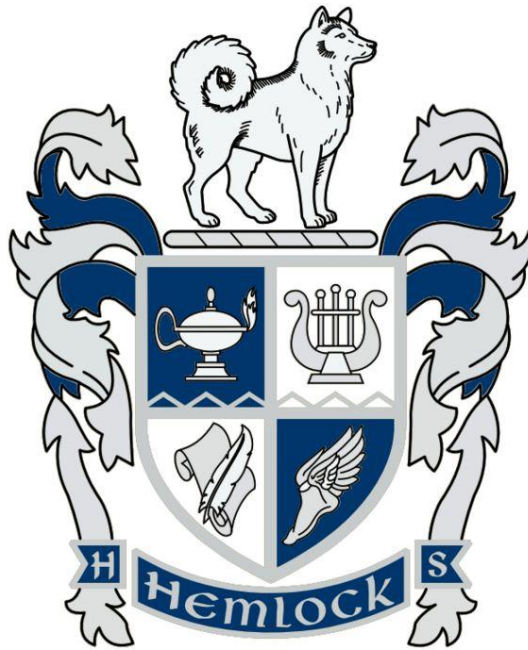


# HEMLOCK HIGH SCHOOL



2025-2026

STUDENT HANDBOOK

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## **STUDENT PICTURES**

Student pictures will be taken near the beginning of each year for the yearbook. Please check the website or mailings for the correct date.

## **STUDENT CELL PHONE POLICY**

Cell phones should not be used from 7:50 until 2:40 each day, other than during lunch or passing time. Cell phones may **NOT** be used during class time (in the hallways, bathrooms, classrooms etc...). The administration will either return to the student at the end of the day or contact parents to pick up the device.

## **SCHOOL CLOSING AND INSTANT ALERT SYSTEM NOTIFICATIONS**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed to ensure the safety of students and staff.

The same conditions may also necessitate early dismissal. School emergencies, school closing, delayed starting time or early dismissal will be announced using the district's App, over local radio stations, and via TV-5, TV-12, and TV-25. Reports will be given as early as possible. If no report is heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL.** The telephone lines must be kept open for emergencies.

Parents are responsible for maintaining accurate student records regarding e-mail account addresses and telephone numbers for use as parent contact information. You may update your current information or request an Instant Alert data sheet by contacting the school secretary.

## **DIRECTORY INFORMATION AND STUDENT IMAGE INFORMATION**

Directory information may be released to the public unless such release is objected to, in writing, by the parent or guardian at the beginning of each school year **but no later than September 15**. You may opt to exclude your child from being photographed here at school or to exclude any distribution of photos taken of your child by notifying the office of your wishes in writing.

## **SCHOOL EVENTS NOTIFICATION**

One of our school district goals is to provide parents and students with complete and up to date information regarding school activities and events. This is accomplished in many ways. We e-mail (upon parent request) daily announcements to parents; we provide e-mail access to staff; we provide parents and their designees secure access to their student(s) grades and attendance information via the internet; we staff our office each school day from 7:00 AM to 3:30 PM; and we provide calls/e-mails to parents detailing school events using the Instant Alert messaging system. This event notification is intended to be as comprehensive as possible at the time it is sent. Parents should still arrange for receipt of daily announcements to ensure that information is as up to date as possible.

### **REGULAR BELL SCHEDULE**

<b>1st Hour</b>	7:50 – 8:46
<b>2nd Hour</b>	8:50 – 9:40
<b>3rd Hour</b>	9:44 – 10:34
<b>4th Hour</b>	10:38-11:28
<b>(A) 1st Lunch 5th Hour</b>	11:28 – 11:58 <b>and</b> 11:32 – 12:22
	<b>OR</b>
<b>(B) 5th Hour 2nd Lunch</b>	12:02 – 12:52 <b>and</b> 12:22 – 12:52
<b>6th Hour</b>	12:56 – 1:46
<b>7th Hour</b>	1:50 – 2:40

### **2 HOUR DELAY BELL SCHEDULE**

<b>1st hour</b>	9:50 - 10:24
<b>2nd hour</b>	10:28 - 11:02
<b>(A) 1st Lunch 3rd hour</b>	11:02 - 11:32 <b>and</b> 11:36-12:10
	<b>OR</b>
<b>3rd hour (B) 2nd Lunch</b>	11:02-11:32 <b>and</b> 11:36 - 12:10
<b>4th hour</b>	12:14 -12:48
<b>5th hour</b>	12:52 - 1:26
<b>6th hour</b>	1:30 - 2:04
<b>7th hour</b>	2:08 - 2:40

## BOARD OF EDUCATION

President.....	Matt Wesener
Vice President.....	Katherine Ellison
Secretary.....	Kim Hoepfner
Treasurer.....	Jamie Rivette
Trustee.....	Lindsay Kerry
Trustee.....	Kaleigh Berent
Trustee.....	David Messing

## HIGH SCHOOL PERSONNEL

Superintendent.....	Donald Killingbeck, Jr.
Principal.....	Keith Green
Dean of Students/Counselor.....	Kyle Boros
Athletic Director.....	Angela Pohl
Secretary.....	Melissa Jaremba
Secretary.....	Linsey Wardin
Custodian.....	Mike Walton
Custodian.....	Grayson Cannon
Custodian.....	Damian Little
Paraprofessional.....	Jennifer LeClair
Food Service.....	Lindsey Morris
Food Service.....	Melinda Morse

## HEMLOCK HIGH SCHOOL TEACHING STAFF

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Bethanie Bonner.....	Special Education
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Amy Bry.....	Mathematics
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## **HEMLOCK VIRTUAL**

Hemlock Public Schools offers the Hemlock Virtual program that is setup to help students graduate, who desire an alternative learning experience or who have fallen behind in earning credits. We will strongly encourage any student that is more than 3 credits behind to look into this path. It is setup to allow students to earn the credits needed as well as taking the classes the student had not earned credit in previously. This has been a very successful program for students that struggle in the regular school day schedule. We suggest that both parents and student meet with our high school and alternative education administration if this is a path they would like to explore. The Hemlock Virtual program is considered a separate school and will affect eligibility for athletics. Administration reserves the right to assign students to the alternative education program when a student is failing to progress and is behind credits for graduating on time from Hemlock High School.

## **ACADEMIC CONSIDERATIONS**

### **MINIMUM GRADUATION REQUIREMENT FOR HIGH SCHOOL CLASSES**

1. The Hemlock Board of Education is aware of the importance of providing all would-be graduates of Hemlock High School with basic academic skills necessary to function in society. To this end, the Board does hereby commit itself to the provision of continual remedial assistance for any student possessing the necessary interest and determination to reach the performance levels outlined below.
2. 26 credits will be required for the completion of High School for each graduation year. This is the minimum amount of credits and completion of all required courses shall be needed for graduation per graduate. Each class will have a value of one credit for a full year class and one-half credit for a class meeting for one semester. All credits will be listed on the transcript by the semester value. All credits must be completed prior to the next school year starting or the year of graduation will change.
3. Each student must take the required state testing or the assigned equivalent to graduate.
4. To graduate from Hemlock High School, transfer students must comply with the Board of Education established requirements. However, no transfer student shall be required to enroll in a class, which is two or more years behind his/her current grade classification. Individual circumstances will need approval from the building principal.
5. Each student will carry courses amounting to seven (7) credit hours, except those students who have been granted acceptance into an established optional program approved by the building principal.

6. No student will take part in graduation ceremonies unless his/her participation has been approved by the building principal. Approval will depend primarily upon the completion of the required number of credits and required courses by the Friday prior to the Commencement ceremony. **It is the responsibility of the student to check his/her credits with the Dean of Students to verify they are meeting the graduation requirements of Hemlock High School.**

7. The building principal may also rescind the right of any student or students to participate in graduation ceremonies as long as such decision is based upon just cause and approved by the superintendent or Board of Education.

8. **All students** must earn credits in the following subject areas to graduate:

ENGLISH	4.00 credits
MATH	4.00 credits
SCIENCE	3.00 credits
SOCIAL STUDIES	3.00 credits
VISUAL, PERFORMING, APPLIED ARTS	1.00 credits
HEALTH EDUCATION	0.50 credits
PHYSICAL EDUCATION	0.50 credits
BST/PERSONAL FINANCE	1.00 credits
WORLD LANGUAGE	2.0 credits at HS of same world language or 2.0 MMC requirements K-8
Elective Credits	3.00 -6.00 credits

Any outside credits to count towards the graduation requirements must meet a plan approved by the building principal and counselor.

9. Periodically, middle school students will take courses during their 7<sup>th</sup> and 8<sup>th</sup> grade years to earn high school credit (ie. Algebra I). The purpose of doing this is to expand the opportunities during their high school career to take higher level courses. Students taking high school classes during middle school will earn high school credit for those classes and a letter grade will be noted on their transcript.

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

\*\* Students must earn a 'D-' or higher to earn credit that will count towards graduation.

\*\* Note: The percentages from above will carry to the section on grading system section.

\*\* It is assumed that all grades will only count up to 2 decimal places. If the percentage is 94.5 the percentage will round to 95, if it is 94.4 it will move to 94.

## GRADING SYSTEM

### Example

1 <sup>st</sup> 9 weeks percentage multiplied by .40	88% multiply by .40 = .35
2 <sup>nd</sup> 9 weeks percentage multiplied by .40	96% multiply by .40 = .38
Final Exam percentage multiplied by .20	<u>90% multiply by .20 = .18</u>

**Final Grade (1<sup>st</sup> MP + 2<sup>nd</sup> MP + Exam) = .91 A-**

All semester grades will be based on the total combined percentages from the 1<sup>st</sup> 9 weeks, the 2<sup>nd</sup> 9 weeks and, the semester/final exam using the formula above.

Advanced college prep classes will be graded on a 5pt scale. (Trig, Calculus, Advanced Physics, Advanced Chemistry, Advanced Biology). All other classes will be graded on a 4pt scale.

## END OF SEMESTER EXAM POLICY

Students are required to take an exam for each class. If a student is absent for any exam day they will be required to take those exams on the teacher workday. If a student fails to attend that day they must take the missing exams the next weekday (usually the next Monday) as scheduled with the teacher/office. Failure to follow this policy will cause the grade for the exam to be 'E'. Any exceptions must be approved by the Principal. All exams that are not completed within 5 school days of the exam day will be given an 'E' grade. A teacher reserves the right to remove a question that later proves to be found with some form of problem. If a class is taught by more than one teacher, all teachers involved must agree on removing the question. This should be exception should be used minimal times. All Semester exams will not be curved.

## EXTRA CREDIT

At Hemlock High School, we believe that extra credit must be quality work that extends the learning of the course's curriculum. Only work demonstrating these qualities will be accepted, and extra credit may not exceed 3% per marking period in any course. If extra credit is offered, it is to the entire class and not on a request basis.

## ACADEMIC LETTERS

To earn an Academic Letter a student must earn a 3.5 grade point average in each of the first three marking periods. This is not a cumulative point total.

## HONOR ROLL

To be placed on the Honor Roll, a student must earn a 3.50 grade point average for the semester.

## SENIOR COLLEGE VISITS

For a college visit to count as an educational day (and to not count towards the senior 2<sup>nd</sup> semester exams) the following must be completed: 1 – the school counselor must be given a one-day advance notice of the visit; 2 – the student must complete a college visitation request form online within 2 days of the visit.

## FIELD TRIPS

Students must be passing all classes to be eligible to participate in field trips. If a student becomes ineligible after signing up and paying for a field trip they will not be able to attend and may be required to forfeit all fees paid to attend the field trip.

## SENIOR EXAM EXEMPTIONS

### Second Semester SAT/M-STEP Incentive

*Seniors will not have to take exams during the **SECOND SEMESTER** of their senior year if the following conditions are met:*

1. Students must meet the college readiness proficiency standards in the tested areas on the scheduled school testing day.
2. Students must not have any disciplinary infractions in the semester.

## SENIOR YEAR RECOGNITION

For a graduating senior to be eligible for end of the year recognition he/she must have completed the last three semesters as a Hemlock High School student. Recognition for students earning the highest total scores by using the “Power Formula” will be members of that class list of “Honor Students” that will include 1) Valedictorian, 2) Salutatorian, and 3) Top 10 or 10% of students in class. If there are extenuating circumstances, the administration (principal or designee) has the right to make exceptions and/or allowances.

(SAT power formula Calculation (GPA X 250) + ( SAT score / 1.6) = \_\_\_\_\_)

We will go out to 3 decimal places to break ties. If still matching, they will remain tied.

Students will receive Honor Cords to wear at the commencement ceremony. These honor cords represent academic achievements by meeting a high criterion in their grade point average. The Yellow cords are a symbol of knowledge Hemlock High School limits the cords at Graduation to School Issued cords only.

## COMMENCEMENT

The student must have earned at least 26 credits and completed all requirements by the Friday prior to commencement ceremonies to participate. **Any deviations from this policy must be approved by the High School Principal. Diplomas will not be handed out until all requirements have been met.**

Vandalizing or decorating commencement attire will negate students' participation in commencement services.

## SCHEDULING GUIDELINES/COURSE SELECTION/SCHEDULE CHANGES

1. Each student, along with his/her parent is responsible for selecting courses to meet all credit requirements for graduation. Students must complete all parts of the schedule request form. Failing to meet this stipulation will cause the courses to be chosen for you by the administration.
2. Students must pass classes in progression as prescribed in the course guidelines. EX – a student must pass both semesters of English 9 before they will be able to take English 10. *Administration reserves the right to assign coursework in the best interest of the student when applicable.*
3. Due to the constraints of having a balanced master schedule, students will only be able to make schedule changes *within the first week of the start of each semester*. Changes will only be made if the class they are seeking has available seats. Teacher or lunch preference will not be a consideration.
4. The Principal or designee will have the final decision regarding all class changes.

## NON-HEMLOCK HIGH SCHOOL COURSES

**Dual Enrollment/Michigan Virtual/etc.** – Students must see the Dean of Students to register for any course of this type. This type course may not be taken to replace a required course at HHS. All grades earned for Dual Enrollment will be given as the actual grade earned and count for ½ the credit value given by the college. The grade will count towards the student's G.P.A. These grades count towards all academic awards.

**Other Outside Courses** – To earn credit for any other non-HHS course a student must gain approval from the building Principal prior to registering for the course.

**Credit Recovery Programs** – Students must see the Dean of Students to register for this type of course. This type of course can be any class that a student has taken once and failed to earn credit. This is an alternative method to earn the credit. Students with an IEP may be granted an exception when using the program to stay on track to graduate, but must also take at least one semester of a course prior to using this exception. This type of class has attendance rules and a cost. If this program is offered during the regular school day, students that are deficient of

credits may be assigned to this class. Students will remain in the credit recovery classroom for the semester in order to complete one semester of missing coursework to a level of understanding that will insure success in future classes. Only one semester of work shall be made up during that semester unless approval to complete more coursework is granted by the building principal. Students must complete 100% of the coursework at a passing rate to receive credit. Students successfully meeting these requirements will receive a letter grade of “CR” on their transcript. Seniors **may** be given options that will allow them to earn the needed credits to graduate.

### **COURSE REQUIREMENTS**

Each student must complete ALL of the required work of a course before he/she is given any credit. As you no doubt know, most courses have special assignments or work projects. Some examples of these are term papers, research papers, workbooks, memorization, and so forth. When assigned as a requirement of the course, the projects must be completed BEFORE the student will be given any credit at all in the course. Students who receive an incomplete grade on their report card will be given two weeks to complete the assigned work. Incompletes must be made up within that length of time or the incomplete will automatically become a failure. Any extenuating cases such as prolonged illness will be handled by the principal. In any case, it is the student’s responsibility to see that the work is completed on time.

### **“TESTING OUT” POLICY**

**Eligibility** - The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than (80%) in a midterm and final exam.

A. Credits earned in this manner will not impact GPA and will be recorded on the transcript as “TO” for test-out and a “CR” grade will be recorded.

B. Teachers are not to provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and what additional items (demonstrations, research papers, portfolios, etc.) will be required as part of the comprehensive evaluation. A textbook will be made available if desired with an appropriate deposit to check out the book. Students must return the book to take the test-out exam. The syllabus will include: List of reading where appropriate; a copy of the curriculum; an outline of the make-up of the final exam and what part of the grade each part counts.

C. In all cases, before a student request to test-out, a meeting must be held with the counselor to discuss the ramifications of testing-out. The intent of “testing-out” is to provide exceptionally able students options beyond what they might have if forced to take courses in which they have already mastered the material. The counselor would make a recommendation to either be allowed or not allowed to “test-out” based upon past performance, standardized testing and other information. This recommendation should then be reviewed by the parents prior to a final request to “test-out”.

## STUDENT COUNCIL

Purpose: The purpose of the Hemlock High School Student Council shall be:

1. To organize and promote coordination between classes in putting on social activities.
2. To encourage student initiative and responsibility.

Membership: The Student Council shall be composed of twenty five (25) representatives from grades 10-12. The Student Council will be headed by the principal or his designee. Students will be in office from March to March. Below is the process to be used.

1. Any student interested in being part of student council must meet the following:
  - Ø Have at least a 2.70 grade point average and never failed a high school class.
  - Ø Have signatures from 5 teachers approving them as a qualified candidate.
  - Ø Have signatures from 25 students from their grade approving their candidacy.
  - Ø Have not been suspended from school during their high school years.
  - Ø Understand that they will be required to meet after school, on weekends, during the summer.
  - Ø Any student failing to take part in any assigned or whole council activities may be removed by the building principal and/or advisor.
  - Ø Any disciplinary or academic situations during the school year may cause a student to be removed from the council. This includes situations that are not acceptable of a student in a leadership role.
2. Students that meet the above qualifications must write a short essay on how they would be a positive addition to student council. They must list 2 things they would like to accomplish while on student council. The essay and 2 accomplishments writings will be reviewed in an anonymous manner by a random member of the teaching staff.
3. Students may be elected in two different ways –
  - Ø All HS students will have a chance to vote for 4 candidates in their grade. The 4 candidates with the highest vote total will automatically be placed on student council. They will fill 12 of the 25 seats.
  - Ø The remaining seats will be given based on a combination of the popular student vote, short essay score and 2 accomplishments score. The highest scores after combining will be placed on student council until at least 6 students are elected to represent their grade. The remaining students will be placed together regardless of grade and the remaining places on the council will be filled in order of the highest combined score.
4. Students that meet all the above may post one sign, no larger than 2' x 2'. The sign may be posted 3 days prior to the student voting.
5. The 25 members that are elected will then vote on the 5 high council members. To qualify for high council, a student must have been a student council member for at least one year unless there is an open position.

## **CLASS OFFICERS**

Class Officers are responsible for organizing all activities for their class. Term of office is June to June. To run for office, a student should meet the following guidelines:

- Have at least a 2.70 grade point average and never failed a high school class.
- Have signatures from 5 teachers (except incoming freshman) approving them as a qualified candidate.
- Have signatures from 25 students from their grade approving their candidacy.
- The student must write a short essay on what they will do to help their grade as a class officer.
- Have not been suspended from school during their high school years.
- Understand that they will be required to meet after school, on weekends, and possibly during the summer.
- Any student failing to take part in any assigned or whole class activities may be removed by the building principal and/or advisor.
- Any disciplinary or academic situations during the school year may cause a student to be removed from their position.

The election of officers is based solely on the popular vote by the candidate's classmates. Students may hold a position in both student council and as a class officer.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is a nationwide organization with over 20,000 local chapters. The Hemlock High School NHS is part of this national group. Recognizing students who excel in school by electing them to membership carries strong implications. Membership is an excellent reference to a student's character and provides an impetus for consistent academic achievement and continued service to the school and to the community.

The Society embraces high standards of scholarship, leadership, character and service. Membership is a nationally recognized honor and is open to Hemlock High School juniors and seniors who are selected by a faculty council upon recommendation by the faculty. Members are inducted in February and also participate in an annual Awards Assembly. Membership continues throughout life and carries a highly accepted statement of excellence.

Once a member, students must maintain the high standards as outlined at the induction ceremonies. Students failing to meet these standards may be dismissed by the faculty council.

## **IMPORTANT NOTES OF INTEREST REGARDING ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

Representing Hemlock High School in athletic and/or extracurricular activities is regarded as an honor and privilege carrying with it a sense of responsibility to the school and community. All students involved in athletics and/or extracurricular activities must understand that adherence to the athletic or extracurricular activities code of conduct (policy), all guidelines of conduct set forth by the student handbook and athletic handbook of Hemlock High School, are an essential condition for participation. Specific incidents of behavior or academic problems not covered in the “policy” or handbooks are subject to the review of the administration or the coach/advisor, and appropriate disciplinary action will be taken.

All those involved in athletics and/or extra-curricular activities should be the example of the school, **both during school and in competition.**

All students who plan on participating in athletics during the school year must have a current physical card on file in the office before participation will be allowed.

All disciplinary matters must be served when assigned or the student may not participate in extracurricular events. This includes detention instead of a game or practice. Out of school suspension begins as soon as assigned and ends at 12:00 midnight on the last day, unless specified by the administration.

Areas of concern are addressed in the athletic handbook or extracurricular policy. Those concerns not covered in the policy will be referred to the administration for any decisions. Every student and parent must sign that they have read and understand the student handbook, athletic handbook or extra-curricular policy.

## **NCAA ELIGIBILITY REQUIREMENTS**

Students who are planning to enroll in college as freshman and wish to participate in Division I or Division II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. Students should start the certification process by the end of their junior year by logging on to the Clearinghouse website and meeting the eligibility requirements at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

It is the student’s responsibility to be aware of the eligibility requirements and making course selections based on these requirements.

## **STUDENT CONDUCT, RIGHT & RESPONSIBILITIES**

### **GENERAL PHILOSOPHY AND GUIDELINES**

The following section has been formulated as a general basis for rules and regulations governing student conduct and behavior. These guidelines serve to provide the students and the community with statements of general nature which clarify the expectations of the Board of Education, administration and teachers in regards to student conduct.

The faculty at Hemlock High School believes that every student should have an equal opportunity to gain an education, which is beneficial to the student and society. The school further feels that an atmosphere conducive to learning must prevail if the educational process is to be successful. Therefore, guidelines and rules must be established which are fair and reasonable to all students. Those students who do not conform to the rules and guidelines must be subjected to disciplinary measures and even removed from school, should the need arise, in order to preserve the very basic purpose of attending school – EDUCATION.

According to the laws of the State of Michigan it is the duty of the Board of Education to establish reasonable rules which govern the conduct of students and to serve notice of the rules.

The following rules are an attempt to insure the safe and orderly operation of the school and protect the rights of students and teachers alike. All students should keep in mind that any actions, which impede the educational process, will not be tolerated! These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Any violation that deals with legal issues may cause the proper authorities to be contacted.

Hemlock High School uses security cameras in an effort to keep the school safe. The cameras are used when necessary to determine who may have violated school policy.

When a student is disciplined, he/she is instructed to inform parent/guardians of the impending discipline. A copy of the disciplinary referral will be sent with the student and is to be given to the parent. Parents will be notified by a phone call when a student is suspended, whether in or out of school.

**Failure to disclose discipline to parents will be considered insubordination.**

Normally, the results of disciplinary action will be cumulative and progressive within and across categories of misconduct and improper behavior.

## DEFINITION OF UNACCEPTABLE STUDENT BEHAVIOR

The following types of behavior shall be grounds for warning, detention, and suspension from 1 to 10 days and/or parent conference, or recommendation for expulsion from school. These categories are general in nature and are not deemed to be all-inclusive. Listed below are categories of misconduct and normal disciplinary action for the first offense and subsequent offenses. Violating these categories of misconduct will result in disciplinary action. Normal progressions of penalties are listed as follows: (This list is neither exhaustive nor all encompassing).

### OFFENSE LEVELS AND ASSOCIATED DISCIPLINE

BSD – Before school detention
ASD – After school detention
ISS – In school suspension
OSS – Out of school suspension

<b>LEVEL I:</b>	<b>1<sup>st</sup> Offense</b>	<b>BSD or ASD or ISS</b>
	<b>2<sup>nd</sup> Offense</b>	<b>BSD or ASD or ISS</b>
	<b>3<sup>rd</sup> Offense</b>	<b>ISS or OSS</b>
	<b>4<sup>th</sup> Offense</b>	<b>ISS or OSS</b>
<b>LEVEL II:</b>	<b>1<sup>st</sup> Offense</b>	<b>BSD or ASD or ISS</b>
	<b>2<sup>nd</sup> Offense</b>	<b>ISS</b>
	<b>3<sup>rd</sup> Offense</b>	<b>ISS or OSS</b>
	<b>4<sup>th</sup> Offense</b>	<b>OSS</b>
<b>LEVEL III:</b>	<b>1<sup>st</sup> Offense</b>	<b>1-5 Days OSS</b>
	<b>2<sup>nd</sup> Offense</b>	<b>5-10 Days OSS</b>
	<b>3<sup>rd</sup> or more Offense</b>	<b>Referral to Board Level Hearing</b>
<b>LEVEL IV:</b>	<b>All Level IV offenses will result in a Board Level Hearing</b>	

#### **Alcohol/Drugs/Tobacco/“Look Alike Drugs”, Electronic Inhaling Devices (Level III, IV):**

The use, possession, or transfer of alcohol, drugs, and tobacco products is against the law and not allowed on school property. The use or possession of any of the above may result in an out-of-school suspension with loss of extra-curricular activities per the athletic handbook and/or extra-curricular guidelines. It is against school policy to be in possession of, to deliver, or cause to be delivered a non-controlled substance (Look Alike Drug including electronic cigarettes or other electronic smoking devices) which the person represents to be a controlled substance or represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Students giving indication of the above through use or odor will be disciplined. Police will be involved where necessary.

**Arson/Vandalism (Level III, IV):** The intentional setting of fire to or destroying school property for the purpose of doing damage or injury.

**Assault (Level III, IV):** The unprovoked physical attack of one person against another or physical aggression of a person not returning the aggressions.

**Attendance/Truancy (Level I, II):** See section on attendance. The act of unauthorized absence from school for any period of time; chronic tardiness may be considered as truancy; daily attendance of all students is required in accordance with the state law and school board policy. Those failing to meet this standard may be referred to the Saginaw Intermediate School District for the next step if school discipline is not effective.

**Bodily Conditions (Level I, II):** Conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene that disrupts the educational process.

**Bomb Threats (Level IV):** Issuing by word, gesture, or writing the intention to do damage or harm by bombing.

**Burglary/Larceny/Robbery (Level III, IV):** Stealing of school or personal property of others; stealing from an individual by force or threat of force. This includes breaking and entering.

**Cafeteria/Student Center (Level I, II):** The school provides a hot lunch program for all students. Students are expected to act appropriately in the student center at all times. **All lunches are to be eaten in the Student Center.** Students are welcome to bring their own lunches from home provided they do not bring food from outside sources with the intent to sell or distribute to other students. Students are asked to place empty cans and bottles in the recycling receptacles or the center of the table.

**Students are expected to take responsibility for depositing all trash in its proper receptacle. Students neglecting to clean up after themselves will be subject to campus clean-up duty and/or detention as assigned by the administration.**

**Cell Phones/Paging/Electronic Communication Devices (Level I, II):** The Hemlock Public Schools allow students to carry some electronic communication devices. All devices must be turned off and not seen during school hours. *Any student using a device during school hours will have the device confiscated and discipline may occur.* Devices will be returned to the student on the 1<sup>st</sup> offense; further violations will require the parent to pick the device up from the office. Subsequent offenses for being in possession of electronic devices will be considered insubordination. If special circumstances exist, the principal and/or their designee can make viable arrangements.

**Cheating (Level I, II):** In most instances, cheating will be handled by classroom teachers with a “0” grade given. Continued cheating may cause disciplinary action to be issued.

**Class Dismissal (Level I, II):** If a student is dismissed or told to leave class for any reason including discipline or chooses to leave class, he/she is to go DIRECTLY TO THE HIGH SCHOOL OFFICE.

**Closed Campus (Level I, II):** Hemlock High School operates under the “Closed Campus” concept. This means that students may not leave school grounds or be present in unauthorized or unsupervised areas without:

1. Signing out in the high school office **prior** to departure **AND**
2. Permission from the Administration, **AND**
3. Parental Permission.

The following should also be noted in regards to procedures for Closed Campus.

1. All visitors must report to the office and obtain a visitor’s pass.
2. Students will not be excused from school premises for lunch unless a parent is present to excuse the student.
3. Students may not go to the parking lot or anywhere outside of the building without permission from the office and be in possession of a school pass.
4. All hours missed due to Closed Campus Violation must be made up since this absence is unexcused. First offense for CCV will cause a detention and become more severe for further infractions.

**Disruption of the Educational Process (Level II, III):** Behavior that seriously disrupts any school activity, class, or the orderly and safe operation of the school.

**Explosives (Level III, IV):** The act of possessing, using, or transferring explosives, such as firecrackers, on school property or at any school sponsored event.

**Failure to Complete Assigned School Work (Level I, II):** Students are required by law and the Hemlock Board of Education to complete the Michigan Merit Curriculum. Any student continually failing to complete school assignments leading to failing grades will be disciplined.

**Failure to Serve Detention (Level I, II):** Any student failing to serve assigned detentions will be suspended in school. Continued failure to serve detentions will cause suspension to be out of school.

**False Alarms (Level II, III, IV):** Issuing by word or act a false or misleading report of a fire.

**Fighting (Level III, IV):** Includes conflict between one or more individuals. Quarreling involving bodily contact or throwing a punch, in or on school property, or going to or from school, including any activity under school sponsorship will not be tolerated. Persons starting any conflict may be given additional discipline.

**Firearms/Weapons (Level IV):** *The act of possessing, using, or threatening to use any weapons or instrument capable of inflicting bodily injury; firearms and weapons are prohibited on school property or at any activity sponsored by the school. Persons violating this category will be reported to the police. **This includes any type/length of pocketknife.***

**Forgery (Level II, III, IV):** The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gambling (Level III, IV):** Any game of chance which involves the exchange of money and/or personal property or the impression of gambling is a violation.

**Gross Misbehavior (Level III, IV):** Any deliberate or willful conduct found to be detrimental to the normal functioning of a program or activity under school sponsorship. This shall include, but is not limited to, the following examples: carrying a weapon, profanity or obscenity, threatening of the life of another student or teacher, immoral conduct, destroying property, gambling, possessing or consuming alcohol or narcotics, extortion, fighting, forging of passes, use or possession of explosives (fireworks, etc.), gross disobedience or open defiance purposely creating a health hazard through the exchange of body fluids.

**Hallway Rules (Level I, II):** NO ONE IS TO BE IN THE HALLS DURING CLASS TIME WITHOUT THE PROPER PASS from his/her teacher, the counseling office, or the main office, this includes Peer students. Any loud and/or inappropriate behavior will cause disciplinary action.

**Harassment/Threats/Bullying/Cyberbullying – (Verbal, Written, Physical, Sexual, Racial) (Level III, IV):**

Verbal, written, or physical bothering of others. Any harassing or threatening comments or innuendo will not be tolerated. This includes any derogatory name calling. Once reported, all allegations will be investigated by school administration and dealt with based on the information obtained. Harassment between students will cause parents to attend a meeting to resolve the issue. If the behavior continues to disrupt the school routine both students may be suspended from school. Extortion is taking something from someone by violence or the threat of violence. Sexual harassment may be defined as any mild comments of a sexual nature made to another individual, public conversations of a sexually explicit nature, “dirty jokes”, and invasion of personal space by staring or proximity; sexually explicit gestures, explicit comments of a sexual nature made to another individual, and unwelcome contact of a sexual nature; offensive display of sex objects, display of pornographic stories or pictures, intentional touching of a person’s intimate body parts or clothing covering these parts.

**Homicide/Kidnapping (Level IV):** Causing the death of another person by way that is labeled a homicide. Taking or obtaining a person without consent.

**Inappropriate Behavior /Persistent Disobedience (Level I, II, III):** Repeated misbehavior in complying with the rules and regulations of the school and instructional staff.

**Inappropriate Dress (Level I, II):** It is the responsibility of the parent to send his/her children to school dressed according to their individual tastes and beliefs, but also dressed in such a manner as to assure all students the opportunity of obtaining the best possible high school education. Any student dress or personal appearance found to be disruptive/inappropriate/offensive to the learning environment by the administration and/or teaching staff will not be permitted. The school administration does and will reserve the right to act in the best interest of the district, the total student body, and the educational program at all times.

**Inappropriate Language/Profanity/Obscenity/ Pornography (Level II, III, IV):** The act of using obscene or profane language/gestures by pupils, in verbal or written form or in pictures or caricatures in or on any school property, this includes graffiti.

**Indecency (Level II, III):** Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and staff.

**Insubordination (Level II, III):** Failing to comply with a reasonable request made by school personnel.

**No Tolerance for Gangs (Level III, IV):** Hemlock High School has a “no tolerance” for any gang or perceived gang activities. This includes “no tolerance” for dress, symbols, signs, slogans or any other possible identification perceived to be related to gang activity. Any student identified as a gang member or as a ‘wannabe’ gang member will be subject to suspension from school and may be recommended for expulsion.

**Parking Lot Violations (Level I, II, III):** The violation of any parking lot rules as listed in this handbook under the section H.H.S. REGULATIONS REGARDING STUDENT DRIVING AND PARKING. (See Page 29)

**Projectiles (Level I, II, III):** Throwing any object of any kind is prohibited.

**Public Display of Affection (PDA) (Level I, II):** The showing of affection (examples: kissing or embracing) that is not appropriate for the school setting. Student relationships will be restricted on school property to holding hands. Physical contact of an amorous nature between students will not be tolerated and may result in disciplinary action.

**Radios, CD players, MP3 players, iPods, earbuds/headphones, etc. (Level I, II):** Students may use these items during non-classroom times. These items should not be used during a class without teacher permission. These items are for personal use and should not be heard by or distract others.

**Search and Seizure (Level II, III, IV):** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search

a student, student locker and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (ie: purse, bookbag, athletic bag, car) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Hemlock Public Schools also uses canine detection to help keep illegal substances from the school. All visits from a canine detection group are random. All lockers and student cars in any Hemlock High School parking area are subject to canine detection.

**Sex offenses/Sexual Assault (Level III, IV):** Include rape, sodomy, child abuse, child molestation indecent exposure, sexual behavior with a consenting minor, or obscene phone calls.

**Striking or Threatening School Personnel (Level III, IV):** Intimidating school personnel – interfering with administrators or teachers by threats, force or violence.

**Tardy (Level I, II):** Occurs anytime a student reports to class after the bell rings to signal the commencement of class and before 10 minutes of that class have passed (8:00 AM for 1<sup>st</sup> hour). A tardy will not be excused first hour, except for extreme circumstances. The third (3<sup>rd</sup>) tardy will result in the teacher assigning a 30-minute lunch detention to be served in the office. The fourth (4<sup>th</sup>) tardy will result in a detention with the Administration. Excessive tardiness (fifth or more) may result in suspension or its equivalent.

**Trespass (Level II, III):** Being present in an unauthorized place or refusing to leave when directed to do so.

**Unexcused Absence (Level I, II):** Any absence from class that has not been excused by the high school office.

**Violation of Acceptable Use of Technology Policy (Level II, III, IV):** See policy on page 36.

***Excessive violations may result in expulsion.***

## **EXPULSION: DEFINITION & PROCEDURES**

Definition: Expulsion is permanent separation of a student from school or separation for a period until the conclusion of the school year. The superintendent shall refer cases for expulsion to the Board of Education.

Procedures: The purpose of expulsion is to completely remove the student from the school setting due to chronic violation of school rules and regulations or statutory law.

The recommendation for expulsion MUST come from the building principal involved, through the Superintendent of Schools, to the Board of Education. Using the following procedure:

- 1) The right of “due process” shall prevail.
- 2) Recommendation of expulsion to the superintendent MUST be in writing and include alleged grounds for expulsion.
- 3) The superintendent shall set a time with the Board for a hearing upon receiving a request from the parents or guardians.
- 4) The student, with his parent or guardian, shall have the privilege to be represented by an attorney if they so wish.
- 5) A hearing on expulsion is not a court procedure. The Board of Education may evaluate, review, and question all evidence. It may support or reject the position of the recommendation according to the school laws of Michigan. The local Board of Education shall determine whether the student be expelled or reinstated.
- 6) The student will be given an opportunity to explain his or her side of the problem.

**The School Administration reserves the right to interpret the literal intent of this discipline policy, realizing that this policy is neither exhaustive nor all encompassing.**

## **SUSPENSIONS: (OSS and ISS) DEFINITIONS & PROCEDURES**

Definition:

Out of School Suspension (OSS) is the separation of student from school for a certain period of time. In School Suspension (ISS) is the student working in an office suspension area or classroom for the assigned time period. The authority to suspend rests with the principal/designee.

Procedures:

1. A conference takes place between the school personnel and the student who seemingly violated a school rule to inform the student of the specific charges causing the basis for disciplinary action to be taken against him/her. This should include proper counseling and guidance in an attempt to understand the situation and to prevent future recurrence.

2. If a student is suspended from school, the principal or his designee will:

- a) Notify the parents by telephone of the suspension by the morning the suspension begins, the reasons for it, and the steps necessary to assure the student's successful return. Students are informed to tell parents of all suspensions. The school call is a follow up to make sure parents are informed.
- b) Meet with the parent or guardian and the student to plan the satisfactory return of the student if a conference is deemed necessary by the principal or his designee and/or requested by the parents or guardian.
- c) If the parents or guardians are dissatisfied with the action taken by the principal, they may appeal to the superintendent to review the decision. The superintendent's decision in cases of suspension shall be final.
- d) If the principal feels an extended suspension shall be considered, he will refer the matter to the superintendent, who, in turn, may recommend a special hearing of the Board of Education. In case of this eventuality, all parties involved will be notified in writing so that they may be present when the Board of Education convenes.
- e) The School Board may terminate the suspension, prolong a suspension, or expel the student, as the evidence presented and the School Board's judgment determines.

During the time of suspension, the student will not participate in any extra-curricular activity or be present on school property (unless with a parent for a pre-arranged principal conference). Any class work missed during a school-imposed suspension can be made up for credit.

## **DETENTION**

After/before-school detention will operate from 2:40 pm to 3:30 pm or 7:00 am to 7:50 am on assigned days. In some cases, five days of after-school detention may be used in lieu of one day of suspension with parental consent. Detention will be imposed by the principal or his designees. Students will be given an assigned chance to serve the detention unless the student is involved in an extracurricular activity. Detention must then be served before participation in any extracurricular activity. Since students have more than one day to serve detentions, being absent on the last day will not be accepted as an excuse.

### **DETENTION ROOM CONDUCT:**

Failure to follow these rules will cause ISS to be issued for the next day.

- 1) There is NO EATING, DRINKING, or GUM CHEWING.
- 2) Playing video games, watching movies, etc. will NOT be allowed.
- 3) If a student is disruptive in detention, their discipline will revert to suspension.
- 4) Students must do academic work.

Please note that the school will not provide transportation for students serving detentions.

## ATTENDANCE POLICY

The Hemlock Board of Education and the school Administration believe that regular attendance at school is very important. To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement as well as developing the habits of punctuality, dependability and self-discipline to prepare for the world of work.

Irregular attendance disrupts the teaching process and creates problems for the student as well as other students in class, and the teacher. The purpose of this attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

According to Section 380.1561 of the General School Laws of the State of Michigan, every parent/guardian, or other person in this state having control and charge of a child shall send that child to the public schools during the entire school year, fixed by the school district in which the child is enrolled.

The Hemlock Board of Education strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. It is the obligation of the school to set minimum standards of attendance to obtain credit for courses taken. The school will keep the parents informed of student absenteeism.

The attendance office will attempt to notify parents with an attendance letter when a student reaches five (5) days absent per semester. While the attendance office will attempt to notify at the above-mentioned time, the overall responsibility lies with the parent in keeping track of their student's attendance. Parents have access to all attendance information via the Skyward Parent Access. Parents are encouraged to keep track of your child's attendance with this program.

### **Policy:**

Students may be absent a maximum of 9 times per semester, which is in accordance with Saginaw County Truancy Guidelines. Medical, school business, court, funerals, and approved professional appointments do not count towards a student's absent total for the semester for credit status (all absences will be valid in accordance with State truancy law). Long term illness must be approved by the office and be accompanied by a physician's note documenting the illness and specific beginning and ending date of leave. Students who accumulate 11 or more absences may be required to pass the Final Exam with a minimum 80% to receive credit for the semester.

Students may appeal all decisions of the attendance policies administration to the attendance committee for review following the semester exam.

A. **Medically Excused Absences:** Parents have an obligation to validate any Medical student absences with the school via a note from your physician.

B. **Absences:** Parents may call the high school to report student absences by calling 642-5287 during office hours or leave a message.

C. Students have as many days to make up their work as the number of days they were absent, only if excused. If a test/report was missed and students were informed prior to the absence, they will be required to take the test or give the report when they return to school.

D. Students who become ill or injured during the school day are to report to the Principal's office for assistance. Failure to report to the office will cause a CCV. Teachers are required to report the names of all ill or injured students to the Principal's office.

E. No student is to leave school property during the school day without:

Ø Checking out at the office **AND**

Ø Permission from the Administration **AND**

Ø Parental or Guardian permission.

Ø **FAILURE to follow** the steps listed above will result in an unexcused absence and a possible closed campus violation. (See CCV)

G. If a returning student arrives any time after school has begun, he/she must report to the office with a note to excuse the absence or call to be excused. Otherwise, the absence is unexcused.

H. Pre-arranged absences should be dealt with in the following manner – Parents should send in a permission slip with the student at least three (3) days before the planned absence. The student is to present it to the high school office for approval and then take it around to all of his/her teachers and have it signed. Once that is completed, it should be returned to the high school office to be kept on file.

I. Students who are more than 10 minutes late for class will be marked absent and must have the absence excused.

J. Students may not check out for the purpose of leaving just at lunchtime.

K. On semester exam days, student leaving prior to the end of the day may not return to school on that day. They will be allowed to make up the exam on the assigned make up day. Any students leaving prior to their assigned end of the day must sign out in the office.

Any concerns or questions should be brought to the attention of school administration within 5 days of the date(s) in question. Further concerns may be appealed to the superintendent.

## ATHLETIC ATTENDANCE POLICY

1. Athletes are expected to be in regular attendance at all practice sessions and games. Athletes not maintaining proper attendance may lose the opportunity to participate. Athletes absent or suspended from school may not participate in practice or games or be present at school.
2. Athletes must be in attendance at the beginning of 1<sup>st</sup> hour and in attendance every hour 1<sup>st</sup>-7<sup>th</sup> to be eligible to participate in the contest that day. Late/absent students will not be allowed to play that day.
3. Appointments with doctors, dentists, etc. should be scheduled at times that do not conflict with practice, school, or games. If there remains a conflict let your coach know in advance when you will be absent. This may cause playing time adjustments.
4. Athletes are expected to be in school when school begins on the morning following a previous night's contest. Coaches should impress this on their athletes. If this becomes a problem, athletes may not be allowed to participate. School comes first.
5. During **school** disciplinary suspension, student/athletes are also suspended from participation in any kind of extra-curricular activities, including athletic practices and contests. A suspension begins when issued and runs until midnight of the last day suspended, unless specified by the administration.
6. During **athletic** suspension, an athlete still participates in all practice sessions, attends all games with the team, but cannot dress or participate in games.

## OFF CAMPUS COURSE/WORK ATTENDANCE REQUIREMENTS

Students attending a course or working off site must follow the set guidelines or lose that opportunity. Students taking classes at HHS in the morning must stay in class until 20 minutes prior to the end of third hour each day. Students taking classes at HHS in the afternoon must arrive in class by the beginning of 4<sup>th</sup> hour each day. Students may stay/arrive to eat lunch, but may not bring food in for any other students. Students may not leave and return for lunch.

## STUDENT MAKE-UP WORK

A student has one day for each day missed to make up work for an excused absence.

**Weekend days count in this calculation, per the student handbook.** Parents/guardians or the counselors will sometimes request assignments for an ill child. If a student is absent or will be absent for a long period of time, a form will be sent to each teacher informing them of the circumstances.

## EXCUSING STUDENTS FROM CLASS

Students should not be excused from classes to work on extra-curricular activities. Teachers should not request other teachers to excuse pupils for such activities. If it becomes necessary to have a pupil excused from class, the consent of both teachers should be obtained so that orderly arrangements may be made. Every effort should be made to keep students in the classes. A yellow pass should be issued, signed by both teachers.

## SCHOOL FACILITY PROCEDURES

**LOCKERS:** Each student has his/her assigned locker and combination. Students are encouraged to keep their lockers locked and to not share the combination with other students. Any damage to school lockers caused by carelessness, or negligent use will be paid for by the student. The school cannot be held responsible for personal or school belongings taken from an unlocked locker or if the combination has been given to another student. It is important that you remember that the locker remains the property of Hemlock Public Schools. Students may be asked to remove excessive items if locker does not close properly. No more than two students may share a locker.

**LOST AND FOUND:** The lost and found department is located in the main office. We suggest you first look where you think you lost the item. Some items take a day or so before they filter to the office.

**FIRE DRILL:** At the sound of the fire bell each teacher will take his/her class book and start the students in an orderly manner to the prescribed exit, making certain that all doors/windows are closed, then following the students out to a point not less than 100 feet from the building. Teachers will then ascertain whether all students are present. Students will return to their classroom only when an all-clear signal is given. Students should stay with their class and at no time climb on or into vehicles or obstacles.

**TORNADO DRILLS:** The procedure is as follows:

1. A series of short rings will begin the drill.
2. All students will walk in an orderly manner and each class will remain in a group.
3. All personal materials will remain in the classroom (this does not pertain to purses).
4. The teacher/designated helper will open and secure the doors in an open position to equalize pressure.
5. All doors are to be left open to avoid a vacuum.
6. One (1) long bell will signify all clear.

**LOCKDOWN:** Students should go into the nearest classroom anytime they hear a call over the P.A. System. Students should stay in the classroom until an all clear call is made. If students are not in a class they should find the nearest safe area to stay in. If the area you are in is under attack, exit the area by any means possible and report the nearest safe place. All outside and inside doors will be locked during a lockdown.

**SECURE MODE:** Students will follow normal school procedures. The only change will be that students are not permitted to leave the building during secure mode. All outside and inside doors will be locked during secure mode.

**LOCKDOWN PROCEDURES:** Any time a call is made that we are going into lockdown procedures, all students must report back to their assigned classroom immediately. Procedures will stay as usual within the building. Any person scheduled to leave the building must have approval from the high school office.

**WEEKLY ANNOUNCEMENTS:** Notices for the weekly bulletin should be turned in on the form to the office before school starts on the day it is desired to be printed and announced. Write out all announcements so there is no danger of error. Leave the notice with the secretary in the office, signed by the advisor, and dated.

**BUS RIDERS:** Student should not expect to be picked up or dropped off at other stops or in between regular bus stops. Student riding a bus, other than their own, must present a note from their parents/guardians, at least one day in advance, to the transportation supervisor's office for approval. Once approved by the transportation supervisor, a bus pass will be issued to be presented to the bus driver of the bus they will be riding that night. Buses are an extension of the school.

**WORKING PERMITS:** Working permits may be secured through the high school office. Students must be at least fourteen (14) years of age and have a definite employer before forms will be issued.

**SCHOOL TELEPHONE:** The school telephone is to be used for emergencies or school business ONLY! Students will not be called out of class for phone calls except in extreme emergencies. If an extracurricular event or practice changes, students may use the office phone. Teachers will not write student passes for the purpose of using the telephone.

**STUDENT VISITORS:** Any student wishing to bring a guest to visit our school must have it cleared through the office **at least one school day in advance** of the visitation day.\* Then the day they are visiting, the student and his/her guest are to stop in the office for a guest pass. All visitors are expected to follow our school rules. There will be no visitors allowed during the final two weeks of a semester or at other times where there are special events.

Ø All guests must have permission to visit our school from their high school principal before they will be allowed to visit. Guests, volunteers, and anyone who is not a regular Hemlock High School attendee will be identified with an appropriate name tag. Tags will be available in the office upon their arrival. Students with discipline problems or poor grades may lose this privilege. **All guests must be approved by the High School Administration.**

**FIELD TRIPS:** Please note that field trips are an extension of the classroom. Therefore, the rules that apply in the classroom also apply on field trips. Students may have to pay a fee for participation on a field trip.

**DIRECTORY INFORMATION:** Directory information may be released to the public unless such release is objected to, in writing, by the parent or guardian or the student, eighteen (18) years of age or older, at or near the beginning of each school year but no later than September 15<sup>th</sup>.

**SECURITY CAMERAS:** Security cameras are placed in areas of HHS. The cameras are placed to help maintain a secure building. If we have incidents in the area of a camera, the camera will be used to help with the investigation.

**REMOVAL FROM MILITARY REQUEST LIST:** Any parent or student wishing to have their name removed from a list requested by military personnel must do so in writing to the high school office.

**LIBRARY PROCEDURES:** Students may visit the library during lunch hours to use the library materials and to study.

1. Students who use the library during class time will have a yellow pass issued by their classroom teachers. If a student does not have a class, he/she shall obtain a pass from the office prior to going to the library. Passes are placed in the box on the circulation desk when entering the library. When a student is ready to return to class, he/she will ask the librarian or adult aide at the desk to sign his/her pass before leaving. Student must return to their classes five minutes before the end of the hour.
2. Students will stay in the library for the duration of their work. Once a student leaves he/she cannot return – students cannot walk in and out whenever they feel like it.
3. Fines are charged for overdue materials and lost books. The fine for regular books is 54¢ per school day. There is a one-day grace period. The fine for all other materials is \$1.04 per school day with one day of grace unless specified at the time the material is checked out. Students with overdue materials or fines from previous years have no library privileges until the matter is settled.
4. Lost or damaged materials are handled at the discretion of the librarian. Replacement cost may be charged for this material.
5. If students cause disturbances, continually upset library routine, or refuse to respond properly to the request of the librarian or library clerk, all library privileges may be suspended at the discretion of the librarian, library clerk, or principal.
6. A student may be requested to show his/her student identification card when checking out library materials. Furniture is placed for maximum library use. It is not to be removed. Students will maintain an attitude of study and consideration for others while using the library.

## **OTHER GENERAL & MISCELLANEOUS INFORMATION**

This information is to help you in your everyday contact with the high school and fellow students.

**ACCIDENTS/ILLNESS:** If an accident occurs, be sure to notify your teacher and report to the office. Parents will be notified and appropriate action taken, or if less serious, by administering band-aids, anti-septic spray, etc. WE CANNOT DISTRIBUTE ASPIRIN. All students are to come to the office and we will notify parents to decide if the student remains in school or if the parent comes to take the student home. NOTE: All medication brought from home should be checked through the office.

### **DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAMS:**

The following age-appropriate, developmentally based drug and alcohol education and prevention programs will be provided for all students in all grade levels from grade nine through twelfth grade.

- A. LEARNING TO LIVE DRUG FREE: A curriculum model for prevention. – U.S. Department of Education (9-12)
- B. Drug and Alcohol Components of the Home Economics Course/Health and Essential Living Skills – Grade 9
- C. Various Anti-Drug and Alcohol Campaigns in the form of Anti-Drug and Alcohol Days, Weeks, and Anti-Drug and Alcohol Slogan and Post Programs. Other appropriate assemblies, classroom resource people and printed materials will be available.
- D. Anti-Drug and Alcohol discussions during homeroom – Grades 9-12

### **Statement to Students:**

The faculty, staff, and administration of Hemlock High School are concerned with the well-being of our students. Substance abuse by students constitutes a grave threat to their physical and mental well-being. The use of alcohol and illicit drugs is not only wrong and harmful, but it is also illegal.

Disciplinary sanctions, consistent with (Category A & B discipline actions as found in this handbook), local, state, and federal law, up to and including expulsion and referral for prosecution, will be imposed on students who violate our standards of conduct as they relate to alcohol and drugs. The Board of Education recognizes that substance abuse in the form of alcoholism or chronic drug abuse may be characterized as an illness. Accordingly, a student who violates the standard of conduct may be eligible for an appropriate counseling, rehabilitation and/or re-entry program.

**Counseling, Rehabilitation, and Re-entry Programs:**

Information about any drug and alcohol counseling rehabilitation, and/or re-entry programs is available to students from the Saginaw County Substance Abuse Services. The school district's provision of this information neither constitutes an endorsement of the counseling, rehabilitation, and/or re-entry program, nor is it an implied offer to pay in full or in part, any expenses which the student may incur for his or her participation in such a program.

**MEDICATION:** The Hemlock High School office is not a distributor of medications. Prescribed medications may be stored in the office but are the responsibility of the students and their parents/guardians. The office will not administer any medication other than those brought in. Students are responsible for self-administration unless previous arrangements have been made. If other arrangements are made (i.e. Individual Education Plans), all relevant parties will be notified.

## H.H.S. REGULATIONS REGARDING STUDENT DRIVING AND PARKING

A valid driver's license must be presented to receive a parking tag, and the parking tag will be revoked if the license becomes invalid.

1. To obtain a parking permit, the student must show a valid Michigan Driver's License, have a completed HHS Parking Permit Form, and pay a \$20.00 parking fee.
2. All automobiles parked on the school grounds must be **registered** with the State of Michigan, with the school and **display the current permit in a visible area of the front window**. Failure to display a HHS parking permit will cause disciplinary action to be taken.
3. Parking is strictly limited to the designated student parking area. There is to be **NO** parking in the faculty parking areas.
4. Parking should be done in an orderly way.
5. Cars should be locked at all times. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
6. There should be no loitering in the parking lot or visitation to the parking lot during the school day without permission from the Administration **and** possession of a pass from the office.
7. You are not to drive your vehicle at any time during the day without permission from the Administration.
8. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or any other illegal contraband might be present in that vehicle. Students are responsible for the contents of the vehicle they bring onto school grounds. (Please see Search and Seizure – on page 21). **Hemlock Public Schools uses canine detection on vehicles in the student parking areas. Failure to comply with a suspected search will result in loss of all parking privileges.**
9. Parking regulations will be strictly enforced. There will be no speeding, or any form of reckless driving on school property. Suspension of driving privileges, towing of vehicles at owner's expense, and/or suspension from school may be enforced if violations of these regulations occur.
10. Students parking on school property without a permit will be disciplined and may have their vehicle towed away at the owner's expense.

**All students and parents must realize that driving and parking on school grounds is a PRIVILEGE not a RIGHT!**

## RULES FOR DANCES AND ALL OTHER EVENTS

1. Dances or any other events that are sponsored by a Hemlock High School class or organization will be open **ONLY** to Hemlock High School students, unless specified by the administration. Exceptions will be allowed for Homecoming and Prom with approval. All students in attendance must be at least in the 9<sup>th</sup> grade and not more than 20 years of age.
2. Hemlock students must have a properly completed form for their guest in the office **by the assigned date**.
3. Dropouts or students presently removed from school for any reason will not be admitted.
4. All events must first be approved by the principal. Dances are sponsored by student organizations and must have the approval of the student council, the principal, and the advisor of the organization.
5. After requesting the use of the building, names of the chaperones (at least 4 including the advisor) must be given to the administration. The list of chaperones must be turned into the main office at least 3 days before the dance/event. All dance/events sponsored by the school **WILL BE CHAPERONED!**
6. Homecoming will be held from 7:00 to 10:00 PM. Prom will be held from 6:00 to 11:00 PM. Students drivers that are 16 years of age must leave the dance at a time that allows them to meet all curfew driving laws.
7. No person will be allowed to leave the dance and return without special permission from faculty members in charge.
8. Security policemen must be at every dance. The class/organization sponsoring the dance is responsible for making the necessary arrangements with the police department at least one week in advance and for their salary.
9. All persons attending a high school dance are subject to a breathalyzer test from an approved agent representing the school. If anyone is found to be under the influence of alcohol or any illegal substance while the dance/event is in progress, parents will be notified to pick up their son/daughter. Appropriate disciplinary action will be taken and the police may be contacted. Tobacco products are prohibited by any person attending any school dance. Students are subject to search due to reasonable suspicion. Please see Search & Seizure on page 21.
10. We expect all students at dances or other activities to act like young adults – whether it is in the bleachers, in the hall, etc. Any inappropriate or sexually explicit dancing will not be allowed.
11. All dances that are held in the gym will be “Sock Hops”; shoes will not be allowed on the gym floor.

**NOTICE**

The Hemlock Public Schools is an equal opportunity employer, under applicable federal and state laws, including the Title IX of the Education Amendments of 1974. The Hemlock Schools do not discriminate on the basis of sex, race, or other prohibited matters in employment, in educational programs or activities. Inquires or complaints may be addressed to Title IX Coordinator, 1095 N. Hemlock Road (Phone: 642-5282).

**NOTICE OF NONDISCRIMINATION**

The Hemlock Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Direct all inquiries related to discrimination to:

Superintendent of Schools  
200 Wilson  
P.O. Box 260  
Hemlock, Michigan 48626-0260  
(989) 642-5282

**PARENT/STUDENT GRIEVANCE PROCEDURE**

Parents and students are required to follow the proper steps in the chain of command to resolve conflicts in their activities. At each level of the Chain of Command the teacher/administrator will meet with parents when requested (in the proper order) and develop a working resolution to their conflict. Meetings will be administered on an individually requested basis and be specifically related to you/your student. At each link in the Chain of Command a conflict resolution form will be administered by the teacher/administrator to document the progress in resolving the conflict.

Chain of Command:

- 1. Teacher/Coach                      2. Principal/Assistant Principal/AD                      3. Superintendent

**Hemlock High School Conflict Resolution Form**

**Name of Complainant –** \_\_\_\_\_

**Date of Meeting –** \_\_\_\_\_

**Teacher/Person Involved in Problem Requiring Resolution –** \_\_\_\_\_

**Grievance/Issue –**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken –**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complainant Signature-**\_\_\_\_\_

**Coach/Teacher/Administrative Signature-**\_\_\_\_\_

**(Please list dates for all meetings/actions)**

- 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

GRIEVANCE PROCEDURES  
FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975

Section I

Any person believing that the Hemlock Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, (2) TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, (3) TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990, (4) SECTION 504 OF THE REHABILITATION ACT OF 1973, (5) AGE DISCRIMINATION ACT OF 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Superintendent of Schools  
Hemlock Public Schools  
P.O. Box 260  
Hemlock, MI 48626  
(989) 642-5282

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

**BULLYING/ HARASSMENT COMPLAINT FORM**

Date Filed \_\_\_\_\_ Name of Complainant \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Building or Assignment (if an employee) \_\_\_\_\_

The complainant is a : Student Parent Employee Volunteer Vendor

The complainant believes bullying and/or harassment has occurred based on the following trait or characteristic:

Date(s) of alleged bullying or harassment(s) \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment

\_\_\_\_\_

Summarize the incident(s) or occurrence(s) as accurately as possible. Attach additional sheets or use the back side of this form, if necessary. Attach any evidence of harassment or bullying (i.e. letters, photos, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of incident:

\_\_\_\_\_

Names of witnesses:

\_\_\_\_\_

Have you reported this to anyone else? Yes NO

If yes, who? \_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Date received by the Building Administrator or

Superintendent \_\_\_\_\_

Date of Investigation and by

whom \_\_\_\_\_

Signature of Building Administrator or

Superintendent \_\_\_\_\_

**Note:** Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined on this form. Completion of this form or its impending investigation shall not be construed to preclude a victim (or his/her parents if the victim is a minor) from seeking administrative or legal remedies under any applicable provision of law. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignment.

**BULLYING/HARASSMENT COMPLAINT INVESTIGATION & ACTION FORM**

Person(s) talked to:

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Actions Taken:

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Actions Suggested:

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Contacts Made:

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## **Student Acceptable Use Policy Hemlock Public Schools**

Student users of Hemlock Public Schools' network agree to the following guidelines:

1. The network will be used for only educational purposes and high-quality self-discovery activities.
2. The network may not be used for commercial purposes. Users may not offer, provide, use, or purchase products or services using the network.
3. E-mail, discussion groups, chat groups, Internet messaging (IM) and other Internet and network communication tools are prohibited.
4. Downloading music files, video files, and programming tools are prohibited unless explicitly approved by the instructor for educational purposes.
5. An attempt to avoid the school's Internet filtering application using a proxy server or any other means is a violation of this AUP.
6. Misuse of computer equipment or computer-related equipment will not be tolerated and will be grounds for loss of access privileges and/or disciplinary action.
7. Users may not log in to another user's account or access another user's files.
8. Users are responsible for individual accounts and should take all reasonable precautions to prevent others from being able to access their account.
9. Users must not access or post material that is profane or obscene, advocates illegal acts, or advocates violence or discrimination. If a user mistakenly accesses inappropriate information, the teacher or another District employee should be notified immediately to protect the user from a claim that the policy was intentionally violated.
10. Users should expect no privacy in the contents of their personal files. An individual search will be conducted if there is reasonable suspicion that this policy, the handbook, or the law has been violated.
11. Parents/guardians have the right at any time to request access to the contents of users' files.

### **Disciplinary Procedures:**

The administration reserves the right to adjust the following disciplinary procedures in special circumstances.

Following are the typical and recommended penalties for AUP violations:

- 1<sup>st</sup> offense: 2 day suspension of computer use or denial of Internet access**
- 2<sup>nd</sup> offense: 5 day suspension of computer use or denial of Internet access**
- 3<sup>rd</sup> offense: 10 day suspension of computer use or denial of Internet access**
- 4<sup>th</sup> offense: 20 day suspension of computer use or denial of Internet access**
- 5<sup>th</sup> offense: account disabled for rest of school year or denial of Internet access**

If a major violation is committed, the administration reserves the right to go directly to suspension and revoke any and all computer privileges.

## WEAPONS-FREE SCHOOL ZONE

In an attempt to address public concern about increasing violence in the schools, the Michigan Legislature has amended the Michigan Penal Code through Public Act 158 of 1994 to create a new category of crimes and penalties, which take place within "weapon-free school zones".

A "weapon-free school zone" is defined as "school property and vehicles used by a school to transport students to or from school property". A "school" is defined as a "public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or any grade 1 through 12". The Act further defines "school property" as a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school....."

Under the Act, any individual is guilty of a **felony** if he or she assaults another person in a "weapon-free school zone" with a gun, revolver, pistol, knife, iron bar, club, brass knuckles, or other dangerous weapon without intending to commit murder or to inflict great bodily harm less than murder. This **felony** is punishable by one or more of the following penalties: (1) imprisonment of not more than four years; (2) community service for not more than 150 hours; or (3) a fine of not more than \$6,000.00.

Any individual who possess a weapon in a "weapon-free school zone" is guilty of a **misdemeanor** punishable by one or more of the following penalties:

(1) Imprisonment of not more than 93 days; (2) community service for not more than 100 hours; or (3) a fine of not more than \$2,000.00. Exclusions from this provision apply to three categories of individuals: (1) persons with express permission of the school's principal or an agent of the school designated by the school's principal or the school board; (2) persons who are licensed by Michigan or another state to carry a concealed weapon; (3) persons 18 years or older who are not a student of the school, but are on school property while transporting a student to or from school, and who are in possession of an unloaded firearm used for hunting or exhibition purposes only, subject to verification of being en route to or from a hunting or target shooting area, function, or exhibition or upon verification of a valid hunting license.

The custodial parent of a minor with a weapons violation under the Act is guilty of a **misdemeanor** if the parent either knows that the minor would violate one of more of these provisions or acts to further the minor's violation. A parent convicted under this section may be punished by one or more of the following penalties: (1) a fine of not more than \$2,000.00; (2) community service for not more than 100 hours; or (3) probation. It is complete defense to prosecution under this provision if a parent promptly notifies the local law enforcement agency or the school administrator that the minor is violating or will violate this provision of the Act.

Although this legislation creates new crimes and penalties under the Michigan Penal Code, Section 1313 of the School Code still requires school officials who find a student in possession of a dangerous weapon to report that finding to the student's parent(s) or guardian(s) and the local law enforcement agency. The School Code defines a "dangerous weapon" as a "firearm, dagger, dirk, stiletto, knife with blade over three inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles".