

# HANCOCK PUBLIC SCHOOLS

## HANCOCK CENTRAL HIGH



## PARENT – STUDENT HANDBOOK

## STUDENT CODE OF CONDUCT

2021 – 2022

Hancock Central High  
501 Campus Dr. Hancock, Michigan 49930  
(906) 487-5923  
Fax: (989) 455-4070

## **MISSION STATEMENT**

HCH's mission is to provide an exceptional learning environment that fosters academic excellence, and promotes respect for oneself and others as students develop the personal skills and characteristics necessary to be responsible and productive citizens.

**"Where Futures Are Formed"**

### **Board of Education**

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Mr. Michael Lancour, Trustee

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### **Administration**

Superintendent	Dr. Stephen Patchin	487-5925 ext. 7121
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High School Principal	Chris Salani	483-2540 ext. 8003
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Middle School Principal	Hannah Impola	487-5923 ext. 7238
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Elementary Principal	Dan Vaara	487-9030 ext. 6102
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## Welcome to Hancock Central High

Parents and Students:

The faculty and staff of Hancock Central High (HCH) welcomes you to another year of learning, discovery and opportunity for growth. We value the High School years as important years in the development of students into responsible and productive citizens, thus we look forward to helping you achieve an exciting, rewarding and memorable experience for 2021 - 2022!

GO BULLDOGS!

Mr. Salani

### General Information

This student handbook was developed to answer many of the commonly asked questions that you and your parents have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student and family unit is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

### STATEMENT OF COMPLIANCE WITH STATE/FEDERAL LAW

The Hancock Public School District, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including *Title IX of the Educational Amendments of 1972* and *Section 504 of the Rehabilitation Act of 1973*. It is the policy of the Hancock Public School District that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status or handicap, shall be discriminated against in employment, educational program and activities or admissions.

**New Regulations Required of Michigan Schools:** School districts in Michigan began operating under the Revised School Code July 1, 1996, Public Act 25 of 1990 and 335 of 1993 added several

options to the school code, which are popularly referred to as school improvement requirements. These include core curriculum, accreditation, school improvement plans, annual education reports, student portfolios, state endorsed diplomas, and site-based decision making. The Hancock school district wishes to avoid state aid deductions and therefore strives to take all action possible to uphold the standards set by state mandate.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school principal.

## **ACCREDITATION**

Hancock Central High/Middle School has met the accreditation standards set by the State of Michigan pertaining to curriculum, facility, staff certification, and activities.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. Adult students (age 18 or older) are expected to follow all school rules and procedures. If residing at home, adult students should include their parents in their educational program.

## AGE OF MAJORITY

*The Age of Majority Act became effective on January 1, 1972. Persons who have attained age 18 are recognized as adults as a matter of law. MCL 722.51. The purpose of the AGE of Majority Act is to establish 18 as the age at which a minor loses the “disabilities and protections” of minority and gains the “legal status” of an adult. Smilnak v City of Warren, 136 Mich App 103 (1984). Under the Family Educational Rights and Privacy Act (“FERPA”), a student who has reached age 18 is defined as an “eligible student” and is accorded certain rights and responsibilities by operation of law. 34 CFR 99.3 FERPA states:*

Whenever a student has attained eighteen years of age... the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. 20 USC 1232g(d); 34 CFR 99.5(a). Accordingly, the right to consent to disclosure of education records to third parties automatically becomes the right of the 18-year-old student, and not the parent. All other FERPA rights similarly inure to the “eligible student.” Despite FERPA’s transfer of “rights” to the “eligible student,” a significant “exception” to the prior written consent requirement for “parents of a dependent students as defined in § 152 of the Internal Revenue Code.” 34 CFR 99.31(a)(8). In other words, **even though the 18-year-old student demands that his/her education records not be sent to the parent/guardian, school officials may disregard this demand if the records will be sent to the person who claims the student as a “dependent” for federal income tax purposes.**

The Age of Majority form, which provides notice to the student, parent, and school officials of age of majority rights, must be signed and filed with the principal’s office. This form memorializes the expectation that the adult student is responsible for making certain educational decisions which were previously made by the parent. 18-year-old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports. Students 18 years and older may sign themselves in and out of school and may verify their own absences NOTE: All school attendance standards continue to apply to students regardless of their age. Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.



## **ACCIDENTS**

All accidents in the school building, on school grounds, or at school-sponsored activities are to be reported to the principal's office and the supervisor of the activity must fill out an accident report. See INSURANCE.

## **ANNOUNCEMENTS**

General announcements to the students concerning school activities and procedures are displayed throughout the building. All flyers, posters, brochures, etc. must be approved by the principal prior to being posted. Announcements are sent out to the student and parent list daily. Refer to the website contact tab to sign up to receive the announcements.

## **ASSEMBLY PROGRAMS**

Assemblies are held in the gymnasium or the auditorium. All students are expected to participate in assemblies unless they have permission to be excluded. Students are to sit in their assigned sections unless specifically directed to sit elsewhere. Appropriate behavior is expected at all assemblies and a student's whose behavior is inappropriate will forfeit their privilege of attending future assemblies.

## **ATHLETICS**

Students who wish to participate in athletic activities must obtain a *Physical Examination Card* from the office, have it completed by an appropriately certified health practitioner, and return it to the office prior to participating in any athletic contest or practice. For further information on athletic rules and policies, consult the *Athletic handbook*. Hancock Central High/Middle School is a member of the Michigan High School Athletic Association and subject to its rules and policies.

## **BUSING**

Bus transportation is provided for students who do not live within reasonable walking distance of the school. Students who ride a bus must conform to the rules governing school bus travel or may lose privileges. These rules are posted on every bus. Students who do not abide by bus rules will have their privilege of riding the bus revoked for a period of time consistent with the offense or the frequency of offenses.

## **CLOSED CAMPUS**

Our school operates on a **CLOSED CAMPUS POLICY** in that students are not allowed to leave campus during the inclusive hours of their classes. A student may secure permission to leave the building and/or grounds from the principal or other office personnel. If permission is not secured, the absence is counted as unexcused and detention time may be assigned. If parents wish a student to leave school for an appointment or other pre planned commitment, this should be communicated to the principal's

office for verification. In case of illness, a student should report to the office to make arrangements to go home. Students who are leaving for dual enrollment, CTE, or other approved school related purposes should check in /out with the High school office. Repeated violation of this policy may result in suspension time.

## **CHROMEBOOKS & COMPUTER LABS/USAGE**

All high school students will be issued a dedicated chromebook beginning in 2021-2022. These respectively issued chromebooks will be the responsibility of each student. Improper use, abuse or negligence by a student to an HCH issued chromebook resulting in damage or need of replacement will be the responsibility of the student for the full cost of replacement. All students will be required to agree to the HCH Device and *Internet Policy*, identifying appropriate and proper use. Failure to abide by all of the terms of the agreement may lead to confiscation of the chromebook, and termination of the student's computer account. Possible disciplinary action up to and including suspension from school or referral to law enforcement authorities could also result from failure to abide by the Internet Policy.

Students who use the computer lab are required to have a signed *Internet Policy* on file. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. The computer labs are to be used for schoolwork only, although permission to "surf" the Internet, check Power School or e-mail may be given. Internet policies need to be reviewed and signed by parents prior to a student using the Internet annually. Unauthorized Internet connections are strictly prohibited.

## **DANCES**

School dances may be conducted by school-based organizations with written consent from the principal. Student conduct at dances is subject to the same rules and policies that apply during the school day. Students who wish to invite guests are asked to register them in the office prior to the dance. Illegal activities will be reported directly to the police.

## **DRESS CODE**

Students are expected to dress in good taste and in a manner that recognizes school as a learning environment. Reasonable standards of cleanliness and personal hygiene must also be maintained at all times. Any attire, or the lack thereof, which creates a disturbance, is immodest or in poor taste, or is detrimental to the health and safety of the student, will not be permitted. Also, students representing the school in any extra-curricular activity may be required to follow specific dress and grooming standards. ***Keep in mind; Hancock Central High/Middle School is a drug free zone. If the apparel you are wearing promotes drug use, it will be deemed inappropriate and you will be asked to change.***

The following are generally accepted guidelines, but are not all-inclusive:

#### Prohibited Apparel

1. Any item that indicates affiliation with a gang.
2. Any clothing that is disruptive of or distracting from the educational process.
3. Any clothing displaying drug/alcohol use or offensive language/symbols.
4. Clothing that is excessively tight or loose, or that reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments.
5. Sheer or see-through clothing.
6. Excessively torn, soiled or frayed clothing.
7. Sunglasses, unless prescribed by a physician for indoor use.
8. Any attire that might be used as a weapon including, but not limited to, steel-toed shoes/boots, chains, items with spikes/studs or any type of protruding object.

Students who dress inappropriately will be sent home to change if necessary and the time missed will be unexcused. Repeated offenses will result in detention and/or suspension

#### **DRIVERS' EDUCATION**

Drivers' Education classes are offered through Drive America LLC. Visit [www.driveamericallc.com](http://www.driveamericallc.com) for more information.

#### **Driving To School**

Students are permitted to drive their own vehicles to school provided they drive safely and they park in the assigned student parking area. Vehicles parked illegally or in a location other than the student parking area will be towed at the owner's expense. Warnings may or may not be given. If it is deemed that a student is not driving safely or following school rules, their driving privilege will be revoked.

#### **ELEVATOR**

The elevator is for those individuals who have a need for this kind of assistance. Students who are not handicapped or do not have office permission are expected to use the stairs. If it is necessary that temporary usage is needed, please see the principal for a temporary elevator permit. Students who use the elevator who are not handicapped will be reprimanded.

#### **ENROLLMENT REQUIREMENTS**

Enrollment requires up to date immunization records and a copy of a birth certificate and proof of residency are required upon admission to the Hancock School District.

## **EXTRA-CURRICULAR ACTIVITIES**

Participation in extracurricular activities can be a valuable learning experience for students and all students are encouraged to take advantage of the extracurricular activities offered. Participation in these activities also carries the responsibility of appropriate time commitment and behavior. Rules for the regular school day also apply at all extra-curricular activities. Student groups may request usage of school facilities for their activities provided the request is approved by the principal and there is a school-sanctioned adult supervisor present during the activity. Students are not to be in the building after school hours unless they are participating in a school activity or have permission from school personnel. Academic credit for Physical education is granted for participation in school sanctioned athletics, whereas two seasons of participation counts as one credit. In cases where the Student Handbook does not address an issue directly, the Athletic Code will be used as a guideline.

## **FINES**

Students are required to take care of all obligations.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the principal.

## **LIBRARY RULES/REGULATIONS**

The library is a combination school/public library. During the school day, all students using the library must have approval from a teacher to utilize the Library. Rules for the library are as follows:

*See PLDL Rules and Regulations.*

## **LOCKERS**

Each student is assigned a locker, which they are expected to keep neat, orderly, closed, and LOCKED. **Backpacks or purses are not to be taken into any classroom. They must remain in the lockers.** Students should not share their combination with anyone, and may not switch lockers with anyone without office permission. Although every effort will be made to find or retrieve missing items, *THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM LOCKERS.* Students are encouraged not to bring items of value to school. Missing items should be promptly reported to the office. Student lockers are the property of the school district. School authorities for any reason may conduct periodic general inspections of lockers at any time, without student notice or consent and without a search warrant.

## **LUNCH TIME REGULATIONS**

High School Students are to remain in the cafeteria, the lower commons area, or the gym during lunchtime. Teachers may provide pass to lunch room 10 mins earlier than scheduled lunch so student may eat before reporting to class/meeting. Food is not to be taken to any of the classrooms. Special Event Meetings (ex: NHS, team meetings etc...) conducted in designated areas (EX: Board Room, Library or Counselor's office) are the exception. Students may sit on the picnic tables outside of the main entrance but are not to go into the parking lot or around the side of the building. Hot lunch is available and the fees for hot lunch are to be paid in advance. Students will be offered an alternate lunch option at a reduced cost if they establish a negative balance. Forms for free and reduced price hot lunch are available in the principal's office. Lunches may be purchased daily in the lunch line subject to availability.

## **PEST MANAGEMENT PROGRAM - PARENT ADVISORY**

As part of the Hancock Public School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. Pesticide forms are sent home at the beginning of the year for parents to return to the office. For questions/concerns please contact Ms. Aldrich in the school office at 906-483-2540, ext. 8000.

## **PROHIBITED ITEMS**

Problems arise when students bring items to school that are hazardous to the safety of others or interfere in some way with school procedures. Items such as toy weapons, laser pointers, water pistols, slingshots, water balloons, smoke bombs, items of a sexually explicit nature, and wallet chains are not permitted on school property. If confiscated from a student, they will not be returned. If misused, additional discipline may result.

## **POSSESSION OF ELECTRONIC EQUIPMENT/CAMERAS/CELL PHONES**

Cell phones, MP3 players or other audio devices may be utilized during instructional time with the expressed permission from the teacher of record to facilitate and support the identified learning target. Emergency calls should be made from the front office. Cell phones must be muted or turned off and kept out of sight if expressed permission was not granted by the teacher of record. Cell phones will be confiscated if used without the expressed permission from the teacher of record during class time for that school day. Unauthorized Internet connections are strictly prohibited. HCH prohibits the use of any camera, video/audio device where students and staff have the reasonable expectation to privacy. Transmitting images or messages during testing is prohibited.

Additionally, the use of handheld electronic games or other similar electronic devices with headphones is prohibited in classrooms **unless permission is given by the classroom teacher** and hallways during regular school hours.

## **MEDICATIONS IN SCHOOL**

Medications, by definition, include both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, those which are injectable, applied as drops to eyes or nose, or applied to the skin. Only when absolutely necessary, parents may bring their students medication into the school building with the understanding that the medication will be stored in the principal's office and that the student will come to the office to have the medication administered. Additionally, it is required that the student's parent/guardian provide the school with written permission and instructions on how to administer the medication. It is the student's responsibility to come to the office to request their medication.

If self-administration/self-possession is necessary, please provide written permission and request that this is necessary. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **ATTENDANCE**

The Michigan School Code requires that student attendance be "continuous and consecutive". The code also indicates that absences are permissible only with "valid excuses". There are two aspects to attendance: presence and promptness. Both are very important. A student's attendance record is a measure of his/her ability and willingness to accept responsibility, and for future purpose, employability. Students learn as a result of being involved in the varied experiences provided during class time. Not all learning can be measured by tests or homework grades. Absences and tardiness will deprive the student of many educational benefits and acquisition of important life skills.

Hancock Central High is a full-time school and all students are expected to be in attendance daily. Students with chronic attendance problems will be referred to the Copper Country ISD's truancy officer. After 5 absences a letter will be sent to the parents. After 10 absences a referral will be made for petition to the truancy officer. The truancy officer may talk to a student prior to referral if absences and/or tardies are becoming excessive. When a student is absent, a parent must call the office or send a note with the student upon return. The parent has two days (48 hours) following the absence to report the absence to the office. The absence will be marked unexcused unless there is a compelling reason to extend this time. Please contact the principal to discuss extensions to this time.

There are three basic types of absences:

## **EXCUSED ABSENCES**

To approve an absence, the parent/guardian must send a note or call the Attendance Line within 48 hours of the absence. Each trimester, students' are permitted up to six excused absences in any class without a grade penalty, provided they complete any make-up work as prescribed by the teacher. It is the student's responsibility to request make-up work from the teacher and to complete the work in a timely fashion. Students are not permitted to "bank" days for a future marking period. Each excused absence after six per trimester per class could result in a percentage grade reduction, which will be at the discretion of the respective faculty.

## **UNEXCUSED ABSENCES**

The following situations constitute **unexcused** absences: Absences not reported by the parent or guardian within 48 hours, leaving the building or class without permission, missing more than ten minutes of any class without authorization is considered an unexcused absence.

Each unexcused absence per trimester per class will result in a percentage grade reduction equal to 2% of the overall grade achieved. Unexcused absences, *including those resulting from tardies*, may be made up by special arrangement only.

## **PUNCTUALITY**

Any student entering a class after the tardy bell sounds is considered tardy. Students who have an excusable reason for being tardy should present an excused tardy slip provided by the person who detained them. Three unexcused tardies in a marking period in any one class will equal one unexcused absence. Each successive tardy following the first three will also result in unexcused absences. Tardies beyond ten minutes are considered absences. Students with excessive tardies or chronic tardies in their classes may be assigned detentions up to suspension by the Principal.

## **REDEMPTION CLAUSE FOR UNEXCUSED TARDIES**

When a student has more than two unexcused tardies in any class, they can avoid the grade penalty by serving a 30 minute makeup session for each tardy beyond two. The teacher may require the student to make up time with him/her. In most cases, tardies must be made up within two weeks of the subsequent tardy. Suspensions from school are considered unexcused absences.

## **SANCTIONED ABSENCES:**

Absences that are recorded when a student is not in class because they are participating in a school related activity or function and do not count towards the five excused absences.

## REDEMPTION CLAUSE FOR UNEXCUSED ABSENCES

Each unexcused absence per trimester from any class will result in your grade being lowered by 2% in that class. A written request may be made to the respective faculty to avoid the consequence of a grade reduction, and submitted within two weeks of the absence. Make-up time may be scheduled prior to the end of the marking period to avoid the grade reduction.

## ATTENDANCE INCENTIVE - EXAM EXEMPTION:

Students who meet the attendance and academic requirement may be eligible for exemption from their semester exams. A student who maintains an 87% or higher and has accumulated no more than four excused absences, OR a student who maintains a 94% or higher and has accumulated no more than five excused absences for the trimester may be exempt from the exam for that course. Participation in the exam exemption policy is at the discretion of the teacher, who may choose to require all students to take the exam for that course. The teacher may also adjust the policy to make it more stringent for a particular class. A student who meets the exemption requirements may elect to take the exam. The grade earned on the exam will only be calculated into the semester calculation if it helps the overall semester grade. Any student who receives an "unexcused" absence for a course will automatically lose his/her exam exemption for the semester during which the "unexcused" absence occurred

## DIRECTORY ASSISTANCE

In compliance with the Family Educational Rights and Privacy Act of 1974, the Hancock School District follows these policies with regard to directory information, which is defined as a student's: name, address and telephone number, date and place of birth, major field of study, school activities records, attendance records, honors and awards, other information generally found in school yearbooks. The Hancock School District may release directory information without specific permission of a student or his/her parents. However, the district does not honor list requests for groups, organizations, or individuals that do not have a specific school purpose. Any student or his/her parents who do not wish to allow the release of directory information must file a request in writing to that effect.

## GRADING

A	94.00-100	B-	80.00-82.99	D+	67.00-69.99
A-	90.00-93.99	C+	77.00-79.99	D	63.00-66.99
B+	87.00-89.99	C	73.00-76.99	D-	60.00-62.99
B	83.00-86.99	C-	70.00-72.99	F	Below 60.00

\*This is only to be used for trimester grades and end of trimester exams.

Teachers are encouraged to use a variety of criteria-based strategies, which may include written and oral exams, demonstrations, writing exercises, individual and group projects, performance portfolios,



and samples of best work. A grade given to a pupil for a course shall not be based or otherwise determined in a manner unrelated to the achievement of relevant objective criteria. Attendance, punctuality, class participation and similar factors are proper educational values bearing on a student's academic achievements.

Grades are automatically calculated by the PowerSchool software using the exact percentage from each marking period and the exam percentage grade. Students will be graded on a percentage basis. The trimester grade is the grade used for calculating cumulative GPA and class rank.

## **CLASS RANK**

A student has a cumulative grade point average (GPA) based on the trimester grades in each class taken. The student's class rank is determined by their GPA (Total grade points/Total credits). The Valedictorian(s) of a class is/are the student(s) with the highest GPA as computed at the end of seven (7) semesters. The Salutatorian student(s) has a ranking that proceeds the Valedictorian(s). Students must have been enrolled in Hancock Central High School for a minimum of three (3) consecutive semesters or six trimesters to qualify for selection to the status of Valedictorian / Salutatorian.

## **CREDIT RECOVERY**

Students who fail a required class may retake the class. If a student fails a class during the first and/or second trimester, the student will have until the end of the school year to complete the class. If a student fails a class during the 3<sup>rd</sup> trimester, the student will have until the beginning of the next school year to complete the class. Students who do not complete the classes in this timeline will be enrolled in the traditional classroom to make up the class. Seniors may register for a credit recovery class in the third trimester of the senior year. Students who do not pass a class will not progress to the next class. For example, if a student does not pass Algebra 1, they will not progress into Geometry until they have passed Algebra I.

## **DUAL ENROLLMENT**

Qualified students may take classes at a local college or university while completing their high school education. This is called dual enrollment. Seniors may be dually enrolled at Hancock and a Michigan degree granting post-secondary institution if the following criteria are met:

1. The student must pass all parts of the State Required Test.
2. The student is enrolled as a full-time student in the Hancock School District during the regular school year.
3. The college course must not be offered by the district.
4. The course must not be a hobby craft or recreation course, or in the subject of physical education, theology, divinity, or religion.

Juniors must have earned an endorsement on all sections of the state required test to be considered for dual enrollment. Scheduling of college courses will be the responsibility of the student. Students should begin with our schedule and find college courses that can fit. Be sure to allow adequate time for passage. Transportation will be the student's responsibility. If the student meets these

qualifications, the local district will pay the post-secondary institution the amount not to exceed the lesser of the actual charge for tuition and fees, or the prorated portion of state aid for the portion of the year that the student is attending the post-secondary institution. Only college credit will be granted unless the student specifies at the outset that they wish to take the course for high school credit only, college credit only, or for both high school and college credit. Please note if you choose to take the class for high school and college credit, some colleges will not accept that as college credit.

***If a student fails the dual enrollment class, the family will be responsible for the entire cost of the class. If a student fails a dual enrollment class, the school reserves the right to revoke or deny enrollment in future dual enrollment classes.***

DEADLINE TO ENROLL IN DUAL ENROLLMENT CLASS:

MAY 1 FOR THE FALL SEMESTER

DECEMBER 1 FOR THE SPRING SEMESTER.

## **EARLY COLLEGE**

"Early College" is a program designed to allow a pupil the opportunity to earn a high school diploma and a college degree at the same time. The HCH Early College program requires the student to complete a fifth year of instruction that would include coursework at the Gogebic Community College, Copper Country Center along with one online high school requirement. College courses would also be scheduled at the GCC Copper Country Center during the junior and senior year. Students who decide to commit to this program follow a specific program of instruction. Students interested in this option must meet with the guidance counselor prior to the end of their sophomore year.

Students must have at least a C average and have earned all credits required to be a Junior in the year of enrollment. Students who have outstanding credit recovery or classes to make up are not eligible for the Early College Program. Students who fail an Early College class will forfeit their right to continue in the program.

DEADLINE TO APPLY AND REGISTER FOR THE PROGRAM IS MAY 1.

## **EXAMS**

Students, at the discretion of respective faculty, will be given exams in each of their classes at the end of each trimester. All students are scheduled to take exams within a prescribed infrastructure during respective exam weeks. The designated week for exams are set aside to support and facilitate the student in their efforts to demonstrate mastery in the courses. Students who have achieved the attendance incentive requirement and/or third trimester seniors who have a "B" average or better, and without unexcused absences, may be excused IF the teacher of record wishes to offer exemption. Exams count for 1/5 of the student's trimester grade. Any student missing a scheduled exam for any

unexcused reason can earn a failing semester grade for that course. All students are to take exams during the scheduled exam time. If absolutely necessary, requests to take exams early may be submitted for consideration by the teacher and/or Principal.

## **GRADUATION REQUIREMENTS**

Completion of the Michigan Merit Curriculum (MMC) and the state required test are required in order to receive a HCH diploma. One credit is earned for successful completion for each trimester of a class (D- or better). Partial credits will not be awarded. Please see HCH Curriculum Guide for credit specific requirements for each grade.

To be considered a full-time student, a student must carry a minimum of five credit classes or periods. A senior must have met all requirements to take part in the graduation exercises. By the Wednesday prior to graduation, the student will be determined eligible or non-eligible to graduate based on their current grades and credit status.

Michigan law allows school districts to make modifications to the Michigan Merit Credit Requirements known as a personal curriculum. These modifications have strict guidelines and must meet one of four requirements. These are: to go beyond the academic requirements, to modify the mathematics requirement, to modify the requirements based on the disability of a student with an IEP, and to modify credit requirements for a transfer student. *For additional information about personal curriculum, visit the following website [http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334\\_49879---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html) or go to the high school website and click on the personal curriculum link.*

## **HONOR ROLL**

Each trimester, students earning a "B" average or better for the trimester will qualify for the honor roll. Students earning all "A's" will also be recognized. The honor roll is calculated by PowerSchool. New students transferring into the district will have their grades entered into our grading system and will be calculated by PowerSchool.

## **INCOMPLETE WORK**

Students are responsible for completing all assignments in the time allowed. However, if illness or extenuating circumstances require, a grade of "incomplete" may be given for the trimester. It is the responsibility of the student to contact the teacher involved to determine what needs to be completed for a grade to be issued and the time frame for completing the work. At the end of each marking period or semester a maximum of two weeks will be permitted for making up an incomplete unless other arrangements are made with the teacher.

## **MARKING PERIODS**

Hancock Central High operates under a twelve week trimester format (three terms). Report cards will be issued per request three times a year and progress reports are mailed to parents at the discretion of the teacher. Communication between parents and teachers is imperative and is encouraged throughout the school year. Grades are available in PowerSchool. Contact the school office 906-483-2540 Ms. Aldrich @ HS Ext - 8000 (sherial@hancock.k12.mi.us).

## **REPORT CARDS AND SCHOOL RECORDS**

Parents are encouraged to stay current with their student's progress via PowerSchool Family Access. Parents are also encouraged to correspond with teachers through email or direct phone call whenever deemed necessary. Transcripts are available through Parchment on the high school website. Report cards and transcripts will be held for students having outstanding fines, debts, or obligations to the school. This also applies to certificates and diplomas. The student's permanent file (CA 60) may be reviewed by the student's parents at any time or by any student 18 or older. Parents of a student over 18 must have the student's permission to review the records. Other parties (except school personnel) may review the student's records only with permission of the student's parents or the student who is 18 or older.

## **RETAKE A CLASS**

A student may choose to retake a class if they have received a grade of C-, D+, D, or D-. The better of the two grades will be computed into the GPA and put on the transcript. Students will only be given credit for taking the class one time.

## **SCHEDULES/DROP AND ADD**

Students pre-schedule for fall classes in the spring of the previous year. They are encouraged to share with their parents their choices of classes. One week prior to school in the fall, student schedules are distributed. After a student has registered in the spring, he/she may make changes or additions to his program during the scheduling time. Once the class has begun for the trimester, a drop/add slip must be obtained from the counselor.

The following process is to be followed for adding or dropping a class:

1. See the counselor to determine the scheduling feasibility of the desired change
2. See the teachers involved and get written permission
3. Get written parental permission to make the desired change
4. Obtain a drop/add consent slip from the counselor and then obtain the principal's signature

**CLASSES MAY BE ADDED OR DROPPED ONLY UNTIL THE FIRST FRIDAY OF EACH TRIMESTER.** After this date, a student may make a schedule change to move to a higher/lower level of the class within a subject area with the consent of the teachers involved and the student's parent(s). Students may not drop a class if the drop results in their carrying less than five classes. Students who are experiencing

difficulty with a class should seek assistance before seeking to drop the class. Tutoring may be available, and requests for tutoring should be made to the counselor as soon as the student realizes he/she needs assistance. Under special circumstances, a student may request dropping a class after the official drop date; however, a w/p or w/f will be recorded on the transcript. If a w/f is recorded, the grade of E will be computed into the GPA as the semester grade for that class. A request to do this must be made in writing by the student and his/her parents, be approved by the counselor, and be approved by the principal. Students requesting this will not be granted permission if dropping the class would result in their carrying less than five credit periods/day.

## **TESTING OUT OF A CLASS**

Any high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the final comprehensive examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Students may choose to "Test Out" of any course, except Government and Physical Education. Credit earned for "Testing Out" will be recorded as a "CR" credit. Credit earned shall not apply toward the graduation requirement. Students may not test out of a course in which they have earned a failing grade unless special circumstances warrant it.

Students planning to apply to "Test Out" must meet with their counselor well in advance of the application deadlines so as to be fully informed of application procedures and able to complete the application process prior to the deadline. Students must make their "Testing Out" requests by May 15<sup>th</sup> for semester or full year courses in the next school year.

## **GUIDANCE AND COUNSELING**

Guidance services are available to students and include the following: post-secondary planning, including vocational and college prep, financial aid, test administration and interpretation, assistance with study skills, class scheduling and personal concerns. The guidance office is located next to the principal's office.

## **HOMEBOUND STUDENTS**

Students who are unable to attend school for an extended period of time due to injury or illness may be placed on homebound status. Absences incurred during homebound periods do not count towards the attendance policy. A written verification of the illness/injury and estimate of the time needed at home will be required from the student's physical/health care professional prior to approval. Arrangements for assignments and testing will be made with all teachers by the homebound teacher.

## **INSURANCE**

Hancock Public Schools does NOT provide health insurance for its students. Parents may purchase health insurance through the School District. It is recommended that all students have health insurance.

## **ONLINE LEARNING**

Expanded online learning options through *Section 21f of the State School Aid Act (MCL 388.1621f)*, allow pupils in grades 5 to 12 to enroll in online courses in an interactive internet-connected learning environment where pupils are separated from their teachers by time or location, or both. *Section 21f* allows pupils to enroll in up to two (2) online courses from the district or statewide online course catalog per semester. The course must meet or exceed local district course offerings. Students interested in registering for an online course must meet with the guidance counselor by May 1<sup>st</sup> for fall trimester and November 1<sup>st</sup> for the second trimester, or February 1<sup>st</sup> for the third trimester.

## **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are held annually. Parents are encouraged to attend these conferences to enable them to meet their child's teachers and discuss mutual concerns. Each teacher also has conference time during the school day, and parents who need to discuss their child with a teacher should call and set up an appointment. If parents have a concern about their child, they are encouraged to discuss their concerns with the teacher(s) involved.

## **SAFETY DRILLS/PROCEDURES**

Drills are held at regular intervals as required by law. It is essential that when the signal sounds, each person in the building respond promptly and calmly. Classroom doors and windows must be closed and lights turned off when exiting. Once outside, students must remain with their class and follow teacher direction. While waiting students should not stand in an area that might block emergency vehicles. Should further evacuation be necessary, the principal will give additional directions. Students are to follow those directions quickly and calmly. Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur two times each school year.

## **SEXUALITY EDUCATION-HIV/AIDS**

The Hancock Board of Education has endorsed a program for students, which involves instruction and discussion in human sexuality. The material, which is covered, has been approved by our Reproductive Health Committee. Abstinence from sexual activity and other risky behavior is taught as the best choice for teens and young adults. Videos approved by the Reproductive Health Committee are used as supplemental material for this unit. According to the State School Aid Act, parents have the right to review the curriculum and materials, which may be used in any course involving lessons or discussions in the aforementioned curriculum areas. The Hancock Board of Education, in compliance with this statute, will make the above materials and curriculum guides available for your review. This statute allows you to excuse your child from participation in classes, which include health education, sex education, and/or HIV/AIDS and other serious communicable disease instruction, if you so choose.

## STANDARDIZED TESTING

### High School

The State required SAT and PSAT 9 and 10 and are given each spring during a student's high school career. In addition, the PSAT-NMSQT exam is given to Juniors in the Fall. The ASVAB is offered each year to Juniors or Seniors on a sign up basis.

Fee waivers for off site testing of the SAT & ACT are available to low-income families. An application form for a fee waiver is available in the guidance office, which also serves as the test coordination site.

The State required tests is required for graduation. If a student is unable to take the state required test during the scheduled time, students should contact the guidance counselor to re-schedule. It is extremely important that new students to the district meet with the guidance counselor to make the necessary arrangements to take the state required test.

## STUDENT CONDUCT/DISCIPLINE

Discipline of students is necessary so that classrooms and schools can be places where effective learning can occur. To ensure that an atmosphere conducive to learning and personal growth is present, standards of discipline must be maintained. Students are expected to respect the rights of others, including the right to secure an education in an environment that is secure and orderly. Students must exhibit self-control, a sense of personal responsibility, and the ability to get along with others. It is expected that the community will support school personnel in their efforts to develop and maintain well-disciplined schools. To this end, rules and policies exist. Every effort will be made by the Hancock staff to resolve disciplinary problems within the school setting. If this cannot be done, exclusion of the student for a specified period of time may be necessary. Parents will be notified of these situations.

*According to Section 1311 (2) of the Revised School Code, a pupil who is in possession of a dangerous weapon/firearm, commits arson in a building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the district permanently, subject to possible reinstatement after a specified period has passed. A pupil who is expelled under Section 1311 is considered to be expelled from all public school in the state. A student who is permanently expelled from school will be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.*

## **Factors to Consider Before Discipline**

*Public Act 360 of 2016 (PA 360) adds Section 1310d to the Revised School Code (RSC). Except for students who are being expelled for possessing a firearm in a weapon free school zone, Section 1310d requires school officials to consider all of the following factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2), or 1311a:*

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

The Hancock School Board reserves to itself the authority to expel students. Students are prohibited from engaging in behavior that endangers or threatens to endanger the safety of themselves or others, is contrary to the law, or impedes the orderly conduct of the school program or any school-related activities or programs. Prohibited behavior shall include, but not be limited to, the following:

## **Search And Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be use by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.



## Criminal Acts

The violation of federal, state or local laws or ordinances are grounds for suspension or expulsion when a violation occurs on school property, to and from school or during a school function away from school.

Criminal acts include, but are not limited to the following:

- Alcohol POSSESSION, USE, DISTRIBUTION, OR INFLUENCE OF ALCOHOLIC BEVERAGES ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES.

Possession of alcoholic beverages is illegal and a violation of school policy. In addition to the range of punishment given, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. The Principal may arrange for a breath test for blood-alcohol content to be conducted whenever reasonable suspicion detects the student to have probably consumed an alcoholic beverage. The range of punishment begins with a minimum of three days of suspension on toward the possibility of expulsion with referral to the local authorities.

- Drugs POSSESSION, USE OR DISTRIBUTION OF CONTRABAND/CONTROLLED SUBSTANCES.

Any mood altering substance not legitimately obtained falls under this provision (e.g. Vaping). It is illegal to possess controlled substances without a valid prescription; some substances are identified to be illegal to possess, use, or distribute by anyone. In addition to the range of discipline arbitrated, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. Discipline can begin with a minimum of three [3] days of a suspended status up to and including the recommendation for expulsion from Hancock Public Schools District. Each incident comes under scrutiny pending upon variables including but not limited to the propensity, recidivism and incorrigibility of such student. Due process will provide equal opportunity and equal protection through evidence and reason. Again, the purpose of administered discipline through due process is to extinguish the misbehavior. Stated measures are independently of Hancock Public Schools District which will tender authority to the governing local/state authorities when obliged.

- TOBACCO - Students shall not use or possess, use or distribute tobacco in any form in school, on school property, or at school-sponsored events. Students in possession of tobacco will be suspended and a referral to the police will be made.
- VAPING - The act of vaping or possession of a vaping device and/or materials are strictly prohibited on Hancock Public School District grounds. Discipline will range from reprimand to suspension with all such items reported, confiscated and submitted to the Hancock Police Department. The determination for discipline will come from evidence and reason to ensure that appropriate punishment will fit such misconduct. \* See summarized category *Possession, Distribution, Contraband* of this student handbook.
- ARSON - The intentional setting of a fire.
- VERBAL ABUSE/THREAT/ASSAULT

Students shall not engage in name calling, ethnic or racial slurs, or derogatory statements or depictions regarding other persons. All forms of harassment are strictly prohibited. Students shall not use threats, stated or implied, that cause another person to believe that they will inflict harm or damage to the person or their property. Punishment will range from reprimand to expulsion. Profane articulations committed against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered and treated as **verbal assault**.

- **BOMB THREATS/FALSE FIRE ALARM/SIMILAR THREATS** (Also see VERBAL ASSAULT)  
Students shall not activate a false fire alarm or file threats concerning placement of bombs, or that of similar relativity. Administered discipline will access a range which could include expulsion with concurrent operating procedures deferring to local authorities.

- **BREAKING AND ENTERING** - Entering a building illegally

- **WEAPONS/EXPLOSIVES** (Usage of an object as a weapon)

Students shall not possess or use weapons or other dangerous objects such as firecrackers, smoke bombs, etc. Students in possession of a dangerous weapons/firearms on district grounds, in district buildings, or at school-sponsored events could face permanent expulsion from Hancock Public Schools District.

Note: Students are required and expected to report knowledge of dangerous weapons or threats of violence to both Principal and staff.. Failure to report such knowledge may subject such student to investigations of obstruction to safety and therefore to discipline.

- **INCITING A RIOT** - Organizing, leading, encouraging, or participating with a group whose intent and/or action is that of destruction of property, harm to individuals, or disruption of the orderly operation of the school program

- **IMPROPER USE OF MOTORIZED VEHICLE**

- **INTIMIDATION OF SCHOOL AUTHORITIES** - Use of force or the threat of force or violence that interferes with teachers, administrators or other school staff

- **LARCENY/THEFT**

Students shall not take the property of another without permission of the owner. Punishment shall range from reprimand and restitution to suspension and possible referral to Hancock Police Department.

- **EXTORTION** - Students shall not attempt to obtain money, any item of value, or special favors from any person under implied or expressed threat. Extortion will result in punishment ranging from detention up to and including expulsion.

- **DAMAGING PROPERTY/TRESPASSING/UNAUTHORIZED USE OF SCHOOL PROPERTY**  
Vandalism and disregard for school property will not be tolerated. Although schools are public facilities, the law does allow the school to restrict access to school property. If a student has been suspended or expelled then said student is not permitted on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Students are

expected to obtain permission to use any school property or any private property located on school premises. Disciplinary measures may include action which includes expulsion.

- **UNLAWFUL CONDUCT**

Students shall not engage in any form of unlawful conduct on school property or at school sponsored events. Students who commit a crime on school property or at school events will be suspended or expelled alongside referrals made to the Hancock Police Department.

### **Disciplinary action for criminal acts**

The following action will be taken if a student commits a criminal act on school property, to or from school or during a school function away from school.

- The police will be called at the discretion of the principal or his designee
- The parents of the student will be notified
- The student will be suspended for a period of not less than one (1) day
- The maximum penalty will be permanent expulsion from school

### **Major Offenses**

- Indecency and obscene behavior - Offending against commonly recognized standards of propriety or good taste, including the use of vulgar language, gestures, behavior and graffiti. This includes misuse of the Internet.
- FORGERY - The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms. Signing another person's name to an excuse to be absent is considered forgery. Lying to get a student released from school or a class for any period of time will be considered forgery.
- FIGHTING/VIOLENCE/ASSAULT - Students shall not engage in fighting or in any act of physical or verbal assault toward another person. Students fighting in school, on school property or any activity under school sponsorship (dance, athletic event, etc.) will be suspended from one to three days for the first offense; longer suspensions will result from repeated offenses and students with repeated offenses or who are determined to be a threat to others may be expelled. Physical assault at school against a State/District employee, volunteer, or contractor, which may or may not cause injury, can result in charges being filed by the complainant alongside the review of aggravating justifications recommending and endorsing expulsion by the Board of Education
- TRUANCY - Unauthorized absence from school or class for any period of time. This includes not signing out in the principal's office when leaving. You must get permission to sign out from the principal or his designee.
- GROSS MISBEHAVIOR - when school authorities believe that student's behavior is causing, or might cause, a major disruption or interfere with school activities. \*Behavior in which the

student tries to harass, intimidate, or frighten directly or indirectly, any student or school employee

- **HARASSMENT/HAZING/BULLYING** - Students shall refrain from any type of harassment, including, but not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implication, unwelcome and private touching, sexual jokes, caricatures, etc., suggesting or demanding sexual involvement under the use of threats, inappropriate racial or religious comments, etc.. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. Any student who feels they have been subjected to harassment from anyone, including school personnel, shall report the incident to the guidance counselor or building principal. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the schools legal obligations. Punishment will range from reprimand up to and including expulsion.
- **INSUBORDINATION/DISOBEDIENCE/REFUSAL TO ACCEPT DISCIPLINE**  
School staff is acting “in loco parentis,” which means they are allowed by law to direct a student as would the parent. Students shall not defy authority and must comply with reasonable rules and requests by school personnel. The learner must not engage in verbal abuse or derogatory gestures toward school personnel. Disrespect will not be tolerated nor will refusal to accept consequences for an infraction. Levels of awareness may include but not limited to a warning and thereto a reprimand to engage the disciplinary process which includes the option of expulsion.
- **UNSAFE ACTIONS** - Students are not to carry out or encourage any act that leads to unsafe or unsanitary conditions to themselves or others. This includes misuse of automobiles.
- **CHEATING/PLAGIARISM/FALSIFICATION OF SCHOOL WORK/FORGERY** - Students shall not obtain homework, quiz answers, test answers, or any work that is not their own. Any written work derived from another source shall credit that source. Cheating or plagiarism will result in the lowering of a full letter grade for the nine-week marking period. A second offense in a semester will result in failure for the marking period involved. Forgery of passes and excuses constitute illegal behavior in society and that of conduct unbecoming of a student and thereby unacceptable behavior which will be addressed with disciplinary measures to include the probability of expulsion.
- **Gambling** - The act of gambling for money or valuables. Students shall not participate in games of chance or skill for profit. Levels of awareness may include but not limited to a warning and thereto a reprimand to engage the disciplinary process.

- Bus Misconduct - Students must abide by rules established for bus students. These rules are posted on every school bus. Students who do not abide by bus rules will have their privilege of riding the bus revoked for a period of time consistent with the offense and/or the frequency of offense. At times behavior may be judged to be serious enough to be considered a major offense. This will be determined by the high school principal.

### **Penalties For Major Offenses (include up to the following)**

1. First major offense - Out-of-school suspension for a minimum of one day
2. Second major offense - Out-of-school suspension for up to five days
3. Third major offense - Out-of-school suspension for up to ten days
4. Fourth major offense - Out-of-school suspension for no less than the third major offense

### **Minor Offenses**

- Display of intimate relationships - Students demonstrating affection between each other (including holding hands) is personal and not meant for public display in school. Levels of awareness may include but not limited to a warning and thereto a reprimand to engage the disciplinary process.
- Violation of the dress code
- Food, drink, candy or gum in the classrooms, hallways or library. Students may not sell candy without the permission of the high school principal
- Littering - The act of littering on school property or private property when going to or from school
- Class disruptions - Behavior judged to be disruptive by the teacher. At times behavior may be judged to be serious enough to be considered a major offense. This will be determined by the high school principal
- DISTURBANCES - Students shall not create disturbances or disrupt any school activity. Levels of awareness may include but not limited to a warning and thereto a reprimand to engage the disciplinary process.
- LOITERING - Students shall not be in a school building or on school property during school hours at a site other than where the student is enrolled or has a valid consultation. Wandering the hallway during class time is considered loitering. Any student asked to leave the premises or return to an assigned area by school personnel shall immediately comply with that request. Levels of awareness may include but not limited to a warning and thereto a reprimand to engage the disciplinary process that includes the action of expulsion.
- Other - any act that is deemed inappropriate by the teacher or authority figure: lying, sleeping in class or study hall, not doing schoolwork, etc.
- Use of skateboards on school property
- Improper use of cell phone, CD player, video games, radios or other electronic equipment as determined by the principal

- Wearing earbuds or headphones during passing time or when permission has not been given by a school official

**Consequences For Minor Offenses(include up to the following)**

1. First Offense – verbal redirection and up to detention served with teacher
2. Second Offense - detention served with teacher
3. Third offense - detention served with Principal
4. Fourth offense and repetitive behavior - Any of the above mentioned and/or suspension.

**DISCIPLINARY POLICY/PROCEDURE**

All students will be treated with courtesy and respect by the staff at Hancock Central High. It is expected that all staff will be treated with respect and courtesy by the students.

Students are responsible for their own behavior and should know the consequences of inappropriate behavior. These consequences are provided to help a student become an educated, self-disciplined person.

The classroom teachers and other school staff will handle minor discipline infractions as they occur. Examples of minor discipline infractions include: talking without permission, eating in class, disruptive behavior and disobeying classroom rules. Consequences of these violations or similar infractions will be handled by the teacher/staff member and may include:

- Warning students regarding their inappropriate behavior and clarification of expected behavior
- Parent contact and/or parent-teacher-student meeting
- Loss of privileges in class
- Detention (detention may be held from - 7:15 - 8 a.m. or 3:35-4:00 p.m.)

Discipline infractions serious enough in nature to warrant a referral to the principal include: repeated minor infractions, fighting, obscene language and/or gestures, insubordination. Any time a student is referred to the principal’s office the teacher will call home and an office referral form will be completed.

Students referred to the office will earn (in addition to possible teacher consequences)\*:

- 1st referral = minimum 30 minute after school detention
- 2nd referral = minimum 30 minute after school detention
- 3rd referral = 30 minute after school detention and minimum of one day “Classes Only”
- 4th referral = minimum 3 days “Classes Only”
- 5th referral = parent-student-principal meeting.

Student will remain on In-School Suspension status until parent(s) are able to meet with the principal.

## **Detention**

Detention may be assigned by individual teachers or by the principal. Students are to serve detentions at the time(s) assigned. Morning and after-school detentions are served with the teacher unless assigned by the principal then it will be served in the principal's office. A teacher may request that a student serve a detention in the principal's office in writing and prior notice. Students who do not serve assigned detentions may be subject to suspension. Bus students are given a day's notice to make transportation arrangements, which are the responsibility of the student. Students who fail to report for assigned detention or misbehave while serving a detention will be subject to suspension.

## **Suspension Procedure**

1. The student will be informed of the specific complaint against him/her
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense
3. If the student is suspended, the administrator will notify the student's parents by phone if possible
4. A written notice will be sent in all cases involving suspension, including in-school suspension
5. The parent may appeal to the superintendent if he/she disagrees with the decision of the administrator

## **Expulsion Procedure**

When an incident occurs that could be the basis for an expulsion, the principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident, this investigation shall include a discussion with the student so that the student can present his views and defense for the alleged incident. If the principal believes an offense has occurred which warrants expulsion, the superintendent shall be notified immediately. The superintendent shall notify the student and his/her parents that it is intended that the student will be expelled, the reasons for the intended expulsion, that the student and parent or representative will be given the opportunity to appear before the superintendent to challenge the reasons for the intended expulsion or otherwise explain the student's actions, and the time and date for the hearing. The hearing shall be held not less than three or later than five days after the notice is given, except in cases where a student has been removed from school premises, in which case a hearing shall be held not later than 72 hours from the time the student was removed.

A student may remain in school pending an expulsion hearing; however, if a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, the principal may remove a student from school premises immediately. The principal shall deliver to the superintendent the cumulative record, a complete report of the incident, and any additional background information of value or pertinent to the case. The student and parents shall have the opportunity to present any pertinent information in the student's defense. After the hearing the

superintendent shall make a final decision and notify the student's parents within 24 hours by certified mail. The student (if 18) or the parents may appeal this decision to the Board by filing notice of appeal with the Board within seven calendar days of receipt of notice of expulsion. The notice of appeal shall set forth the order of expulsion being appealed from the specific grounds on which the appeal is filed. The appeals hearing by the Board shall be limited to the grounds stated in the Notice of Appeal. The Board, by a majority vote of its full membership, shall affirm or reverse the expulsion.

## **VISITORS**

All visitors to Hancock Schools must check in at the appropriate office and must be granted permission to stay on school grounds by the administration.

## **WITHDRAWAL FROM SCHOOL**

State law requires that minors attend school. If you are considering leaving school, see the guidance counselor or the principal to discuss various options. Students who withdraw from school must complete the following procedures:

1. Talk with the principal about reasons for leaving
2. Obtain and complete the *Clearance for Leaving School form*
3. Return all textbooks and school materials to the principal's office, library, and/or classroom(s)
4. Clean the locker assigned to you
5. Pay any financial obligations to the school

## **WORK PERMITS**

Work permits can be found at [www.michigan.gov](http://www.michigan.gov) (search "work permit")

**E-MAIL ADDRESS CAN BE FOUND ON THE DISTRICT WEBSITE.**