselor, or administrator may require the student to change into acceptable clothing. Bandannas, headbands, hoods, or other types of headgear are prohibited. Students who are representing Hill-McCloy High School at an official function or public event may be required to follow specific dress requirements. For a complete description of the Dress Code refer to page 37 of the handbook.	<ul style="list-style-type: none"> Changes clothes Discipline incident documented Student attends ISR if unable to make arrangements for different attire 	<ul style="list-style-type: none"> Changes clothes Discipline incident documented Student calls home with administrator ISR for the remainder of the day 	<ul style="list-style-type: none"> Changes clothes Discipline incident documented Student calls home with administrator 1 ISR Student meets with administration 	<ul style="list-style-type: none"> Changes clothes Discipline incident documented Student calls home with administrator Saturday School Time to think form Parent/student meets with administration Saturday School
PDA - Public Displays of Affection Students demonstrating affection towards each other is personal and not meant for public display. This includes kissing, touching, petting, or any other contact that may be considered sexual in nature.	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student meets with administration 	<ul style="list-style-type: none"> 15 second intervention ISR for the hour Discipline incident documented Student meets with administration Student calls home with administrator 	<ul style="list-style-type: none"> 15 second intervention 1 Day ISR Discipline incident documented Student calls home with Administrator Student meets with administration 	<ul style="list-style-type: none"> 15 second intervention Saturday School Discipline incident documented Student calls home with Administrator Parent meeting with administration
Cell Phone Violation Students are only allowed to use cell phones before school, during passing time, at lunch, and after school. All cell phones are to be placed in the classroom's cell phone caddy at the beginning of the class period and remain there for the entire class period.	<ul style="list-style-type: none"> The cell phone is held in the office until the end of the school day. The student picks up the cell phone from the high school office. 	<ul style="list-style-type: none"> Confiscation of cell phone; the student is assigned an after-school detention; cell phone is held in the office until the end of the school day. A parent is contacted by the administration. The student 	<ul style="list-style-type: none"> Confiscation of cell phone; the student is assigned an after-school detention; parent contact is made and the cell phone is held in the office until it is picked up by a parent. 	<ul style="list-style-type: none"> Confiscation of cell phone; the student is assigned a Saturday school; a parent must pick up the cell phone from the office. A parent meeting is required to create a behavior plan for

		picks up the cell phone from the high school office at the end of the day.		future cell phone infractions.
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HMHS AGGRESSION BEHAVIOR RUBRIC

If a student repeats a behavior 4 times in a semester, an individual written behavior/action plan will be developed by administration. While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for ALL students.

BEHAVIOR	First Incident	Second Incident	Third Incident	Fourth Incident
Horseplay: "Goofing around" or "playing" that may include grabbing, pushing/shoving, hitting, tripping, play fighting, name calling, or "just kidding" and "no offense, but" mean remarks.	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented opportunity to make it right 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student call home with administrator 1 silent lunch Opportunity to make it right 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student call home with administrator 2 silent lunches Time to think form Opportunity to make it right 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student calls home with administrator 3 silent lunches Time to think form Opportunity to make it right
Teasing: "Name-calling, note writing, gossiping, spreading rumors, playing mean tricks, rude gestures, profanity, or any other behavior written or spoken that would hurt others or make them feel bad about themselves, including text or online content	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student calls home with administrator 1 silent lunch Time to think form Opportunity to make it right 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student calls home with administrator 2 silent lunches Time to Think form Opportunity to make it right 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student calls home with administrator 3 silent lunches Time to Think form Opportunity to make it right 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented Student calls home with administrator Saturday School Time to think form Parent Meeting Opportunity to make it right
Moderate Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, throwing objects, etc. in an attempt to control another.	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented 	<ul style="list-style-type: none"> 15 second intervention Discipline incident documented 1-3 days OSS

<p>Moderate Intimidation: Threats of emotional or physical aggression, intimidation, exclusion.</p> <p>Insubordination Arguing, repeatedly refusing to follow directions, repeatedly unprepared for class, disobedience when being addressed by a staff member</p> <p>False Reports</p> <p>Retaliation for Reports</p> <p>Minor Property Damage (value under \$250)</p>	<ul style="list-style-type: none"> ● Student calls home with administrator ● 2 silent lunches ● Time to think form ● Opportunity to make it right 	<ul style="list-style-type: none"> ● Student calls home with administrator ● 3 silent lunches ● Time to think form ● Opportunity to make it right 	<ul style="list-style-type: none"> ● Student calls home with administrator ● 2 days ISR ● Parent Meeting required ● Opportunity to make it right 	<ul style="list-style-type: none"> ● Student calls home with administrator ● Behavior Improvement Plan ● Opportunity to make it right
<p>Severe Physical Contact: Punching, kicking, spitting, fighting, and similar behavior that is designed to injure another.</p> <p>Severe Harassment and Intimidation: Racial, ethnic, sexual, and/or religious harassment; overt coercion.</p> <p>Bullying Repeated and targeted behavior</p> <p>Severe Property Damage (MDOP) (value over \$250)</p> <p>Vandalism</p>	<ul style="list-style-type: none"> ● Student sent to office ● Student calls home with administrator ● Discipline incident documented ● 1-3 days ISR/OSS ● Possible Police notification ● Opportunity to make it right 	<ul style="list-style-type: none"> ● Student sent to office ● Student calls home with administrator ● Discipline incident documented ● 3-5 days ISR/OSS ● Behavior Improvement Plan ● Possible Police Notification ● Opportunity to make it right 	<ul style="list-style-type: none"> ● Student sent to office ● Discipline incident documented ● Student calls home with administrator ● 5-10 days OSS ● Possible Police Notification ● Parent Meeting ● Possible recommendation for Long-Term Suspension ● Opportunity to make it right 	<ul style="list-style-type: none"> ● Student sent to office ● Discipline incident documented ● Student calls home with administrator ● 10 days OSS ● Possible Police Notification ● Parent Meeting ● Possible Long-Term Suspension or Expulsion ● Opportunity to make it right
Weapon	See the weapon related items starting on page 33 of the student handbook.			

Hill McCloy High School –Behavior Rubric

- Any student who engages in Moderate Physical Contact, Severe Physical Contact, Moderate Intimidation, or Severe Harassment and Intimidation directed toward a staff member will receive a disciplinary consequence no less severe than the consequence outlined in the fourth-incident column of the Behavior Rubric for the applicable offense.
- Any student returning from an OSS or 1 or more days of ISR must meet with the Dean of Students before they return to class.
- After a fourth infraction in a semester, school staff and Administration may develop a Behavior Improvement Plan. While the specifics of the plan may vary from student to student, the expectations for behavior would be consistent with the standards for all students. Parents will be notified if their child is placed on a plan.
- Consequences assigned may be more severe in any above category based on the seriousness of the action.
- Consequences are cumulative for the entire school year.
- Persistent Misbehavior – A student who accumulates 5 or more referrals of the same infraction may be placed on a Behavior Improvement Plan. If referrals continue, the student may be recommended for Long Term Suspension or Expulsion.
- Abbreviations: **ISR** – In School Restriction **OSS** – Out of School Suspension **SS** - Saturday School

HMHS TOBACCO/ALCOHOL/CANNABIS RUBRIC

BEHAVIOR	First Incident	Second Incident	Additional Incident(s)
Possession or use of tobacco (includes but not limited to vape, smokeless, chew, pouches, etc.)	<ul style="list-style-type: none"> 3 days of ISR/OSS Written referral Parent contact Extracurricular <ul style="list-style-type: none"> Suspension of 25% of regular and postseason activities 	<ul style="list-style-type: none"> 10 days of ISR/OSS Written referral Parent meeting Police notification Extracurricular <ul style="list-style-type: none"> Suspension of 12 months (1 calendar year) from date of incident 	<ul style="list-style-type: none"> ISR/OSS until next scheduled board meeting Parent meeting Police notification Board hearing to determine long-term suspension or expulsion
Administration has discretion on whether or not suspensions will be served as ISR or OSS. Distribution or sharing of the tobacco adds 2 days of ISR/OSS to each disposition. <u>Violations of tobacco, alcohol, or cannabis are cumulative from 8th-12th grade.</u>			
Possession or use of alcohol or cannabis (includes but not limited to vape, edible, flower, oil, wax, etc.)	<ul style="list-style-type: none"> 10 Days of OSS 5 Days ISR* Completion of approved drug program Parent meeting Police notification Extracurricular <ul style="list-style-type: none"> Suspension of 25% of regular and postseason activities 	<ul style="list-style-type: none"> ISR/ OSS until next scheduled board meeting Completion of approved drug program Parent meeting Police notification Board action Possible recommendation for long-term suspension Extracurricular <ul style="list-style-type: none"> Suspension of 12 months (1 calendar year) from date of incident 	<ul style="list-style-type: none"> ISR/OSS until next scheduled board meeting Parent meeting Police notification Recommendation for expulsion
Administration has discretion on whether or not suspensions will be served as ISR or OSS. Distribution or sharing of the alcohol or cannabis adds 3 days of OSS to each disposition and possible Long-Term Suspension. <u>Violations of tobacco, alcohol, or cannabis are cumulative from 8th-12th grade.</u>			

**ISR days must be served and cannot be taken as OSS days*

In addition, there is to be **only one student** to a stall or single use bathroom at any time. Any students found to be violating this rule will be given progressive disciplinary action using the above rubric for tobacco (unless alcohol or cannabis is found during the investigation).