

Revised 8/5/2025

Huron Learning Center Student Handbook

"Lead...Learn...Serve..."



The Special Student Services Team of the Huron Intermediate School District is dedicated to the challenge of enabling students and families to achieve meaningful and purposeful lives.

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WELCOME

Welcome to the Huron Learning Center. We are pleased that you/your child have chosen to participate in one of our programs. The Huron Learning Center offers progressive programs operated by professional staff. Students from 3 years to 26 years of age (students are not more than 25 years of age as of September 1st of the school year of enrollment) are enrolled in a rich continuum of offerings. The programs provide school-aged students and young adults with an education that maximizes their potential to be their personal best now and in the future. These programs are complemented by a variety of ancillary services designed to meet the individualized needs of the students.

It has long been recognized that a good education for each and every student is dependent upon the school establishing and maintaining an environment which enables students to learn as much as possible during his/her school years. The Board of Education believes that the cooperation with the local district and the learner's home is a vital ingredient to the learner's proper growth and education.

This handbook is an explanation of the policies and procedures intended to support such an environment.

PROGRAMS

Elementary MOCI
Intermediate MOCI
Secondary MOCI
Adult MOCI
Severely Multiply Impaired (SXI)
P.R.E.P. (Preparing Responsible and Employable Persons) ½ day
W.B.L. (Work Based Learning) ½ day
Secondary S.T.E.P.S. (Success Through Effective Positive Steps)
Elementary S.T.E.P.S. (Success Through Effective Positive Steps)
E.C.S.E. (Early Childhood Special Education)
Board Approved Course Catalog

INSTRUCTORS

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SUPPORT SERVICES

All students are unique and their personal and educational needs vary. Huron Learning Center programs include specialized support staff who are available to assist with those individualized needs. These professionals may provide direct, indirect, or consultative services to students, teachers, or parents. In most cases, the support staff is available for consultation regarding concerns pertaining to school or home.

Current support staff include:

- Speech Pathologist
- Occupational Therapist
- School Social Worker
- Behavior Support
- School Psychologist
- Audiologist
- Physical Therapist
- School Nurse
- Teacher Consultant

Direct or consultative services by these staff members should be recommended by the Individualized Educational Planning Committee (IEPC).

SCHOOL HOURS

Schedules can be individualized to meet each student's needs and are determined in the student's IEP.

MOCI, SXI, and ECSE program hours: 8:45 a.m.-3:30 p.m.

Scheduled half day school hours are 8:45 a.m.-11:45 a.m. (lunch is NOT provided).

S.T.E.P.S program hours: 8:00 a.m.-2:45 p.m.

(1st hour: 8-9:10; 2nd hour: 9:10-10:10; 3rd hour: 10:10-11:10; Lunch 11:10-11:40; 4th hour: 11:40-12:40; 5th hour: 12:40-1:40; 6th hour: 1:45-2:45)

Scheduled half day school hours are 8:00 a.m.-11:45 a.m. (lunch is NOT provided).

WBL/PREP program hours located at the HATC:

PREP- AM session 8:00 a.m.- 11:00 a.m.*

WBL- PM session 11:30 a.m. -2:30 p.m.*

*Time may be different depending on local school district schedule.

If there is a delay in the school day due to weather, school doors will open at 12:00 (noon). Lunch will not be served.

EMERGENCY FORM

The emergency form is part of the mandatory Student/Parent/Guardian Authorization Form that must be completed and returned to the HLC office with appropriate signatures.

ATTENDANCE

The Huron Intermediate School District emphasizes that regular daily attendance is necessary for achievement, as well as for developing the habits of punctuality, dependability, and self-discipline. The school district emphasizes the value of regular attendance in enabling students to benefit from the school's educational programs. **Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.**

More important, however, is the effect of regular and punctual attendance on the student's educational achievement. Regular school attendance also helps develop positive traits such as punctuality, dependability and self-discipline that are important vocational skills needed later in life. Not only is each day's lesson important to the individual student, but the student's participation in class also contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some condition beyond the student's control prevents attendance. Parents should alert the HLC office or classroom teacher of any absences.

Excessive absences (consecutive or cumulative) will result in a phone call from the school to investigate reasons for absences and to problem solve attendance issues. Further absences could result in a referral to the district Truancy Officer. Failure to comply with the Truancy Officer's request may lead to court involvement.

ATTENDANCE POLICY

The following protocols will be used in addressing truancy matters among the public schools of Huron County:

Types of Absences

There are no excused absences except those which are excused by the home school for school functions such as sports, testing, professional development days, etc. All others are considered an absence.

- The teacher will inform students of the attendance policy.
- Three (3) tardies equal an absence.
- Local school district attendance policies will be honored regarding credit / no credit. Local districts will notify HLC when a student loses credit and vice versa.
- Parents/Students are responsible for contacting their teacher when absent and providing necessary documentation. Students are also responsible for obtaining make-up work&/ or make-up time.
- Poor attendance will impact a student's performance.

Tardies

Students arriving after their scheduled class time must check in at the front desk and will be marked tardy. Students missing more than 1/4 of class time will be considered absent. Students who are tardy three times per semester will be given an absence for one day. If tardiness becomes a problem, the student is subject to the appeal process.

Student Release

Students are expected to be in their HLC program from the start of each session to its conclusion. Students are not permitted to leave the HLC premises without the direct approval of HLC administration and until parent/guardian has been contacted.

***Students leaving the property without permission will result in a call to law enforcement.**

Parent(s)/guardian(s) must report to the HLC Office to pick up their student and sign student out.

When You Are Absent

Parents must call the HLC office (989-269-9274) within 24 hours.
Provide supporting documentation, if necessary.

When You Are Tardy

Report to the HLC Office and sign-in.
Provide supporting documentation.

Truancy procedures

- Up to 5 absences: To be handled by local school personnel through phone call, letter, meeting with student and/or parents. Parents given notice of intent to refer to County Truancy Officer (TO).
- 5 absences/month: After 5 absences, in a given month, schools may contact TO and request a Pre-Petition Conference with the Juvenile Officer.

- 7-12 absences: School contacts Truancy Officer and provides documentation of prior efforts, including date, time, and outcome of meeting with parents.
- 13th absence: School contacts Truancy Officer, TO sends a letter to parents outlining their obligations regarding compulsory attendance and future court involvement if attendance doesn't improve.
- 15th absence: School contacts TO, TO refers matter to Prosecuting Attorney.

Each school district maintains autonomy and full authority to make accommodations for extenuating circumstances. HLC administrators work together with local school districts administrators. Open lines of communication between local school districts and the County Truancy Officer are encouraged. Students moving from one Huron County School to another shall take their documented attendance with them to maintain continuity in addressing truancy in the County. In the event that a truancy matter is petitioned into court, a representative from the local school district will attend.

STUDENT ILLNESS/ INJURY AT SCHOOL

Please **DO NOT** send a student to school if he/she:

- Has vomited or run a high fever within the past 24 hours.
- Is continuously coughing or has thick nasal secretions of a green or yellow color.
- Has other signs of illness, such as a rash, diarrhea or complaints of not feeling well.

Students should not return to school until all of their symptoms have disappeared. If a student is being treated with antibiotics, we recommend that he/she stay home for 24-48 hours following the first dose of medication.

If a student has been hospitalized or has been absent because of an extended illness, you must provide the school with a written release from the doctor for their return to school. This release slip should also clearly outline any treatments, medications, or restrictions necessary for the student at school. A doctor's note may also be required when sending a child back to school who has had a contagious condition (pink eye, lice, etc.).

The District shall arrange for individual instruction to students at legal school age who are not able to attend classes due to a medical condition. This service shall be provided according to Special Education Administrative Rule 340.1746.

If it is determined that a student cannot remain in school because of illness, excessive seizures, injury, etc., it is imperative that someone be available to pick them up. We strongly suggest that you establish a network of people who could care for the sick child, if we are unable to reach you. This information should be included in the Emergency Information and Authorization Form, which must be completed each year. **The importance of up-to-date, accurate information cannot be over-emphasized.** It is the parent's responsibility to inform the school of **ANY** changes (telephone number, contact person, etc.) If a student is injured, we cannot start treatment without a signed Emergency Treatment form. If a student has a medical emergency and parents or emergency contacts cannot be reached, the school will call 911.

MEDICATION POLICY

The Huron Intermediate School District shall not be held liable for any student who administers to themselves or others any prescribed or over-the-counter medications. The school nurse will administer all

medications at school. If the nurse is unavailable, HISD staff who are designated and trained by the nurse will administer the medication.

Whenever possible, schedule the administration of medication for times when your child is home. The school nurse or designated personnel will administer prescription/over the counter medication as long as the following are in place:

- A copy of the written order from the child's healthcare provider which includes the name of the medication, dosage, time to be given, length of time the medication will be prescribed and the reason for the medication to be given. A valid, current prescription label that contains this information may be substituted for this order.
- Completed permission form, signed by parent/guardian.
- Medication must be brought in and taken home by the parent/guardian in the original, pharmacy labeled container.

The student may carry medication and/or self-medicate (i.e., asthma inhalers, insulin) if the following is in place:

- A copy of the written order from the child's healthcare provider as described above for prescription medications that includes a statement that student may carry the medication and is capable of self-administration.
- Completed permission form, signed by parent/guardian.
- The medication the pupil possesses is prepared by a pharmacist and labeled to include the dosage and frequency of administration.
- The student takes reasonable precautions to keep secure any medication, and under no circumstances will make available, provide, or give the item to another person.
- The student immediately reports the loss or theft of any medication brought onto the school campus.
- The student is trained to self-administer medication.

CONTROL OF COMMUNICABLE DISEASES

Because the 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. Specific diseases include scarlet fever, strep infections, scabies, impetigo, ringworm and other vaccine preventable diseases. A student who is attending school with an immunization waiver will be excluded from school if the school has a case of the communicable disease which they have NOT been immunized for. The school will work with the Huron County Health Department to determine when the student with a waiver may return to school.

REFERRAL TO HURON BEHAVIORAL EMERGENCY SERVICES

In the event that a student is experiencing a "mental health emergency," HLC staff will contact Huron Behavioral Health Emergency Services and notify parents/guardian immediately.

A "mental health emergency" is when a person is experiencing a serious mental illness, or a developmental disability, or a child is experiencing a serious emotional disturbance and can reasonably be expected in the near future to harm him/herself or another individual, or because of his/her inability to meet his/her basic

needs is at risk of harm, or the person's judgment is so impaired that he or she is unable to understand the need for treatment.

TRANSPORTATION

The Huron ISD has contracted with the Thumb Area Transit (TAT) to provide bus transportation for students attending Huron Learning Center programs. Pursuant to that contract, TAT provides curb-to-curb transportation services for students during 6 am to 6 pm Monday through Friday, other than recognized holidays. Because the contract does not provide for exclusive transportation for students, there may be occasions when non-students ride the bus along with students as part of the public transportation provided by TAT. The Huron ISD cannot guarantee that members of the public will not occasionally ride the TAT bus at the same time as students. Huron ISD is committed to student safety. To that end, the contract requires that TAT provide personnel who have both successfully completed criminal history background checks and been trained for safely transporting students in compliance with the law.

Students are picked up at their home before school and transported back home after school and/or between the HLC and the local schools if the student spends more time in their local school.

BUS RULES

Students should stay in their seat, buckle their seat belt, use a quiet voice, and follow directions given by the bus driver. The Code of Conduct addressed later in this document applies to behavior on the bus. Preschool students will be seated at the front of the bus.

Parents are responsible for the following:

- Supporting the school and TAT personnel in enforcement of the above bus rules.
- Seeing that your child safely boards the bus and is buckled up.
- Greeting the bus driver when your child is returned home.
- Identifying another responsible adult to load or unload your child, if assistance is necessary, and you are not available.
- Parents must call the Thumb Area Transit (TAT) office (269-2121 or 1-800-322-1125) or by email at tatdispatch@gmail.com if your child will not be riding the bus to or from school. Any changes in drop-off/pick up locations can be handled by calling TAT. **IT IS YOUR RESPONSIBILITY TO CALL TAT TO INFORM THEM OF ANY CHANGES IN YOUR CHILD'S BUS SCHEDULE.** Also, for safety reasons, notify us if you have contacted TAT and asked to have your child dropped off at a different address.
- **If there are changes to your student's individual schedule not related to the HLC, parents are responsible for communicating those changes with TAT and will be responsible for payment.**
- ***If you do not communicate with TAT, and are a no-show for pick-up, your child's afternoon ride will be cancelled. A no-show/ no call for 2 consecutive days will result in TAT cancelling all rides until parent responds.***

TRANSPORTATION TO SCHOOL BY CAR

Some parents choose to transport their child to and from school. If you do transport your child, please be sure to park and enter the building at the HLC office entrance of the complex.

- Please be reminded that students may not be dropped off before 8:40 a.m. unless your student is a STEPs student. STEPs drop off time is 7:55a.m. This time is preparation/meeting time for staff, and no one may be available to assist your student upon their early arrival.
- If someone other than yourself is picking your child up, please send a note or call us. We check for picture identification, so tell them to bring in a driver's license. Legally, we are unable to release a child to anyone other than the parent unless they are listed on the emergency form, or we have permission from the parent.

Driving Permits	<p>Driving permits are issued by the HLC principals AND by home school principals for emergency purposes.</p> <ul style="list-style-type: none"> ➤ Students go to the office to review the permit with Administration and obtain a signature and register the permit with the secretary. ➤ Student takes the permit to the home school Principal for approval signature. ➤ Student takes permit home to parent/guardian for their signature. ➤ When completed, the permit needs to be returned to the HLC office secretary. ➤ A student must sign in upon arrival and departure from the building on the day he/she drives. <ul style="list-style-type: none"> • Students operating vehicles on school property are considered to have given consent to a search of the vehicle with or without cause by school officials or law enforcement. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given consent to search the vehicle. Dogs may be used in the search. • Students may not return to their vehicles in the parking lot until after they have signed out at the end of the session. <p>PASSENGERS:</p> <ul style="list-style-type: none"> • Students may <u>not</u> transport others to and from HLC without the passenger getting a rider's permit. These may be requested from the principal and the same procedures apply as for a driver's permit.
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WEATHER-RELATED CANCELLATIONS

Huron Learning Center programs operate according to the calendar adopted by the Huron Intermediate School District Board of Education.

Any change in the school schedule or school closing at Huron Learning Center programs due to weather will be announced over WLEW 1340 AM or 102.1 FM or TV 5.

The Huron Intermediate School District and Huron Learning Center utilizes **School Messenger** to notify families of weather-related cancellations. Messenger uses information from student's emergency forms. Please keep the office aware of any changes to your information.

CONFIDENTIALITY

As the parent, or guardian/care provider, I will:

- Encourage my child's development and progress in school by ensuring my child attends school on time each day and is ready to learn.
- Show the value of learning self-control and hard work by recognizing and praising my child's effort and progress in school and helping them to understand the importance of learning.
- Contribute to good home/school communication by sharing information that may affect the school, respond to communication, and collaborate with the school to help solve concerns.

If a parent has a concern regarding their student's teacher, instructional practices, and/or any other school related concerns follow the steps below:

- Contact the direct service provider to discuss concern (e.g. teacher, speech therapist, physical therapist, etc.).
- Contact the supervisor of service/program to discuss the concerns.
- Contact the building principal to discuss the concerns.
- Contact the Director of Special Services to discuss the concerns.

** If an explanation is offered for extenuating circumstances that prevent the parent/guardian from a full commitment, school official(s) will consider accessing resources that assist parent(s)/guardian(s) with achieving their goals. (See P.A 107 and HISD Policy; "Relations with Parents" 9250)*

If you require a confidential conversation with the teacher, please make those arrangements separately so that all of your needs and concerns can be addressed in a private manner that does not interfere with student instruction.

PARENT/VOLUNTEER INVOLVEMENT

The Huron Learning Center actively encourages parental participation in all of the programs it operates. Parents are involved in a wide variety of activities including, but not limited to: Parent Teacher Conferences, Individual Education Planning Team Meetings, Individualized Family Service Plan Meetings, Parent Surveys, School Programs, and Program Orientation. Parents are also welcome to observe their student in the classroom setting through a one-way glass. Parents who wish to observe need to make prior arrangements with the building principal.

As Huron Learning Center staff, we will:

- Provide a safe, positive learning environment.
- Show that we care about all students and respect the uniqueness of all students and their families.
- Deliver high quality curriculum through motivation and interesting learning experiences.
- Address each student's needs and encourage individual talents.
- Value and respect the importance of parents' role in the education of their child.

Volunteer Requirements:

If a visitor wishes to spend time in one of the classrooms, he/she must stop in the office and complete the following requirements.

- Complete a Volunteer Background Check form with inquiries into any conviction of a crime, felony, and abuse/neglect of a child. A public sex offender registry clearance will be completed (PSOR) through MI

State Police and anyone on the registry will not be permitted to volunteer.

- Sign a confidentiality statement. Obtain from HLC office.
- Obtain and wear a Visitor Tag from the office.

ACADEMICS AND PARENT INVOLVEMENT

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe, through one-way glass, instruction in any of their child's educational settings. Parents/guardians need to sign and to follow all confidentiality statements. Observations should not interfere with the learning of students. Any parent who wishes to review materials or observe instruction must contact the classroom teacher and the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

GRADES/ASSESSMENT

The HLC does not issue diplomas or credit for course work leading to a diploma. Issuance of a diploma is the responsibility of the local school district for students who meet the requirements of the Michigan Merit Curriculum. HLC also does not issue grades as progress is monitored through the goals and objectives generated during the IEP process. Students working toward a diploma will be awarded grades by their local school per recommendation of the HLC program. Progress is monitored according to the schedule of their local school district.

Depending on the student's course of study (diploma or certificate of completion), the student will take the appropriate assessment that corresponds to their course of study such as MEAP, MI-ACCESS, PSAT, SAT, or M-STEP. For students that spend time in their local school as well as HLC, the testing location will be the location that holds the larger FTE (full-time equivalent) unless in WBL or PREP.

3rd GRADE READING LEGISLATION

We want every child to read to the best of their ability! In order to ensure this, our school is taking the following steps:

- We use a Screening tool to briefly test each child, K-3, for reading proficiency, at least three times each year. The first screening occurs within 30 days of the beginning of the school year. This test takes several minutes to administer and is like using a thermometer to take your child's temperature. It can be a red flag that there may be a reading problem.
- We will notify you, the parent, in writing, if your child has a reading deficiency.
- Within 30 days, we will get together with the teacher, principal, and you the parent, to create an Individual Reading Improvement Plan to help your child if they are behind.
- The plan will include:
 - o Your child's assessment results.
 - o Intensive intervention services your child will receive during the school day in addition to regular classroom reading instruction until they are reading at grade level.
 - o A Read-at-Home Plan for you that includes tools and training for you to use at home.
- If your child is a struggling reader in Grade 3, the plan will also include:
 - o Intervention proven to accelerate reading achievement within the same year.
 - o Daily, targeted, small-group or 1-to-1 instruction with more detailed and varied explanations,

more extensive opportunities for guided practice, and more opportunities for error correction and feedback.

- o More frequent progress monitoring.
- If your child is an English Language Learner, the plan will also include ongoing assessments that provide actionable data for teachers to use in interventions, instruction in academic vocabulary, and English language instruction.

SCHOOL ENROLLMENT/WITHDRAW

Every student at the Huron Learning Center is a student at their local district first. Therefore, prior to enrollment at HLC, the student must be enrolled at their resident district or school of choice district (within the boundaries of Huron ISD).

Any student who wishes to withdraw from the school should contact their child's local school teacher or building principal to ensure that proper forms are completed.

SCHOOL MEALS

Huron Learning Center campus programs serve nutritious meals every school day. All students also have the option to receive breakfast on a daily basis.

Free and reduced meals are provided for families who qualify under federal guidelines. Please fill out the application form included in the enrollment packet. You may also obtain a form from the school office. You may apply for free or reduced lunch at any time during the school year. If you are not eligible now, but have a decrease in household income, become unemployed, or have an increase in household size, fill out an application at that time.

Lunches should be paid for in advance on a weekly, monthly or yearly basis. Lunches may not be charged. Payment should be made to **Huron ISD**. If a student receives a free lunch and wants an extra lunch, they need to pay full price for the extra lunch. If a student does not receive a free lunch and does not have money in his/her account, please send a sack lunch or they will receive a yogurt, cheese stick and whole wheat crackers along with other items to meet the requirements of a balanced school lunch. If a student is absent in the morning, but will be arriving in time for lunch, the school office must be notified by **9:00 a.m.**, so lunch can be ordered for the student.

Children who receive free or reduced meals are treated the same as children who may pay regular price. In the operation of child meal programs, no child will be discriminated against because of race, color, national origin, age, sex or handicap. If you believe you have been discriminated against in this manner, please contact the school principal or write to: The Secretary of Agriculture, Washington, D.C. 20250.

To file a program complaint of discrimination, complete the form <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW STOP 9410
Washington, D.C. 20250-9410

EMERGENCY DRILLS

The school complies with all fire, tornado, and secure scenario safety laws and will conduct 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. Non-weather-related evacuation plans are practiced and posted in classrooms.

SAFETY PROCEDURES/ GUEST ENTRY

The HLC building has 2 entrances, however, visitors should enter the building through the main entrance, which is located at the northwest end of the complex. The doors will be locked during the school day and all visitors will need to be buzzed in from the main office. The other entrance is designated for bus drop off and pick up only. Safe mode procedures, while uncommon, are utilized when the safety of students and staff is at risk. Entry into the building during these times may be restricted or denied.

Guest Entry:

Our campus has limited access to the public during school hours except by appointment, scheduled event, or student pick-up. All guests must follow protocol for further entry and check in at the front desk upon arrival. We value our instructors' class time and want to minimize interruptions. Administration is always open and willing to meet but please follow guidelines at the front desk.

VIDEO SURVILLANCE

Video surveillance cameras are in use at all times both indoors and outside in all common areas.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the building principal at 989-269-9274 to inquire about evaluation procedures and programs offered by the district.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

NOTIFICATION OF DIRECTORY INFORMATION

In compliance with federal regulations, the Huron Intermediate School District has established the following guidelines concerning student records.

- The principal of the Huron Learning Center campus programs is responsible for the processing and maintenance of all student records. The office is located at 1299 S. Thomas Road, Suite 2, Bad Axe, MI 48413. The phone number is 989-269-9274.
- Each student's records will be kept in a confidential file located at the Huron Learning Center campus. The information in a student's record file will be available for review **only** by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.
- All parents and guardians of students under eighteen years of age, and all students eighteen years of age or older, have the right to examine the official record, files, and data of the school directly

related to the student. They also have the right to challenge the content of student records for accuracy and fairness.

- Please be informed that the Family Educational Rights and Privacy Act requires the school district to publicly notify the parent that certain student directory information will be released upon request unless the district is notified in writing by the parent or the adult student not to do so. The following is a summary of those identified by Board policy as being student directory information:

The student's name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received and the most recent educational agency or school attended by student.

- Written notification prohibiting release of information should be submitted to: Principal, Huron Learning Center, 1299 S. Van Dyke, Bad Axe, MI 48413.
- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or the appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 10 days from the date of this notification that she/he will not permit distribution of any or all such information:
Learner's name; address; 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; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.
- A copy of the Board of Education's Policy and the Federal Law are available at Huron Intermediate School District Administrative Office located at 1299 S. Thomas Rd., Suite 1, Bad Axe, MI 48413

BULLYING and CYBERBULLYING

It is the intent of the Huron Learning Center to provide a safe and nurturing educational environment for all of its students. Bullying toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. Huron Learning Center provides "an assurance of confidentiality for an individual who reports an act of bullying and procedures to safeguard that confidentiality" (MCL 380.1310b(5)(j)).

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

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health;
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

The school will consider restorative practices to remediate offenses such as interpersonal conflict, bullying, verbal and physical conflicts, and harassment and cyberbullying- before imposing discipline under this policy. (MCL 380.1310c)

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

NONDISCRIMINATION POLICY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

<https://go.boarddocs.com/mi/hisdd/Board.nsf/goto?open&id=C2QQJX659EFF>

Inquiries regarding this nondiscrimination policy should be directed to the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan 48413; (989)269-6406.

Section 504 of the Rehabilitation Act of 1973: Nondiscrimination on the Basis of Being Disabled

Title VI of the Civil Rights Act of 1964

Title II of the Americans with Disabilities Act (ADA) of 1990

Age Discrimination Act of 1975

Title IX of the Education Amendments of 1972: Nondiscrimination on the Basis of Sex

HISD Compliance Officers:

Geralyn Kolar, Special Education Monitor/Supervisor/Transition Coordinator (989)269-6406

Lane Walker, Principal, HATC (989)269-9284

McKinney-Vento District Homeless Liaison

Theresa Hessling, Assistant Principal, HATC (989)269-3442

Title III English Language Proficiency

Steve Carlson, Director of General Education (989)269-3465

PROCEDURAL SAFEGUARDS

This document provides parents of students with disabilities, from birth through age 26, an overview of their educational rights with respect to special education. The procedural safeguards are supplied yearly at the annual IEPC meeting. If you did not receive a copy or would like an additional copy, please contact the Huron Learning Center at 989-269-9274.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in the relationship to the safety, health, and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Expectations of student conduct also take into account the disability and functional level of each individual student. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should learn to recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to learn to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal or teacher.

SCHOOL CODE OF CONDUCT

The Huron Intermediate School District/Huron Learning Center is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Board requires that each learner adheres to the Code of Conduct. Such rules require that learners:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the person's rights, and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate actions to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; disability and/or functioning level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

STUDENT CODE OF CONDUCT

The Code of Student Conduct and Positive Behavior Support will be administered uniformly and fairly, without partiality or discrimination.

In most cases, disciplinary offenses will be addressed by the classroom instructor who will document “minor” offenses and maintain a follow-up service log in a secure location. Infractions documented as “major” offenses require immediate referral to an administrator.

An administrator may suspend a student for his or her conduct in a class, subject, or activity. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. Depending on severity or repetition, a minor violation may be reclassified as a major or critical violation. Additionally, the nature of the student’s disability and its relationship to the violation will be given consideration when responding to the specific violation.

It is the intent that discipline will become a learning process for students. Part of this learning process is the positive reinforcement that will occur after any disciplinary procedure. This follow-up procedure will take place with the program instructor following minor disciplinary infractions, and with administrators and/or instructors following major disciplinary actions. The point is for students to learn from mistakes, move on, and not repeat the offense.

Expectations for all Students	<p>Safety—Students are expected to exercise good judgment in matters concerning safety at all times.</p> <p>Professionalism—As aspiring professionals, students are expected to conduct themselves in a manner appropriate for the workplace and maintain ethical standards of truthfulness, integrity, and accountability.</p> <p>Attendance—Students are expected to be physically present and mentally prepared to learn every day.</p> <p>Respect—Students are expected to demonstrate respect for others and their property at all times.</p>
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	<p>Knowledge—Students are expected to come to class prepared, fully engage in the learning process, and study course material to gain mastery of the content.</p>
When and Where the Code of Student Conduct Applies	<p>Code of Student Conduct applies before, during, and after school:</p> <ul style="list-style-type: none"> • When a student is at school. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. • When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff. • When a student is using school telecommunications networks, accounts, or other district services. Including the use of a telecommunications device, off school premises, if the device or service provider is owned or under the control of the school. This includes and is not limited to the use of school iPads during and after school hours.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS/SCHOOL EXPECTATIONS

A major component of the educational program at the Huron Learning Center is to prepare students to become responsible workers and productive citizens by learning how to conduct themselves properly and in accordance with established standards.

The HLC utilizes Positive Behavioral and Intervention Supports (PBIS). This program teaches expectations, reinforces appropriate behavior, and uses data to drive decision making. The school wide expectations are:

- Be Safe
- Be Ready
- Be Kind

MICHIGAN STATE BOARD OF EDUCATION POSITIVE BEHAVIOR SUPPORT POLICY

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. The principles of Universal Education reflect the beliefs that each person deserves and needs a positive, concerned, accepting educational community that values diversity and provides a comprehensive system of individual support from birth to adulthood. A positive behavior support policy incorporates the demonstration and teaching of positive, proactive social behaviors throughout the school environment.

A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violations of codes of student conduct. In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies. Adopted September 12, 2006

EMERGENCY SECLUSION & EMERGENCY RESTRAINT

Use: When a student's behavior poses an imminent risk to the safety of the student or another, such that immediate intervention is required. *(An emergency situation is not created if property is the only thing at risk.)*

Procedures for Emergency Seclusion and Emergency Restraint: Emergency seclusion and emergency restraint must be performed in a manner that, based on research and evidence, is safe, appropriate, and proportionate to and sensitive to the student's severity of behavior, chronological and developmental age, physical size, gender, physical condition, medical condition, psychiatric condition, and physical history.

Emergency Seclusion: “A last resort emergency safety intervention involving seclusion that is necessitated by an ongoing emergency situation and that provides an opportunity for the pupil to regain self-control while maintaining the safety of the pupil and others.”

Prohibited Use: preschool students or severely self-injurious or suicidal students, for convenience of staff, for discipline or punishment, a substitute for educational programming, or instead of less restrictive alternatives.

Emergency Restraint: An action that prevents or significantly restricts a pupil’s movement. Physical restraint is intended for the purposes of emergency situations only, in which a pupil’s behavior poses imminent risk to the safety of the individual pupil or the safety of others.

Prohibited Use: Corporal punishment, deprivation of basic needs, child abuse, seclusion (other than emergency seclusion), mechanical restraint, chemical restraint, restraint that negatively impacts breathing, prone restraint, physical restraint (other than emergency restraint), any other type of restraint.

Policy for Use: Used only as a last resort:

- Emergency seclusion and emergency physical restraint may not be used in place of appropriate less restrictive interventions.
- Emergency seclusion should not be used any longer than necessary, based on research, to allow a pupil to regain control of his or her behavior.
- Each use of emergency seclusion or emergency restraint and the reason for each use shall be documented in writing and reported to the school building administrator and the parent or guardian immediately. Following an incident, school personnel must also debrief and consult with parents, or with parents and pupils, as appropriate.

http://www.michigan.gov/documents/mde/PolicyForSeclusion-Restraint_564940_7.pdf

SCHOOL STORAGE PLACES

LEGITIMATE USE OF SCHOOL STORAGE PLACES

The Huron Intermediate School District Board of Education recognizes that the privacy of learners or his/her belongings may not be violated by unreasonable search and seizure and directs that no learner be searched without individualized reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for storage of learner possessions and may provide storage places, including desks, cubby holes and lockers, for that purpose. Where locks are provided for such places, learners may lock them against incursion by other learners, but in no such places shall learners have such an expectation of privacy as to prevent examination by a District official. The principal at the direction of the Board shall conduct a regular inspection of all student storage places.

SEARCH OF STORAGE SPACE CONTENTS

Professional staff members are charged with the responsibility of safeguarding the safety and well-being of the learners in their care. In the discharge of that responsibility, professional staff members may search the person or property (including vehicles) of a learner, with or without the learner's consent, whenever they have individualized reasonable suspicion that the search is required to discover evidence of a violation of law or of District rules. The extent of the search will be governed by the seriousness of the alleged infraction, the learner's age, and the learner's disciplinary history.

Except as provided below, a request for the search of a learner or a learner's possessions will be directed to the principal, who shall seek the freely offered consent of the learner to the inspection. Whenever possible, a search will be conducted by the principal or designee in the presence of the learner and a professional staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The Board recognizes the importance of safeguarding a learner's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided to a learner, the Board establishes the following guidelines:

Search of Learner	<p>Search of a learner's personal or intimate personal belongings shall be conducted by a professional staff member of the learner's gender, in the presence of another professional staff member of the same gender, and only in exceptional circumstances when the health or safety of the learner or of others is immediately threatened.</p> <p>The principal shall be responsible for the prompt recording in writing of each learner search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a learner.</p>
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Search of Locker Contents	<p>Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public-school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.</p> <p>The public-school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public-school principal or his/her designee shall supervise the search. In the course of a locker search, the public-school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.</p>
Seizure	<p>When conducting locker searches, the public-school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public-school principal or his/her designee to be a potential threat to the safety or security or others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public-school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public-school principal or his/her designee of items removed from the locker.</p>
Drug Free Environment Policy	<p>The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, requires that the HLC maintains an environment free from unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol. The unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol is prohibited on any site where activities occur by individuals on behalf of the HLC.</p>

MINOR AND MAJOR VIOLATIONS

(Depending on severity or repetition, a **MINOR** violation may be reclassified as a **MAJOR** violation)

Minor Violations

Cheating/Academic Misconduct	<p>A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline. Student will receive a 0 on that assignment with no opportunity</p>
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	to make it up for a better grade.
Defiance/ Disrespect/ Non- Compliance	Brief or low-intensity failure to respond to adult requests.
Disruption	Low intensity, but disruptive.
Inappropriate Displays of Affection	Students engaging in inappropriate displays of affection, such as kissing or long embraces of a personal nature.
Inappropriate Physical Contact	Non-serious, but inappropriate physical contact.
Inappropriate Verbal Language	Low intensity instance of inappropriate language.
Property Misuse	Low-intensity misuse of property.
Dress Code Violation	<p>Student wears clothing that does not fit within the dress code guidelines or employability skills practiced by the school/district. Students are expected to arrive dressed appropriately for their program based on employability and instructor guidelines. Students shall observe modesty, cleanliness, and neatness in clothing and personal appearance.</p> <p>In addition:</p> <ul style="list-style-type: none"> • Hats may not be worn in the classroom or in public areas of the building at any time. • Clothing with references to sex, drugs, alcohol, tobacco, racism, harassment and/or displaying inappropriate images or language disruptive to the educational environment may not be worn. • Clothing must be clean, properly fitting, and safe and appropriate for the workplace and program. • Items that are revealing or provocative are unacceptable. This includes ripped jeans that are not appropriate for the workplace, which will be determined by staff. Sleeveless tops are acceptable but must not be low cut and must cover the entire shoulder. No tank tops or spaghetti strap tops for girls and no muscle shirts for guys. • The abdominal area cannot be exposed; there can be no gap, front or back, between upper and lower garments while standing or sitting.
Wireless Communication	Cell phones are to be turned off and out of sight during class hours unless otherwise permitted by their instructor. It is against the policy to take pictures or videos during school. Phones can be confiscated and require parent/guardian to pick up.
Ear Buds/ Headphones	Ear buds may not be worn in the hallways at any time. It is a safety hazard and disrespectful. They can be worn in the classroom only if permitted by the instructor.

Tardiness	Student is late for class or the startup of the school day/leaves early.
Other	Any other minor problem behaviors that do not fall within the above categories.

Major Violations

Inappropriate/ Abusive Gestures and Language	Verbal, written or electronic messages that include swearing, name calling or use of words or gestures in an inappropriate way toward students or staff members.
Arson/ Combustibles	Student plans and/or participates in malicious burning of property. Students in possession of substance/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). This also applies to students' handling, transmitting, concealing, or using any of the above substances or objects. (Board Policy 5610)
Attendance Issues	Student leaves class/school without permission or stays out of class/school without permission.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Intentionally sounding a fire alarm or causing a fire alarm to be sounded or tampering with a fire alarm system. (Board Policy 5610; 5722)
Bullying	The repeated abuse of an individual over time by other students can include making written or oral innuendoes, comments, jokes, insults, or disparaging remarks concerning a person's appearance, gender, national origin, religious beliefs, etc. It also might include making insulting or threatening gestures, hitting, hissing, or spitting toward a fellow student or staff person. (refer to Bullying section on p.14)
Cheating/ Plagiarism in the use of Technology	A student will not use any technology or electronic device as a means of cheating and/or plagiarizing.
Defiance/ Disrespect/ Insubordination	Refusal to follow directions or rules, talking back and/or socially rude interactions.
Disruption	Causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Drugs/Alcohol Smoking/Vaping	The student is in possession of or is using any tobacco product. "Any tobacco product" includes but is not limited to cigarettes, cigars, spit tobacco, snus, tobacco strips and

	sticks, dissolvable tobacco products, hookah, e-cigarettes, electronic nicotine delivery devices (vapes) and any new and emerging tobacco products. Student is in possession of or is using illegal drugs/substances or imitations. Student is in possession of or is using alcohol.
Extortion	A student makes another person do any act against his or her will, by force or threat of force, expressed or implied.
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Forgery	A student being responsible for having signed a person's name without that person's permission.
Fraud	A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
Harassment	<p>Student delivers disrespectful messages (verbal, electronic or gestures) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin; disabilities or other personal matters. (Protection from Harassment Act 1997.)</p> <p>Intimidation/Menacing Any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.</p>
Indecent Exposure	Students will not expose any part of their body that is considered to be indecent.
Leaving School Without Permission	A student who has arrived on school property may not leave the premises without the permission of school personnel and the student's parents.
Lying	Student delivers message that is untrue and/or deliberately violates rules.
Misuse of Equipment/Property	Student deliberately misuses or impairs equipment/property. Willfully causing defacement of, or damage to, property of the school or others. Actions that impair the use of something are destructive.
Physical Assault	<p>A student will not physically assault another person.</p> <p>If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310 [1])</p> <p>If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board,</p>

	<p>then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1])</p> <p>“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b])</p>
Safety Violation	<p>Any behaviors that could reasonably be expected to cause injury or harm. Safety is an important concern of everyone at the HLC. The program instructor will train you in the proper use of equipment and inform you of any protective glasses and clothing that may be required by Federal and State laws. Students are asked to exercise good judgment in matters concerning safety at all times. Take time to become familiar with your safety procedures.</p> <p>HLC has a zero-tolerance policy for deliberate misuse of equipment and gross disregard for safety regulations.</p>
Sexual Assault	<p>A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2])</p> <p>“Criminal Sexual Conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).</p>
Sexual Harassment	<p>Includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual remarks, or otherwise creating an intimidating, hostile or offensive learning environment. All students and staff are expected to conduct themselves with respect for the dignity of others.</p>
Substitute Teachers	<p>Whenever students participate in a class directed by a substitute teacher they are to sit in their assigned seats and avoid behavior that is detrimental to the achievement of their own or to other students’ educational goals. Students reported to the office as disruptive may be suspended.</p>
Theft/Possession of Stolen Property	<p>Student is in possession of, having passed on, or being responsible for removing someone else’s property.</p>
Third Minor Offense	<p>Three minors become a major, therefore a referral to administration.</p>

Transportation Issues	Students violate transportation policy. Students are transported to and from their local schools on the regularly scheduled bus transportation system provided by their school district. Students are not permitted to drive, walk, or bike. Students may be given permission to drive at the discretion of the HLC or home school Administration as long as permission is communicated prior to driving. All variances in transportation require a driving permit (Appendix A).
Trespassing	Students will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
Vandalism/ Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapons	The student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. A legitimate tool is also considered a weapon if used inappropriately or without permission. (Board Policy 5772)
Weapons - Dangerous Instruments	<p>A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters. MCL 380.1311 and MCL 380.1313.</p> <p>Possession of Inappropriate Personal Property Possessing personal property that is prohibited by school rules or that is disruptive to teaching and learning. (Board Policy 5772)</p>
Written/Verbal / Physical Threats or Coercion	Student threatens or coerces another person verbally, in writing or electronically. Threatening another with bodily harm or coercing another to act or refrain from acting in a verbal, non-verbal, physical, written, or electronic manner.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Some students require an individualized behavior plan to ensure their success and progress in school. These plans will be considered when imposing consequences in response to violations. Each violation will be handled on a case-by-case basis and is at the discretion of the building principal based on student ability.

The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

Student misconduct is classified into two categories. The definitions of misconduct for each category are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

Intervention Strategies for Minor Violations	<p>School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for MINOR violations. Possible school responses to MINOR violations are:</p> <ul style="list-style-type: none"> • Administrator/student conference • Administrator and teacher-parent/guardian conferences • Referrals and conferences involving various support staff or agencies • Daily/weekly progress reports • Behavioral contracts • Change in student's class schedule • School service assignment • Confiscation of inappropriate item • Restitution/restoration • Denial of participation in class and/or school activities • In-school suspension • Other intervention strategies, as needed • Out-of-school suspension (short-term) from one school day up to ten school days • Law enforcement agency notification
Intervention Strategies for Major Violations	<p>The staff will refer MAJOR violations directly to school administrators because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.</p> <p>The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions. Possible school responses to MAJOR violations are:</p> <ul style="list-style-type: none"> • Any response to a MINOR violation • Recommendation to school district board of education or its designees for long-term suspension or expulsion • Denial of driving privileges

Failure to Follow Prescribed Intervention (Separate Violation)	If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.
Staff Authority	The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

MITIGATING FACTORS

When reviewing suspension under and over ten days or expulsion, the following must be considered:

1. pupil's age;
2. disciplinary history
3. whether the pupil had a disability
4. the seriousness of the violation
5. whether the violation threatened the safety of any pupil or staff member
6. whether Restorative Practices will be used to address the violation
7. whether a lesser intervention would properly address the behavior

NOTE: The method used for consideration of the factors is at the sole discretion of the Board.

MCL 380.1310d

RESTORATIVE JUSTICE/PRACTICES

Practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. The following restorative practices will be utilized when reviewing misconduct and suspension:

- Manifestation Determination Review
- Student Conferences
- Review of the Functional Behavior Assessment and Behavior Intervention Plan

Parents/caregivers and all other involved members will meet to problem solve and put proactive strategies in place for the student.

The School District staff may also use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for minor and major violations. The staff will refer critical violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or community human service agency, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

DUE PROCESS PROCEDURES

Short-Term Suspension	<p>Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.</p> <p>If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.</p> <p>The student and parent/guardian shall be notified of the circumstances and action taken.</p>
Long-Term Suspension or Expulsion	<p>If recommended by the principal or assistant principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.</p> <p>The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date, and location of the hearing; and of their right to attend and participate in the hearing.</p> <p>The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.</p> <p>At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).</p> <p>The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.</p> <p>After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.</p>
School Activities	<p>A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).</p>
Maintaining Class Progress	<p>When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.</p>

Appeal to Board of Education for Reconsideration	A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.																						
Interviews of Students by Police or Other Public Agencies	<p>The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.</p> <p>When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.</p>																						
Notification to Law Enforcement Agencies	<p>State law requires each school board to comply with the statewide school safety policy adopted by the superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:</p> <table> <tr> <td>Armed Student or Hostage</td><td>Robbery or Extortion</td></tr> <tr> <td>Suspected Armed Student</td><td>Unauthorized Removal of Student</td></tr> <tr> <td>Weapons on School Property</td><td>Threat of Suicide</td></tr> <tr> <td>Death or Homicide</td><td>Suicide Attempt</td></tr> <tr> <td>Drive-By Shooting</td><td>Larceny (Theft)</td></tr> <tr> <td>Physical Assault (Fights)</td><td>Intruders (Trespassing)</td></tr> <tr> <td>Bomb Threat</td><td>Illegal Drug Use or Overdose</td></tr> <tr> <td>Explosion</td><td>Drug Possession or Drug Sale</td></tr> <tr> <td>Arson</td><td>Vandalism or Destruction of Property</td></tr> <tr> <td>Sexual Assault</td><td>Minor in Possession of Alcoholic Liquor or Tobacco Products</td></tr> <tr> <td>Criminal Sexual Conduct</td><td>Bus Incident or Bus Accident</td></tr> </table>	Armed Student or Hostage	Robbery or Extortion	Suspected Armed Student	Unauthorized Removal of Student	Weapons on School Property	Threat of Suicide	Death or Homicide	Suicide Attempt	Drive-By Shooting	Larceny (Theft)	Physical Assault (Fights)	Intruders (Trespassing)	Bomb Threat	Illegal Drug Use or Overdose	Explosion	Drug Possession or Drug Sale	Arson	Vandalism or Destruction of Property	Sexual Assault	Minor in Possession of Alcoholic Liquor or Tobacco Products	Criminal Sexual Conduct	Bus Incident or Bus Accident
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Lockers	All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public-school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are																						

	prohibited from placing locks on any locker without the advance approval of the public-school principal or his/her designee.
Legitimate Use of School Lockers	The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school-board policy or the public-school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public-school principal or his/her designee.

LEARNERS SUBJECT TO SUSPENSION

A learner must be given both written notice of his/her suspension, the reasons, therefore, and the opportunity to respond to the charges against him/her prior to the suspension. The student and parent/guardian shall be notified of the circumstances and action taken.

In cases other than expulsion:

In all cases where disciplinary sanctions have been imposed, a learner, and/or his/her parent or guardian, have the right to a hearing with the appropriate administrator. Hearings on appeal need not repeat matters or procedures accomplished at a prior hearing. In cases involving suspensions of five (5) days or less, the principal's decision is final. In cases involving suspensions of more than five (5) days, but not more than ten (10) days, the parent, or guardian may appeal such a decision to the Superintendent or his/her designee within five (5) school days following the principal's decision. The decision of the Superintendent or his/her designee is final.

Expulsion cases:

The decision of the Board to expel is final. However, it shall be the prerogative of the Board, upon written request, to grant a second hearing before the Board if, in its judgment, such a hearing is justified.

Short Term Suspensions

Students whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, physical assault at school, gross misdemeanor, or persistent disobedience, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).

Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation - the intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation; the evaluation must be from a source approved by the administration. [NOTE: Drug related behaviors pose an immediate threat to student safety. In all critical drug related cases, a school suspension is imposed even for the first offense.] Recommendation to the Board of Education or its designee for long term suspension or expulsion.

TEXTBOOKS, SUPPLIES, AND EQUIPMENT

All textbooks, supplies, and equipment required for your education will be made available to you. Textbooks, supplies, and equipment are to be used in accordance with HLC Safety Procedures and program rules. Damage, misuse, or loss of HLC property will result in restitution and disciplinary action per the Student Code of Conduct.

ACCEPTABLE USE OF TECHNOLOGY

ELECTRONIC INFORMATION ACCESS AND USE POLICY

The Huron Intermediate School District encourages and strongly promotes the use of electronic information technologies in educational endeavors. The HISD provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, lifelong learners.

The HISD's information technologies are the district's property and are intended for educational purposes. The HISD retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by district information technologies.

Users have no reasonable expectation that any information contained on any HISD information technologies is confidential or private. The district's system is not a public forum and access to technology is a privilege and not a right.

The HISD makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All HISD information technologies are provided on an "as is, as available" basis.

District Definitions	<p>Equipment includes, but is not limited to, computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.</p> <p>Software includes, but is not limited to, computer software, print and non-print resources.</p> <p>Networks include, but are not limited to, all voice and data systems.</p> <p>Users include anyone who is accessing or using HISD equipment, software, or networks.</p>
District Responsibility	<p>HISD is responsible for the management of the structure, hardware, and software that the district uses to allow access to information technologies for educational purposes. These include:</p> <ul style="list-style-type: none"> • developing and implementing an Electronic Information Access and Use Policy • developing and enforcing use regulations at each network site • defining the rights/responsibilities of Users • providing resources that support the mission of the HISD • assigning and removing of member accounts on the network(s) • providing training and information on new technologies, software, and media as they are acquired and put into use in the district • maintaining and repairing of equipment that comprise the network(s) • selecting software that the network will support • setting quota limits for disk usage by users of the HISD servers (Internet and LAN) • establishing procedures for the disabling or otherwise modifying any technology protection measures <p>HISD will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.</p> <p>The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.</p> <p>The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.</p> <p>The HISD will implement filtering software intended to block minors' access to</p>

	<p>materials that are obscene, child pornography, harmful to minors, or that the district determines to be inappropriate for minors. However, the HISD does not guarantee that school officials will control users' access to such materials, or that users will not have access to such materials while using the district's information technologies. The filtering software operates only within the HISD wide area network (WAN) or local area network (LAN).</p> <p>The HISD does not take responsibility for resources located or actions taken by the users that do not support the purposes of the district.</p> <p>It shall be the responsibility of all HISD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.</p>
HISD Network Users	<p>Users of the HISD network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the HISD network:</p> <ol style="list-style-type: none"> 1. Students. Students who are currently enrolled in the HISD programs may be granted a network account upon agreement to the terms stated in this policy. 2. Faculty and Staff. Staff members currently employed by the HISD may be granted a network account upon agreement to the terms stated in this policy. 3. Others. Anyone may request a special account on or use of the HISD network. These requests will be granted on a case-by-case basis, depending on need and resource availability.
Privileges, Responsibilities, and Prohibitions of HISD Technology Users	<p>Users have the privilege to:</p> <ul style="list-style-type: none"> • use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange. • access information from outside resources which facilitate learning and enhance educational information exchange. • access HISD networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange. <p>Users are responsible for:</p> <ul style="list-style-type: none"> • using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school. • attending appropriate training sessions in the use and care of hardware, software, and networks. • seeking instruction for the use of any available technology with which they are not familiar. • adhering to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school. • refraining from disclosing, using, or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.

	<ul style="list-style-type: none"> • maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. • students may use e-mail, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult. • having all electronic media scanned for virus, dirt, damage, or other contamination which might endanger the integrity of HISD hardware, software or networks before they are used in district systems. • material received, created or distributed using information technologies. • maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account. • keeping material considered pornographic by the HISD, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format. • of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the HISD's information technologies. • using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. HISD is not liable for any financial obligations made, nor any personal information provided while using district information technologies. • financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access. • any damage to, or incurred on, their personal equipment. Users accessing HISD information technologies on personal equipment do so at their own risk. • abiding by the rules set forth in this policy, general HISD rules, and additional rules as may be established by the district. Board of Education policies, staff manuals, departmental procedures, and student handbooks may include such rules. <p>Users are prohibited from:</p> <ul style="list-style-type: none"> • using technology for a 'for-profit' business, for product advertisement or political lobbying. • the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems. • using HISD information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or
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	<p>otherwise prohibited by law.</p> <ul style="list-style-type: none"> • participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network. • vandalizing HISD or any other information technologies (the district's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the district's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.
Consequences of Inappropriate Behavior	<p>Any user who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.</p> <p>Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.</p>
Challenges	<p>Challenges to HISD information technologies and resources shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness.</p>



Huron Learning Center

Student Handbook 2025-26

INSTRUCTIONS TO PARENTS/GUARDIANS: Please **sign and return** the acknowledgment page to the HLC Office after reading the student handbook (which includes the Code of Student Conduct and Technology Use Guidelines). If your child is able to sign his/her name please obtain your child's signature. Your signature indicates that you have reviewed and understand the procedures and policies outlined within the handbook.