

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by September 15, 2018.

Terry W. Keyser
Principal

From: The Parent/Guardian of: (1)._____

(2)._____

(3)._____

(4)._____

(5)._____

To: Hemlock Middle School

My child and I have reviewed the Student/Parent Handbook and understand the Hemlock Middle School rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

Signature of Parent or Guardian

Signature of Student

Date

Comments:

PASSWORDS

<u>JOURNEYS OR STUDYSYNC</u> Login _____ Password _____ Web address _____	<u>KAHOOT</u> Login _____ Password _____ Web address _____
<u>GOMATH/HMH</u> Login _____ Password _____ Web address _____	<u>QUIZLET</u> Login _____ Password _____ Web address _____
<u>EDGEUNITY</u> Login _____ Password _____ Web address _____	<u>_____</u> Login _____ Password _____ Web address _____
<u>SKYWARD</u> Login _____ Password _____ Web address _____	<u>GOOGLE LOGIN AND GOOGLE CLASSROOM</u> Login _____ Password _____ Web address _____

Welcome to Hemlock Middle School!

Your Board of Education, Teachers, Staff Members and Principal are excited about the new school year and its possibilities.

We hope that you are too!

Please do everything you can each day to ensure that our school remains in tip-top condition. Our school is a reflection of the people who are in it each day. Do your part to ensure that you make positive additions to your education, the people around you, and to our school each day you are here.

Put Huskie Spirit in all you do each day!

Student/School Contract

Student: I understand that as a student of the Hemlock Middle School I agree to the following:

1. I will come to school ready to learn and work actively for success.
2. I will attend all classes on any day school is scheduled and remain in class unless released by the teacher.
3. I will be punctual and prepared for class; submit each day's work completed as directed; and fully utilize my student planner.
4. I will work to reach the highest expectation and be responsible for my actions.
5. I will respect our school and private property when on school grounds.
6. I will be courteous and respectful of each person's right to an education, to instruction and to be instructed.
7. I will respect our school staff members and not criticize them.
8. I will participate in learning conflict resolution.
9. I will make my parents/guardians aware of all parent/guardian-teacher conferences and encourage them to attend.
10. I will adhere to state laws and district policies concerning drugs, alcohol, weapons, assault, and harassment.
11. I will maintain appropriate behavior on school grounds, under the jurisdiction of school personnel.
12. I will be involved in at least one extracurricular activity during the school year.
13. I will complete make-up assignments when absent.
14. I will respect other people's ideas and opinions.
15. I will remain fully informed of these written expectations.

School: As a school, in order to give students every opportunity to be successful, we agree to the following:

1. We will make every effort to provide you with a safe environment.
2. We will offer to you challenging instruction in a respectful environment.
3. We will offer a variety of extracurricular activities.
4. We will notify your parents/guardians whenever there is an unusual situation involving you.
5. We will treat you and your parents/guardians with respect.
6. We will give you the necessary time and help to learn conflict resolution skills.

_____	_____	<u>Hemlock Middle School</u>
Student	Parent/Guardian	School

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at [School District Policy Manual](#) or at the Board of Education office at 200 Wilson St., Hemlock, Michigan 48626. Central administration contacts can be found at [the District Webpage](#). [Hemlock Middle School](#) is located at 525 N. Maple St., Hemlock, MI 48626--primary contacts are as follows:

SCHOOL PERSONNEL AND INFORMATION

PRINCIPAL	Terry W. Keyser	keyser@hemlockps.com
ATHLETIC DIRECTOR	George Herrington	herrington@hemlockps.com
COUNSELOR	Jamie Otter	otter@hemlockps.com
OFFICE HOURS	6:30-3:30	
PHONE	989.642.5253	
WEBSITE	www.hemlockps.com	

DRUG FREE SCHOOL STATEMENT

Public Law 101-226 requires that students and parents/guardians be informed that Hemlock Public Schools has a drug education program and the following statements should be understood by all: All students of the Hemlock Public School District are to be aware that the use of illicit drugs, inhalants, and the possession and use of alcohol is wrong, harmful, and illegal.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

GRADING AND PROMOTION

School report cards are issued via Skyward to students and parents on a quarterly basis. Parents may request a paper copy of any grading reports by contacting the office. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum per the Hemlock Middle School Course Mastery Plan. See ACADEMIC PROGRESS below for more information.

GRADE REPORTS AND REPORT CARDS

Midterm reports will be issued to the students on the following days: 1st Marking Period—Wednesday, September 26, 2nd Marking Period--Wednesday, December 5, 3rd Marking Period—Wednesday, February 20, and 4th Marking Period—Wednesday, May 1. Parents may request that their child bring home a paper copy by calling the office.

Report cards are posted digitally to Skyward following the conclusion of each marking period. Parents may request that their child bring home a paper copy by calling the office. **Marking periods** end on Friday, October 26; Friday, January 25; Friday, March 22; and Friday, June 7. Twelve week terms end on November 20, March 1, and June 7—grades for these classes are available online on these dates and will print out on the next report card following each Term end date. **Report cards will be available on Skyward** on the following dates: Wednesday, October 31; Friday, February 1; and Monday, April 8. Fourth marking period report cards will be mailed home on Monday, June 17.

LEARNING ACTIVITIES (HOMEWORK)

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and frequency of homework will vary depending on the student's teacher, ability and grade level. Teachers assign Learning Activities (homework) as necessary. Students are required to satisfactorily complete Learning Activities (homework). **In case of absence**, students will have the same number of calendar days they were absent to make up work. Because it is important to get caught up on missing work as soon as possible, this includes weekend days. If students are absent for one day only, please do not request work. Your student will be able to get their assignments upon their return. In many cases, students can access their assignments, review materials, etc. using their teacher-specific Google Classroom(s).

ACADEMIC PROGRESS

The academics taught at the middle school level are critical building blocks for success at the high school level and beyond. The **Michigan Merit Curriculum** for high schools demands that we send our students to high school with the best academic preparation possible to be successful there. We are taking very positive steps to ensure that all of our students are as ready as possible to graduate from high school on time.

Our students are required to pass **each** of their core subject area classes in grades 6-8 to advance to the next grade level subject area class. This program is called the **Hemlock Middle School Course Mastery Plan**. This list of classes encompasses Mathematics, English Language Arts, Science and Social Studies at each grade level, 6-8. Every student is required to pass each of these core academic classes in order, by grade level, to advance to the next grade level class and, ultimately, to the high school.

In preparation for this requirement, we have:

- Determined the **course objectives** we expect EVERYONE to master (our curriculum),
- Devised a **grading scheme that reflects student mastery of Common Core Objectives/GLCEs** as well as successful completion of associated Learning Activities and content area reading. Each core content area course will issue grades based on the following criteria: **Assessments** (at least 70% of total grade), **Learning Activities** (up to 25% of total grade) and **Content Area Reading** (up to 5% of total grade) unless otherwise determined by the teacher.
- Devised a **minimum competency/completion level** (grade of D- or above) that is acceptable for successful completion of each subject area at each grade level,
- Determined **course mastery requirements** to pass each core curricular class by the semester (each year-long class consists of two semesters, made up of two marking periods each). This means that (for example):
 - A student who passes the first semester of 6th grade mathematics and also passes the second semester of 6th grade mathematics may go on to 7th grade mathematics.
 - A student who passes the first semester of 6th grade mathematics but *fails the second semester* of 6th grade mathematics must repeat and pass (in some way, as indicated below in "**Criteria for passing...**") that failed second semester before attempting the next grade level class..
 - A student who *fails the first semester* of 6th grade mathematics and passes the second semester of 6th grade mathematics must repeat and pass (in some way, as indicated below) that failed first semester before attempting the next grade level class..

Criteria for passing any particular semester of a core curricular class are:

- **Earn a passing grade in each marking period** of that particular semester (this is the PRIMARY OPTION) **OR**
- **Earn a passing grade in at least one marking period** in a given semester **plus pass a comprehensive semester exam** **OR**
- (As a final option) **Complete online courses** (like Edgenuity or other online learning options based on state curriculum objectives or staff-developed online curriculum) as approved by the staff and administration of Hemlock Public Schools during the school year **OR** in summer school. All classes of this nature should be attempted only after failing to pass a regular class offering or unless approved by the principal. This type of class has attendance rules and a cost. If the program is offered during the regular school day, students deficient in passing courses may be assigned to this class. They will be moved to a regular class once they have completed failed courses.

Students who fail a marking period are allowed to retake previously failed assessments to earn a passing marking on those failed assessments in order to pass the marking period. **As a prerequisite to this, the student must have satisfactorily completed all work included in the unit preceding the assessment.** This must happen **within five (5) days** following the last day of the first three marking periods **OR within the final 10 days** of the fourth marking period. **In semester 2 of 8th grade, students must pass each core course without retakes--this is in preparation for high school expectations.**

**Criteria for repetition and passing of a particular semester are subject to approval by the staff and administration of Hemlock Middle School and the Hemlock Public Schools.

This plan provides for:

- Regular assessment of students in the given subject areas for competency in course objectives
- Daily parent access to student grades and attendance
- Regular progress reports and report cards showing student progress
- Opportunities as scheduled with teachers during the year for re-learning and re-assessment,
- Clearly defined learning objectives for each course and careful tracking of student mastery of these learning objectives
- Online learning and assessment opportunities for all students

We have in place:

- A requirement that students must complete all Hemlock Middle School requirements before enrolling in classes at Hemlock High School.
- A master schedule that will allow for repetition of courses as permitted
- An alternative education program (for students who are not progressing in the regular school setting)
- Online school year and summer school courses for students who must repeat failed courses

ALTERNATIVE EDUCATION

The Hemlock Public Schools offers an alternative education program intended to help students “catch up” when they have fallen behind in passing their middle school courses as outlined in the Course Mastery Plan. Hemlock Public Schools’ students who are in 7th grade or higher OR are at least 12 years of age will be considered for inclusion in this program. We will strongly encourage any student that is more than 3 classes behind to consider this path. It is set up to allow students to complete failed courses as well as taking the classes the student had not completed previously. This can be a very successful program for students who struggle in the regular school setting/day. A student may return to Hemlock Middle School or Hemlock High school (depending on their age and academic status) with permission of the administration if they are back on track to join the original graduating class they entered middle school with. They may only return at the start of a new semester. We suggest that parents and students meet with their principal and/or counselor if this is the path they choose to explore. The Alternative Education program is considered a separate school and affects eligibility for extracurricular activities as well as daily course offerings.

SCHOOL TELEPHONES

The office telephone is for school business. Use of school phones by students is permitted only with permission of school personnel. Non-emergency calls may be made from the office or on personal cell phones with permission. Students are expected to make non-emergency calls during non-class times such as during lunch period. Students are not allowed to use any phones except those provided by the school during school hours, unless staff permission is granted in advance.

LOST AND FOUND

The school is not responsible for lost items. Any found item should be taken to the office and, likewise, if a student has lost something they should check in the office. Unclaimed items in the lost and found are given to a charitable organization on a regular basis.

SCHOOL CLOSING and other 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 automated messaging service (via email, cell phone call, landline call, and/or text message, as determined in advance by the district), 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. In the event school is closed, all regularly scheduled events are canceled for that day unless notified otherwise. **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 addresses and telephone numbers for use as parent contact information. You may update your current information or request a Messaging System data sheet by contacting the school secretary.

WEEKLY 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 post class assignments daily in Google Classroom and/or via teacher contacts;
 - We post daily announcements and upcoming events on our school sign;
 - We maintain individual building and district social media sites including Twitter, district app and Facebook page;
 - We e-mail (upon parent request) daily announcements to parents;
 - We provide staff email address access to parents;
 - We provide parents and their designees secure access to their student's grades and attendance information via the internet;
 - We provide automated calls each day notifying parents of student absence;
 - We staff our office each school day from 6:45 AM to 3:30 PM; and
 - We provide regular calls/emails to parents detailing school events for the ensuing weeks using the district messaging system.
- This regular 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.

INSURANCE

Special school insurance is available to students each fall. Parents can access a form at the start of the school year and parents/guardians may purchase the coverage desired. Health insurance coverage is strongly encouraged for participation in athletics.

Clarification: Your personal items at school are covered by your homeowners' policy, not by the school insurance. If personal insurance is not carried, insurance may be purchased through the school office to be eligible for athletics.

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.

PEST CONTROL INFORMATION

Information concerning the application of pesticides within our building may be obtained by calling our District Maintenance Supervisor.

SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of the Hemlock Middle School to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of the district policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Definition

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- B. Submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- C. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
 - Sexual harassment, may include, but is not limited to, the following:
 - Verbal harassment or abuse;
 - Written harassment or abuse;
 - Pressure for sexual activity;
 - Repeated remarks with sexual or demeaning implications;

- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained by accessing the policy at [Hemlock Public Schools' Board Policies](#). Reports of sexual harassment should be made to the school's building principal in writing.

WEAPONS-FREE SCHOOL ZONE INFORMATION

The Board of Education and Hemlock Middle School are continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. Expulsion under this policy is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- the weapon was not knowingly possessed;
- the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or law enforcement officer.

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department within three (3) school days and the parents/guardians informed of the referral. In compliance with Board policy, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- If the student is in grade five (5) or below, at the time of expulsion, the parents/guardians may submit a request for reinstatement after sixty (60) school days from the date of expulsion but the student may not be reinstated before ninety (90) school days from the expulsion date.
- If the student is in grade six (6) or above, the parents/guardians, and adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- The parent/guardian, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on a form provided by the District.
- The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information he deems pertinent to the requested reinstatement, to a Board appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent/guardian of a District student.
- The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
 - The extent to which reinstatement would create a risk of harm to students or school personnel;
 - The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
 - The age and maturity of the student;
 - The student's school record before the expulsion incident;
 - The student's attitude concerning the expulsion incident;
 - The student's behavior since the expulsion and the prospects for remediation;
 - If the request was filed by a parent/guardian, the degree of cooperation and support they have provided and will provide if the student is reinstated, including, but not limited to the parents/guardians' receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent/guardian who filed the reinstatement request to:
 - Abide by a behavior contract that may involve the student, his/her parents/guardians, and an outside agency;
 - Participate in an anger management program or other counseling activities;
 - Cooperate in processing and discussing periodic progress reviews;
 - Meet other conditions deemed appropriate by the committee;
 - Accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent/guardian, adult student, or emancipated minor to propose conditions as parts of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this district, the Board shall, in making its decision, follow the same procedure it has established in paragraph A-E above for the reinstatement of District student.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under the policy.

LOCKERS

Although school authorities will respect the rights of the student to his/her locker and property, please understand that lockers are the property of the school and are assigned to students for the purpose of storing supplies, coats, and other items necessary for the student's education and physical well-being. The school has the right to search and inspect any locker at any time, especially when school

authorities have reasonable cause to believe there are improper or illegal items in a particular locker. Students have the duty to care for lockers in a responsible fashion—failure to do so may result in loss of locker privileges or fines to pay for repairs. Under no circumstances are students to share, change or trade lockers without permission. Students are not allowed to go to their lockers during class without permission. Items found in a locker are the responsibility of the student assigned to that locker.

STUDENT VALUABLES

Students should closely consider bringing large amounts of money, expensive electronics, cameras, or other valuable items to school. If they wear glasses or watches, they are to keep track of them at all times. **Students, not the school, are responsible for their personal property.** Students are obligated to pursue location of missing or stolen items of this nature—the school is not obligated to pursue matters of this sort, as these items should not be brought to school.

BOOKS and CHROMEBOOKS

Each teacher issues textbooks for their class. Each student is provided with a Chromebook computer. Students are responsible for the proper care of all books, Chromebooks and supplies furnished by the school, especially those assigned specifically to students. Students are encouraged to cover your textbooks with book covers. **Textbooks, Chromebooks and any other school-provided items are not to be written in or defaced in any manner.** Normal wear is expected; however, severe damage or lost books will result in a charge. Students are responsible for library books and materials they check out—failure to return or reasonably care for these materials will result in a fine, up to and including the replacement cost of the item. More information about Chromebooks is available on the Acceptable Use Policy each student must sign in order to access our district online system.

PHYSICAL EDUCATION

All students involved in physical education class are required to keep a separate change of clothes in their lockers including: t-shirt, shorts, socks, and gym shoes. Sweat pants and warm shirts should be worn on cooler days. Shoes are especially important for early classes so ground moisture won't cause you to have wet feet all day.

ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages six and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state approved non-public school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. A child is age 12 or 13 and attends confirmation classes conducted for a period of five months or less.
4. The child is regularly enrolled in a public school while attending religious instruction classes for not more than two class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
5. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The students parent/guardian must give written notice to the building principal at least five calendar days before the student's anticipated absences. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

TRUANCY

A parent or other person in parental relation who compares to comply with the Michigan compulsory school law is guilty of a misdemeanor, punishable by a fine of not less than five dollars no more than \$50 or imprisonment for not less than two normal or the 90 days, or both

ABSENTEEISM

Michigan law requires that whoever has custody or charge of any child between the ages of 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the child attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state approved nonpublic school, which teachers subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. The child is less than 9 years of age and does not reside within 2 ½ miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off school property during public school hours, upon written request of the parent/legal guardian.
6. The child is being educated at the child's home by his/her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing and English grammar.

There are two types of absences: excused and unexcused. Absence from school will be excused for:

1. illness;
2. observance of a religious holiday;
3. emergency family matters or situations beyond the control of the student or that cause reasonable concern to the parent/guardian for the student's health or safety;
4. death in family;
5. dental and medical appointments, when appointments at other times are not possible;
6. court appearance;
7. an absence that requires an extended amount of time, such as travel out of town when arrangements have been made in advance; and
8. absences for any reason not stated above, if accompanied by a parent or guardian, will be excused.

In the event of absence, the student's parent/legal guardian is required to call the school at 989.642.5253 to explain the reason for the absence. Failure to do so will result in an unexcused absence. A parent or other person operating in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Absences, excused or unexcused, count against perfect attendance. **Students qualifying for perfect attendance awards must be in attendance every hour of each school day.**

Saginaw County truancy policy requires us to report all absences, **regardless of reason**, to the Intermediate School District and to send written absence notifications to parents regularly. **The county does not differentiate between excused absences and unexcused absences.** We believe, and the court system supports, that **students should be in school every day** for their maximum academic potential to be realized. Please keep this in mind when planning your student's day around things such as health professional appointments, family vacations, etc. **We are required to report excessive (TEN OR MORE DAYS PER SEMESTER) student absences of any reason to the county truancy office for follow-up.**

Steps to follow when absent from school are as follows:

- A. Have parent or guardian phone in or write an excuse with name, date, and days absent and the reason for being absent. Absence

will be excused. Absence will be recorded as unexcused otherwise. All excused absence notes should be submitted to the office when the student returns to school.

- B. Arrangements for homework assignments can be made by accessing the child's Google Classroom(s), by contacting individual teachers, by visiting the [middle school website](#) or by notifying the office before 8:00 AM. These materials should be picked up AFTER school. If students are absent for one day only, please do not request work.
- C. After ten (10) absences, a truancy referral will be made to the Saginaw County Truancy Officer and the juvenile court. We will contact parents/guardians by letter when your child has been absent four (4) and eight (8) times before contacting the truancy authorities.

Extended Absences

Occasionally, a parent or guardian may decide it is important to remove the student from school. While the school does not approve of such absences, it will be responsive to family needs and wishes. Parents may request work a minimum of two (2) days in advance; however, teachers are not required to prepare detailed advance assignments or assist students who have pre-arranged absences. Please keep in mind the Saginaw County Truancy Initiative mentioned above when planning student absences from school.

Absence and Activities

Students who are absent from school due to illness for more than half a day may not participate in any school-sponsored activity conducted on the date of the illness. If a student must be absent from school for an excused family matter, the parent/guardian should contact the principal to discuss eligibility that day.

HOMEBOUND/HOSPITALIZED INSTRUCTIONAL SERVICES

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. For more information on homebound or hospitalized instruction services, please contact Principal, Terry Keyser.

PROCEDURE FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the day. If you must leave the building because of illness or any other emergency, you **must be signed out in the office** by a parent or guardian. Students who need to leave the building for any reason must use the office or classroom phone to call designated contacts.

STUDENT VISITORS

Student visitors are not allowed during school hours. Our office staff happily provides tours to families interested in enrolling in our district.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a student medical authorization form available from the building office.

- A. The student must submit a completed medication form that explains what type of medication he/she is taking, proper dosage, and how often it should be given/taken. He/she should turn the form, along with prescription medications, into the office. Over-the-counter medications will be allowed in lockers with a completed medication form on file in the office. Without a completed form, your child will be in violation of our district's drug policy.

- B. The office stores all prescription medication and makes parental arrangements for the time and availability of the medication as well as its administration. All medications must be taken home at the end of the school year. Those left unclaimed will be disposed of.

No school or district employee is allowed to administer to any student, or supervise a student self-administration of, any prescription or non-prescription medication until a completed and signed school medication authorization form is submitted by the student's parent/guardian. This does not include the emergency administration of an epinephrine auto injector (an EpiPen) by a trained school or district employee as provided under state law. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function. A student may possess an epinephrine auto injector (an EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an authorization for student self medication form.

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. The student enrolling in the district for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the department of community health.
- B. A statement signed by the Michigan Department of Community Health designee and parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. The student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school with a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

ILLNESS

If a student becomes ill during class, the student should report first to their teacher who may then send the student to the office. If the student is unable to continue in school, the office will notify the student's parents/guardians and arrangements will be made for the student to leave. Students are not to leave the school without reporting to the office.

CONCUSSIONS AND HEAD INJURIES

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance from that person to do so. Written medical clearance will then be maintained in the student's CA 60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extracurricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

HEAD LICE

Occasionally, cases of head lice do occur. Due to this, students may be periodically screened. In the event head lice are detected, parents/guardians will be notified and students may be sent home for treatment. Before returning to class, the office must determine that the condition no longer exists.

FIRST AID

A student who is injured should report immediately to the teacher or supervisor in charge, and then to the office where it will be determined what action will be taken. An accident report is generated with each significant injury at school. Parent follow-up is appreciated if the injury requires medical attention.

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

SAFETY DRILLS and EMERGENCY ACTIONS

Fire, tornado, and other emergency drills are, by law, held regularly to develop safety practices that will help staff and students to move quickly in an orderly manner to designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. Students are required to be silent and shall comply with the directives of school officials during emergency drills. The use of cellphones and other communication devices by students is prohibited during drills and emergency situations. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) secure mode/shelter in place/lockdown drills each school year. There may be other drills at the discretion of the administration. Drills may not be preceded by a warning to students. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions that the situation may dictate. FIRE DRILL = pulsing horn and flashing lights. TORNADO DRILL = intermittent siren-like sound. **During an emergency, emergency responders take charge of the scene. Parents/guardians/other outside individuals are not normally permitted within the emergency area without permission of the emergency response team. Building personnel assign priority to communications regarding the emergency and may not answer calls from outside the building/district.**

LUNCH PERIODS AND CAFETERIA PROCEDURES

It is each student's responsibility to act in an orderly fashion, be well mannered at all times, and clean up after her/himself. Failure to do so will result in disciplinary action.

- A. Food and drinks must remain in the cafeteria area unless special arrangements are made with your teacher. If you bring your food or buy it in the cafeteria, please finish eating it before you leave.
- B. Areas of the building where classes are in session are closed to traffic during the lunch periods.
- C. Students must remain on school grounds during the lunch periods.
- D. Students will properly dispose of the lunch refuse as directed.

TRANSPORTATION

The district provides bus transportation to and from school for students. A list of bus stops is published at the beginning of the school year before student registration. Parents/guardians must at the beginning of the school year select a bus stop at which the student is to be picked up and a stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. **Exceptions must be approved in advance by the transportation supervisor.** When students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems will be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation supervisor. Parents will be informed of

any and all inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of student safety, students are expected to observe the following rules:

1. Choose a seat to sit in and immediately upon entering the bus. The bus driver may assign seats to students. Do not stand in the aisles.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects in your seat and inside the bus.
4. Loud conversation, singing, boisterous activity, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows unless directed to do so by the bus driver.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

School Bus

School bus transportation is provided for all students living within the confines of the school district. This privilege may be denied for improper conduct while riding the bus. The length of this denial may vary from one day to the complete school year depending on the number of times reported and the seriousness of the misconduct. **Students are not allowed to ride a different bus to another student's home.**

Each driver reviews the basic rules and regulations regarding riding a bus with his/her students. He/she has authority to stop the bus to talk with a student who is not conducting himself/herself properly and to report the student to the bus supervisor and/or principal. Proper disciplinary action will be reported to parents or guardians.

When your child remains after school or is required to serve a detention, transportation is the responsibility of the parents/guardians. Students are required to travel by bus to and from extra-curricular activities unless prior arrangements are made in writing through the office.

Driving

Middle school students shall not operate a motor vehicle on school property.

Bicycles

If you wish to ride a bicycle to school, you do so at your own risk. Bicycles may not be taken from the school grounds nor ridden during the school day. For your protection, bicycles ridden to school should be secured. The school assumes no responsibility for damage to or theft of bicycles.

Skateboards, Scooters and Rollerblades

Skateboards, scooters, rollerblades and the like are not allowed on school property at any time.

LOITERING

When school is not in session, students are to leave school property. Students should leave immediately after dismissal unless under direct supervision of a teacher or coach. Athletes/special group activity members are to leave the building until their group is scheduled to depart. Our library is open for student use from 7:00 AM until 4:00 PM each day. Students remaining here for any reason should stay in the library engaged in school work.

POP

Pop is not allowed in classrooms or hallways. Pop should be consumed in the cafeteria. Only with special teacher permission will pop be

allowed in the classroom area. Please remember that the vending machines are not owned by the school and are used at your own risk.

GUM

No gum is allowed during the school day under any circumstance. Gum and blow pops are not to be brought for birthdays or party treats.

DRESS FOR STUDENTS IN THE MIDDLE SCHOOL

Good taste in dress calls for neatness, moderation, modesty and appropriateness. Footwear must be worn at all times. Students are to present themselves, through clothing and appearance, in a manner that encourages themselves, their peers and teachers to focus as completely as possible on teaching and learning while minimizing distractions.

1. Coats: Coats are not to be worn to class. Teachers may make exceptions to this rule if the temperature in the classroom makes it necessary.
2. Adornment: Students are expected to adorn themselves in a manner that encourages themselves, their peers and teachers to focus as completely as possible on teaching and learning while minimizing distractions. This expectation covers jewelry, body art, piercings, and other forms of adornment. Student safety is of paramount concern, for both the student involved and their peers.
3. Hats/head coverings: The wearing of hats/head coverings is not allowed in the school building. If brought to school, they are to be kept in your locker during the school day.
4. Mutilated Clothing: Excessively torn or ripped clothing is not considered acceptable dress.
5. Obscene Clothing: Tasteful dress is expected. Any clothing with sexual innuendos; alcohol, drug, or tobacco products; derogatory comments or caricatures is prohibited.
6. Shirts/Tops: All shirts/tops are to have sleeves and extend past the waistline to completely cover the wearer at all times, regardless of activity. Tanks tops, tops that reveal undergarments, sleepwear, loungewear, midriff tops, and see-through tops are some examples of inappropriate shirts/tops.
7. Shorts, Skirts, and Spandex/tights: Shorts and skirts must be tip of finger length at a minimum, as measured with arms extended straight down at the sides. Students must change inappropriate clothes if worn to school. Wearing apparel underneath inappropriate clothing does not make the exterior clothing appropriate, i.e. short skirts/shorts with spandex or tights underneath is not acceptable.
8. Oversized and/or Low-Rising Pants/Shorts: Oversized and/or low-rising pants/shorts must be worn in such a way so as to not reveal underwear or portions of the body considered inappropriate or in bad taste. We expect students who wear low-rise pants to wear a shirt or top that covers their waistline at all times, whether sitting, bending, or standing. The use of chain(s) as a belt or wallet protector is prohibited.

NOTE: Students may be required to change their appearance and/or clothing or to spend the day in in-school suspension if their attire or appearance is deemed by a staff member to be in violation of the dress code.

DISCIPLINE CODE

The community of Hemlock has a right to expect the pupils in the Hemlock Public Schools to maintain satisfactory standards of citizenship and behavior. Careful planning and guidance are essential if each individual child is to grow and develop to the fullest measure of maturity. The administration of discipline is a challenging task, requiring individual judgment, thoughtful planning, rational techniques and consistent action. Teachers and administrators are to carry out their assignments in such a manner as to avoid discrimination, depriving of due process, or capricious, clearly unreasonable, or unlawful actions. Disciplinary infractions are divided into two separate levels, Level I and Level II. All behavioral infractions cannot possibly be listed in this handbook. Common sense will be utilized when dealing with infractions not addressed in this handbook and students will be disciplined accordingly.

Level I Infractions

Level I infractions can result in a detention or other disciplinary action. The following offenses are examples of (but not limited to) Level I infractions:

- Failure to Use the Planner
- Vandalism (less serious types)
- School Tardiness
- Hall Conduct
- Inappropriate Display of Affection
- Prohibited Articles
- Lunch Hour Misbehavior
- Obscenity/Profanity
- Gambling
- Throwing Objects
- Leaving School Grounds
- Disrespect to Staff
- Failure to Follow Teacher or Classroom Rules
- Stealing
- Behavior for Guest Teachers

Description of Level I Infractions

1. Failure to use the provided class materials and Chromebook as directed: Students are required to bring all class materials with them to class as directed by the teacher and to carry their Chromebook to each class and use it as directed.
2. Vandalism/Littering: The act of willful minor destruction (including graffiti) of school property and property belonging to another will result in a detention. More serious destruction will result in a suspension from school and possible police notification. Students violating this expectation may be required to correct/restore the school property in question.
3. School Tardiness: Students late to class during the day **MUST REPORT DIRECTLY TO CLASS AND NOT TO THE OFFICE**. The teacher will decide on the validity of the reason for the tardiness. If the teacher decides that the reason is not valid, it will be marked as "unexcused". If you accumulate three (3) unexcused tardies in a semester, you will receive one detention. Each tardy after the third tardy will result in a detention and possible referral to the principal. Teachers may assign a detention **anytime** for tardiness if it is felt that a student is being purposely tardy.
4. Hall Conduct: If a student must be outside of class during a class period, the student must have a hall pass. Students will not be allowed to be in the hallways without such a pass. Running in the building and loud or boisterous behavior is not allowed.
5. Inappropriate Display of Affection: Affectionate relationships are restricted on school property to holding hands. Physical contact of an amorous nature will not be tolerated and may result in disciplinary action. A first offense may result in detention or suspension.
6. Prohibited Articles: Items such as toy guns, laser pointers, water pistols, bean shooters, slingshots, skateboards, roller blades, matches and lighters, etc., are not allowed at school. **Students are expected to bring only those articles to school that contribute to their education. Electronics such as personal computers, phones and music players should remain turned off and secured in student lockers during the school day unless otherwise directed by our staff.**
7. Lunch Hour Misbehavior: Inappropriate behavior during the lunch hour will lead to disciplinary action.
8. Obscenity/Profanity: The act of using obscene and profane language or gestures by pupils, in verbal or written form, in pictures or caricatures, in or on any school property is prohibited.
9. Gambling: Engaging in any game of chance for money or other tangible consideration, before, during, or after school, is forbidden on school property.
10. Throwing Objects: The throwing of snowballs or any other object that might cause harm is strictly prohibited anywhere on school property.

11. Leaving School Grounds: Students are not allowed to leave school property during the day without a parent or guardian signing them out in the office.
12. Disrespect toward Staff: A student who talks inappropriately or behaves rudely toward a staff member will be disciplined.
13. Failure to Follow Classroom Rules: Any student who does not follow the established rules of the classroom will be disciplined.
14. Stealing: Students who dishonestly acquire the property of another or are in the possession of stolen property will be subject to disciplinary measures. A more serious infraction will result in a suspension from school and police notification.
15. Behavior for Guest Teachers: Students who have their name turned into their regular teacher on the written report by a guest teacher for discipline or conduct problems will serve a detention with the regular teacher upon their return to the classroom.

Level I Detention

1. Detentions are served either before school (7:15 AM) or after school (2:45-3:15) in our library. Upon issuing a detention, the issuing staff member will contact the parent(s) of the student and arrangements for serving the detention will be made. If a student fails to serve the detention, he/she will be reported to the office for further action. It is the parents'/guardians' responsibility to have detention students here on time.
3. If detentions do not solve the problem, the student may be referred to the principal. The principal will determine the proper course of action from there—possibly to assign a suspension or other more serious disciplinary action.
4. If a student doesn't serve his/her detention, the principal may assign either an in-school or out-of-school suspension as an alternative form of reprimand. Parents/guardians should contact the teacher or principal if a change of date to serve the detention is needed.

Level II Infractions

Level II infractions are more serious and will result in more serious disciplinary action. Level II infractions include but are not limited to the following:

- Skiping Class or School, including excessive/purposeful tardiness
- Possession of Alcoholic Beverages
- Fighting/Assault
- Harassment/Threats/Bullying/Extortion
- Possession of Tobacco Products
- Insubordination
- Unlawful Intimidation of School Personnel
- Violating State or Federal Regulation
- Drugs and Narcotics
- Electronic Communication Devices
- Disorderly Conduct
- Gang Paraphernalia
- Cheating/Copying/Forgery/Falsification of School Work
- Failure to Serve Detention

Description of Level II Infractions

1. Skiping Class or School: The skipping of school or classes is not allowed. Parents/guardians will be notified and assignments must be made up by the end of the next day or an E will be given for work missed. A suspension may be issued or student may be required to make up missed class time.
2. Possession of Alcoholic Beverages: Possession and/or consumption of alcoholic beverages by a student of this school violates Federal and State Drug-Free School Zone regulations, Board policy and State Law and is not allowed. Any student caught possessing, distributing, purchasing, selling, consuming, or under the influence of alcoholic beverages on school grounds or while under the school's jurisdiction will be subject to immediate suspension from school. Police will be contacted. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had

alcohol in their possession..

3. **Fighting/Assault:** Fighting is a serious offense that may result in a student suspension from school pending a parent/guardian conference. The principal has the authority to give a student an immediate suspension for fighting. Parents/guardians will be called. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Any student who physically assaults a school district employee, volunteer, or contractor can be expelled per Board policy.
4. **Harassment:** Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, including but not limited to the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.). **Falsely reporting** incidents of this sort constitute harassment as well. Continued, persistent threats and/or harassment constitutes Bullying (see below).
5. **Threats:** Threats include, but are not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason. The principal may immediately suspend a student for threatening anyone at school. Parents/guardians will be called. Police may be contacted for terroristic activities. Continued, persistent threats and/or harassment constitutes Bullying (see below).
6. **Bullying:** Bullying is behavior that continues after the assailant has been asked to stop, continues, and includes a difference in power (physical, mental, or social status). **Bullying** is defined as any gesture or written, verbal, graphic, or physical act (including all electronic devices) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. Adversely affecting the ability of a student to participate in or benefit from the School District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.Bullying can be physical, verbal, psychological, or a combination of all three. **Falsely reporting** incidents of this sort constitute harassment as well.

Some examples of bullying are continued behaviors like:

1. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti. Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or his/her designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. **Retaliation** or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. All pupils are protected under [the district's bullying policy](#) without regard to its subject matter or motivating animus. Proper and prompt investigation of the report of a violation is the responsibility of school officials. Every effort to maintain confidentiality will be made for persons reporting incidents of bullying.

7. **Extortion:** Extortion is taking something from someone by violence or the threat of violence. This is unacceptable student behavior that may result in suspension from school pending a parent/guardian conference.
8. **Possession of Tobacco Products:** Minors are not permitted to use, possess, distribute, purchase, sell, smoke, or chew any tobacco products, including electronic cigarettes or other related paraphernalia anywhere on school property or during any school activity. Any student in violation will be subject to suspension. The tobacco products/paraphernalia will be confiscated, police may be called, and parents/guardians will be notified.
9. **Insubordination:** A student who acts belligerently and fails to respond to or carry out lawful requests by school staff members is considered to be insubordinate. This type of gross misbehavior may result in a suspension.

10. Unlawful Intimidation of School Personnel: A student shall be subject to disciplinary action which may include suspension or expulsion for disrespect, insulting, threatening, striking, or abusing any school staff member. Any student who physically assaults a school district employee, volunteer, or contractor can be expelled per Board policy.
11. Violating a State or Federal Regulation: When a student violates any state or federal regulation, such as carrying a weapon, arson, false alarms, and bomb threats, etc., he/she will be subject to a suspension and/or expulsion. Police will be notified.
12. Drugs and Narcotics: Students who sell, provide, possess, distribute, use, are under the influence of, or act as an accessory in a situation regarding illegal drugs, controlled substances, cannabis (including marijuana or hashish), other drugs, look-alike drugs, inhalants, or narcotics while on campus, or at any school sponsored activity, shall be subject to suspension and/or expulsion. Police will be notified. Michigan law prohibits the possession or medical use of marijuana on school grounds or buses or at school sponsored activities. Prohibited items/articles/substances include:
 - a. Any anabolic steroid or performance enhancing substance not administered under a physician's care and supervision.
 - b. Any prescription drug not prescribed for the student by a licensed healthcare provider or when not used in the manner prescribed.
 - c. Any inhalant, regardless of whether it contains an illegal drug, or controlled substance that a student believes is, or represents to be capable of, causing intoxication, hallucinations, excitement, or dulling of the brain or nervous system; or about which the student is engaged in behavior that would lead a reasonable person to believe that the student intends the inhalant to cause intoxication, hallucinations, excitement, or dulling of the brain or nervous system
 - d. Look alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one that a student believes to be, or represents to be, an illegal drug or controlled substance; or about which a student is engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represents to be an illegal drug or controlled substance.
 - e. Drug paraphernalia, including devices that are or can be used to ingest, inhale, or inject cannabis or controlled substances into the body; or grow, process, process, store, or conceal cannabis or controlled substances.
13. Electronic Devices: If a student demonstrates possession of or uses a cell phone, text messaging system, pocket pager or other electronic device on school property in a way that violates the district's Acceptable Use Policy or affects the safety of others or causes a disruption, they will surrender the device to school staff and it may be returned at the end of the day. Further problems will result in surrender of the device and the student must make arrangements for return of the device to their parent (unless the student is directed to use the device). While we understand that parents desire consistent communication with their children and may send them to school with a device, the device should remain off and not in use during the school day unless otherwise directed by school personnel. Electronic devices with multiple functions (i.e. music players, games, etc.) may only be used for communication or other acceptable uses before or after school, at lunch periods, during passing times or as directed by a staff member.
14. Disorderly Conduct: Disruption of, or interference with, orderly conduct and operation of the school may result in disciplinary action.
15. Gang Paraphernalia: Any physical demonstration of gang symbols, signs, actions, language, or dress will not be tolerated.
16. Cheating/Copying/Forgery/Falsification of Schoolwork: Honesty and individual mastery of schoolwork are critical to student success. Students caught cheating in any fashion, falsifying work, identifying others' work as their own, forging items, copying others' work, allowing others to copy their work, or plagiarizing others' work will be disciplined as follows:
 - First Offense—parents notified, detention issued and grade reduced per teacher discretion;
 - Second Offense—two day out-of-school suspension;
 - Third Offense—five day out-of-school suspension
17. Failure to Serve Detention: A student who does not serve a detention will be suspended. The first missed detention will result in in-school suspension. Further missed detentions will result in out-of-school suspension.
18. Hazing: Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Level II Suspensions

Students who have committed a Level II Infraction are automatically ineligible for upcoming extracurricular activities (athletic events, dances, etc.) and will be suspended up to ten (10) days. The students may be assigned any of the following types of suspensions:

- A. One to three day in-school suspension as noted above.
- B. One to three day at-home suspension depending on the severity of the infraction.
- C. One or more days of suspension where a parent or legal guardian attends school with his/her child.
- D. In cases of chronic misbehavior or more serious violations of school policy, a student may be suspended up to ten (10) days by the administration of the school.
- E. Students who are suspended on any given day are not allowed to participate in athletics or extracurricular activities, or be on school grounds until their suspension is completed.
- F. The final authority for any student suspension (Level I or II) is the responsibility of the principal or assistant principal. Appeal may be made to the superintendent, but the suspension remains in effect until the superintendent directs otherwise.

FIELD TRIPS

Field trips are a privilege for students. Students must ride the bus to and from school events unless otherwise directed by school personnel. All school policies are in effect. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All field trips are considered curricular activities. In order to attend, students must have a good behavior record or be accompanied by a parent/guardian to ensure proper behavior. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to provide appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons determined by the school

Students who stay behind are expected to be in school and will be supervised by a staff member. Students may be asked to cover the associated costs of a field trip. Permission to Attend: At the school's or teacher's discretion, students who wish to attend a field trip may be asked to provide written permission from a parent or guardian or the parent/guardian may opt in writing not to have the student participate.

DANCES

The number of dances per year will be determined by the overall behavior of 6th, 7th and 8th grade students. All school policies are in effect, including the dress code. Student guests are not permitted to attend. No student will be allowed to leave before the dance is over unless picked up by a parent/guardian. There is a minimal charge. Students must be eligible according to **ELIGIBILITY** (see section below) to attend dances

TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher or other school official. All treats and snacks must be store-bought and prepackaged in individual servings. No homemade treats or snacks are allowed to be passed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or exchanged outside of school time.

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school buses and may be in place in public areas of school buildings. These systems are in place to protect students, staff, visitors and school property. If a discipline problem is videotaped, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the video may be provided to law enforcement personnel. Video records of students, as long as two or more are visible in the video, are subject to FERPA laws.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT, PERSONAL EFFECTS OF STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (lockers, desks, etc.), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or if their personal effects are left there. The building principal may request the assistance of law enforcement to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, knapsacks, backpacks, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that this particular student has violated or is violating either the law or the school district rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating over the law or the school or district policies or rules, evidence may be seized and impounded by the school authorities, and disciplinary action may be taken when appropriate. Evidence may be transferred to law-enforcement authorities.

STUDENT FUNDRAISING

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details related to the project. Organizations are limited to one fundraiser per semester.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a diabetes care plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- A. Inform the school in a timely manner of any change which needs to be made to the diabetes care plan and file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
- C. Sign the diabetes care plan.
- D. Grant consent for an authorized designated school district representatives to communicate directly with the healthcare provider whose instructions are included in the diabetes care plan.

Your child may also be eligible for an individualized section 504 plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact building principal, Terry Keyser at 989.642.5253

STUDENTS WITH A SEVERE FOOD ALLERGY OR CHRONIC ILLNESS

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal, Terry Keyser at 989.642.5253. Federal law protect students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access programs and services. The school district's Section 504 policy is available at this school. Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our school district also may be able to appropriately meet a student's needs through other means.

ELIGIBILITY

A wide variety of activities are available to our middle school students. In order to represent Hemlock Middle School, our students are required to meet certain standards.

- A. All students participating in an athletic activity are required to have a current physical examination. The student is responsible for getting/paying for his/her own physical.
- B. Participants in extracurricular activities are required to carry acceptable grade averages. Any student who has a cumulative average of an E in any class is ineligible for at least one week until he/she has improved his/her average. Eligibility checks are made on a weekly basis during the course of each season for grades cumulative to the date of the check within the corresponding marking period. **A failing grade in any class makes the student ineligible for participation for the entire following week.**
- C. Students who have a Level II Infraction of the discipline policy are automatically ineligible for their next middle school activity.
- D. Being a spectator or a participant is considered a privilege. Each student is expected to maintain a high standard of conduct and abide by the rules. Use or possession of tobacco products, drugs, look-alike drugs, or alcoholic beverages is prohibited. The student will conduct himself in such a manner as to not embarrass his coach, fellow students, or Hemlock Middle School. Students failing to do this will be subject to discipline provisions covered by the mood-altering chemicals policy.

Hemlock Middle School Extra Curricular Activity Use of Mood Altering Chemicals Policy

Rules

During the school year and the season of practice or play, regardless of the quantity, a student shall not; 1) use a beverage containing alcohol, 2) use tobacco, or 3) use or consume, have in possession, buy, sell or give away marijuana or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for student's own use by his/her doctor.

PENALTIES

First Violation

After confirmation of the first violation, the student shall lose eligibility for the next three (3) interscholastic events. The school will have a local education program set up by our counseling department, from which the student should receive information about the effects of misuse of mood-altering chemicals. Students will also be asked to submit a typewritten essay on ways to avoid this problem again.

Second Violation

After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant. The school, with the parent's permission, will refer the student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

Third Violation

After confirmation of a third violation, the student shall lose eligibility from extra curricular activities for a period of one year from the date of the third infraction. The school, with the parent's permission, will refer the student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

The following will recognize violations: Coaching Staff, Faculty, District Administrators, and Law Enforcement Agencies.

The athlete may practice, but will not participate in contests during the suspension. The above schedule will be a cumulative process during the students' Hemlock Middle School tenure. A committee will be formed consisting of middle school administrators, teachers and coaches. This committee will be responsible for cumulative record keeping and chronic violations of above policy.

ATHLETIC EVENTS

Each spectator must remember that his/her actions cannot interfere with the right of other fans to enjoy the athletic event. Running in the bleachers, climbing on railings, using profanity, leaving the gym or activity location, demonstrating poor sportsmanship, or frequently changing seats are examples of inexcusable behavior that could result in removal from the game without refund of admission. Your ticket admits you to each home athletic event just one (1) time. When you attend a school-sponsored event, whether it is at the middle school or the high school, ALL school rules apply. Student spectators are not expected to be on school grounds until 15 minutes before game time. Students remaining after school for an event must either leave school grounds until directed to return or remain in the library until it closes.

LIBRARY MEDIA CENTER

Books circulate for four weeks. There is a liberal policy regarding special reference books. These materials circulate overnight, but it is extremely important that they be returned immediately the next morning so they are available for research during the school day. **Our media center is open each day from 7:00 AM until 4:00 PM for student usage.**

Funds are gladly accepted for memorial donations. Books will be purchased at the librarian's discretion unless the donor requests a particular book(s).

HEMLOCK MIDDLE SCHOOL SPECIAL EDUCATION PROGRAM POLICY EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) or section 504 of the Rehabilitation Act of 1973 (Section 504) are identified, evaluated, and provided with appropriate educational services.

The School District provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special-education programs and services under the IDEA, the term "student with a disability" means a person between ages three and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and is entitled to continue a special education program until the end of that school year. F

or the purposes of complying with Section 504, a student with a disability is a person who:

1. Has a physical or mental impairment, which substantially limits one or more of the person's major life activities;
2. Has a record of such an impairment; or is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district's special education coordinator.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Policy

To provide special education students appropriate behavioral intervention when necessary in order for special education students to benefit from their appropriate educational program.

Procedure

- Step 1: The instructional staff, implementing general classroom management techniques, will address all inappropriate classroom behaviors.
- Step 2: When individual student behaviors cannot be adequately modified through these general classroom management techniques. The instructional staff will notify the program supervisor to assist in developing ideas for alternative techniques. Interventions may include one or a combination of Level I interventions.
- Step 3: If individual student behaviors do not positively respond to Level I interventions and/or infrequent Level II interventions, the staff shall notify program supervisor to determine whether a formal behavioral analysis is necessary. If so determined, appropriate district and/or countywide staff will be notified to assist teacher in developing an appropriate behavioral plan.
- Step 4: The team of personnel listed in Step 3 will review behavioral plan on a bi-weekly (minimum) basis to determine effectiveness. As behaviors become more appropriate, less restrictive interventions will be implemented. If behaviors do not become more appropriate, the team will re-evaluate the plan and alter interventions.
- Note: There may be times when the instructional staff finds it appropriate to send a student home because of his/her classroom behavior and requests that parent/guardian to return with the student. If the parent/guardian does not respond to the teacher within 24 hours, it will be the responsibility of the teacher to contact the parent/guardian so that the student can be returned to school as soon as possible. The intent of this action is to provide a period of time out for the student and to communicate with the parent/guardian so future incidents can be avoided. It is NOT the intent to exclude the student from his/her educational program.

HIERARCHY OF INTERVENTIONS FOR SPECIAL EDUCATION

LEVEL I

1. Positive Reinforcement
2. Differential Reinforcement
3. Social Disapproval/Verbal Direction
4. Correction/Restitution/Restoration
5. Counseling
6. Interruption/Redirection
7. Selective Inattention Extinction

LEVEL III

8. Suggested Relaxation Reinforcement
9. Response Cost
10. Token Economy
11. Contingent Observation
12. Stimulus Change

LEVEL II

1. Meal Interruption of 60 seconds or less
2. Non Exclusionary Time-Out
3. Required Relaxation
4. Overcorrection
5. Positive Practice

1. Exclusionary Time-Out from Positive
2. Physical Management
3. Mechanical Restraint
4. Personal Property Removal
5. Non-preferred Activity or Posture

NOTICE

The Hemlock Public Schools is an equal opportunity employer, under applicable federal and state laws, including Title IX of the Education Amendments of 1974. The Hemlock Public Schools do not discriminate on the basis of sex, race, or other prohibited matters in employment, in educational programs, or activities. Inquiries or complaints may be addressed to the Title IX Coordinator, 1095 North Hemlock Road, Hemlock MI 48626.

NOTICE OF NONDISCRIMINATION

The Hemlock Public Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, religion or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Business Manager
1095 North Hemlock Road, PO BOX 260
Hemlock MI 48626
989.642.5282

STANDARDIZED TESTING INFORMATION

Students and parents/guardians should be aware that students will take standardized tests administered by school personnel. District NWEA testing typically occurs in the Fall, Winter and Spring. State M-STEP and/or PSAT testing occurs in the months of April and May on weeks designated by the State. Changes in types of tests given and/or schedules for testing may be changed by the building administrator and/or the State. Parents are encouraged to cooperate in preparing students for standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to prove its success in the State's standardized tests. Parents can assist their students in achieving their best performances by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure that students get a good night's sleep the night before testing;
3. Ensure students eat well the morning of the test, particularly ensuring that they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing days.

STUDENT PRIVACY PROTECTION

The Protection of Pupil Rights Amendment affords parents certain rights regarding the district's conduct of surveys, collection and use of

information for marketing purposes, and in certain physical examinations. These include the right to:

- A. Consent before the student is required to submit to a survey that concerns one or more protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education:
 - a. Political affiliations or beliefs of student and/or parent
 - b. Mental or psychological problems of the student or their family
 - c. Sex behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom the student has close family relationships;
 - f. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or their parents/guardians; or
 - h. Income, other than that required by law to determine program eligibility.
- B. Receive notice of an opportunity to opt a student out of any other protected information survey; any non-emergency invasive physical exam or screening activities involving the collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- C. Inspect upon request and before any administration or use, any protected information surveys of students, any instruments used to collect personal information from students for any marketing sales or distribution and any instructional material used as part of the educational curriculum.

Parent/eligible students who believe their rights have been violated may file a complaint with the building principal or Board of Education office.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (age 18 and older) the following rights with respect to their student records:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your educational records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records at your request. If no change is made to the education record after the hearing, you have the right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the US Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
US Department of Education
400 Maryland Ave. SW, Washington DC 20202-5920

PARENTAL INVOLVEMENT (TITLE I)

The school has an annual meeting for all parents/guardians which takes place on the Wednesday before the first week of school. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities in programming available for parents/guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, with flexible times to accommodate a variety of parents schedules. Parents/guardians will be given notice of meeting availability at the beginning of the year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy school programs. In addition

to the standard educational curriculum, things parents/guardians may wish to become involved include: school dances- contact Student Council Advisor 642-5253, school athletics--contact: George Herrington, athletic director, robotics--contact program advisor; field trips--contact teachers involved; Peer to Peer peer support program--contact Jamie Otter or Scott Buchman.

The school provides access to parents/guardians to:

- A. a school performance profile as required by federal law in their child's individual student assessment results, including an interpretation of sex results;
- B. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- C. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- D. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students the parents involved themselves as well.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option to either:

1. Continue the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enroll the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is Keith Green, HHS Principal. 733 N Hemlock Rd., PO Box 260, Hemlock, MI 48626, 989.642.5287

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be given an opportunity to provide input to the program, and provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs. For questions related to this program or to express and input into the school's English Language Learners program contact your building principal

ANIMALS ON SCHOOL PROPERTY

In order to ensure student health and safety, animals are not allowed within buildings on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals in school buildings may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that the animal is appropriately housed, humanely cared for, and properly handled, and students will not be exposed to a dangerous animal or an unhealthy environment.