

# **HEMLOCK & K.C. LING ELEMENTARY SCHOOLS**

## **FAMILY HANDBOOK**

**2020-21**



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## **I. INTRODUCTION**

### **FORWARD**

Welcome to Hemlock/K.C. Ling Elementary Schools. We hope your years here will be rewarding in every way possible. The intent of this handbook is to provide answers to those questions frequently asked by parents. Please discuss the items in this book with your children and encourage them to follow these guidelines.

The following policies and procedures have been established out of concern for the safety and welfare of the children who attend Hemlock/K.C. Ling School. They are designed to promote a positive atmosphere for learning.

We firmly believe that providing a quality education is a joint responsibility between home and school. The elementary staff is committed to keeping the lines of communication open to ensure your child has the most rewarding school experience possible.

### **HEMLOCK PUBLIC SCHOOL MISSION STATEMENT**

The Hemlock Public Schools, in partnership with our community, will strive to be a premier provider of excellence in education.

### **STATEMENT OF ASSURANCES**

#### **NOTICE OF NONDISCRIMINATION**

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

Direct all inquiries related to discrimination to:  
Board Office  
200 Wilson Street

P.O. Box 260  
Hemlock, MI 48626  
(989) 642-5282

## **MICHIGAN PROTECTION LAW - ABUSE AND NEGLECT**

All schools in the State of Michigan are required by law to report any suspicious or obvious abuse or neglect of a child to the Michigan Department of Social Services - and we do! While this may not be the most desirable aspect of our profession, please understand that it is a responsibility we take seriously.

### **II. GENERAL INFORMATION**

#### **SCHEDULING AND ASSIGNMENT**

The process for assigning students in classrooms is a responsibility that we take very seriously. Factors considered are: the student's demonstrated achievement in reading and math on a daily basis, the student's pace of learning, the quality of the student's citizenship, the student's work and study habits, whether the student is a leader or a follower, how a student's personality will fit in with others in the class, if the student's leadership potential will have an opportunity to develop in the class, and the boy-girl ratio in the class. We do the best job we can because it is important to have a well-balanced class to provide every child the best opportunity for success. Parent request for teachers will not be accepted. However, if you would like to share information that may affect your child's classroom selection, please meet with the building principal or provide a written explanation prior to May 1st.

#### **STUDENT INSURANCE**

Student Accident Insurance (K-12) can be purchased through the school. The Student Accident Plan, offered on a voluntary basis, covers students in grades K-12 in all school sponsored and supervised activities. The necessary information on these plans will be sent home with the students upon the opening of the school year.

#### **ATTENDANCE**

**Being at school and being on time are two very important life skills.** As staff and parents, we are responsible to nurture these skills. A consistent pattern of school attendance is expected and essential to a successful academic experience. The law for parents is very clear in this matter. Michigan Law (MSA 15.4156) requires the regular school attendance of a child of school age. Absences will be excused only for necessary and important reasons (For example: illness, hospitalization, death in the immediate family, etc.) In the event of a school absence or late arrival, the parents/guardian must phone the school on the day of the absence/late arrival or send a note within 48 hours to provide an explanation. In the absence of a call or note, any absence or late arrival will be considered unexcused. If the absences of a student appear to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

In the event of a necessary absence known in advance, the parent is expected to telephone the school office or write a note of explanation for the absence. Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Frequent or prolonged absences or repeated tardiness will be grounds for disciplinary action. Regular school attendance has a direct correlation with a student's successful educational experience. Referrals will be made to the Saginaw County Attendance Officer as prescribed by State law.

## **HOMWORK REQUESTS**

All homework request for students must be called into the elementary office before 10:30 A.M. the homework will be in the office ready after 2:30 P.M. of the same day. Teachers may also assign homework virtually through Google Classroom, Classroom Dojo, IXL, or other online outlets. Students who forgot books or homework may access their classrooms only until 5:30 p.m. with the assistance of custodial personnel.

## **INJURY/ILLNESS**

Any injuries occurring at school are to be reported to the office immediately and written up. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Parents will be notified if it is necessary to come pick their child up. A child must be fever-free for 24 hours prior to returning to school

## **PESTICIDE CONTROL ACT**

Parents and guardians of children attending Hemlock/Ling Elementary Schools have the right to be informed prior to application of pesticides at our school. If you want to be notified please call the principal at 642-5235.

## TRANSPORTATION

**Due to the buses having a full load, students will not be allowed to ride buses that are not their regular scheduled bus. Under NO circumstances can we allow a child to ride home with anyone not authorized by the parent!** Buses are equipped with radios and are monitored at all times.

If a student misses his/her bus after school he/she should report to the adult supervisor in the area or go directly to the office. No students should attempt to walk home without parental school permission.

## SCHOOL BUS RULES

1. You must stay in the seat assigned to you.
2. There can be no moving about when the bus is in motion.
3. Keep hands and head inside the bus at all times.
4. Wait until the bus comes to a full stop before entering or leaving.
5. Absolutely no profane language or disturbing noises.
6. No eating on the school bus.
7. Do not throw anything out of the bus or shout to passing motorists.
8. Do not bother the driver with unnecessary conversation.
9. You must obey the driver's suggestions promptly.

## SCHOOL CLOSINGS

School will operate whenever possible. The closing of school due to bad weather or other emergencies will be announced on area radio and television stations by 7:00 a.m. and our **School Messenger System, via cell phone, landline and/or text message.**

<b>TV:</b>	<b>WNEM TV 5</b>	<b>WJRT TV 12</b>	<b>WEYI TV 25</b>
<b>RADIO:</b>	<b>WSGW 790AM</b> <b>WKCQ 98FM</b>	<b>WKNX 1210 AM</b> <b>WHNN 96.1FM</b>	<b>WSAM 1400 AM</b>

Please do not call the school for closing information since school lines are needed for instructions and emergencies. Parents and students are responsible for knowing about emergency closings and delays and have emergency closing child care arranged in advance.

## **TORNADO WARNINGS**

In the event of a tornado WARNING (a tornado has been sighted in the area), students will be escorted to a designated protected area until an “all clear” is given. Students will not be dismissed from school during a tornado emergency, even if the school day is over. If A PARENT INSISTS ON TAKING A CHILD WITH THEM, THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE CHILD'S SAFETY AFTER LEAVING THE BUILDING. Also, tornado drills will be conducted at our school on a yearly basis.

## **FIRE DRILLS**

Fire drills will be conducted several times throughout the school year. These will be supervised by the Principal and Staff.

## **LOCKDOWN/SHELTER IN PLACE DRILLS**

Under State law a minimum of two drills in which occupants are restricted to the interior of the building and the building secured are required for each school year.

## **DRESS AND APPEARANCE**

The district expects students to dress and groom themselves in an appropriate manner. Dress and appearance must not present health or safety problems or cause disruption to the educational process. A referral will be made to the counselor, a letter could be sent to the parents, or parents will be called if a student's dress and appearance are not appropriate for a school setting. Short shorts and skirts, bare midriff, inappropriately worded T-shirts or tank tops without a t-shirt underneath will be considered unacceptable.

## **PARENT INVOLVEMENT**



Due to safety concerns for all school age children, a security check will be mandatory for all adult volunteers. Each adult volunteer must fill out a security form to volunteer. The form will be available in the school office. This information will be checked by the Michigan State Police Security Office. If you do not fill out this security form, you will not be able to volunteer in the classroom or go on a scheduled school trip or activity.

Parent involvement in the elementary school program and activities is strongly encouraged. You are invited to participate in your child's educational experience. We welcome you to get involved in our school. We encourage parents to get involved in our Parent Teacher Organization (PTO) that meets monthly. Please contact your child's teacher or the office to become actively involved.

Parents can check with the elementary offices for information on a before and after school latchkey program.

## **VISITORS/PHOTOGRAPHS**

Parents are welcome to visit our school or volunteer in classrooms to assist with classroom needs. Prior to volunteering or chaperoning a school-sponsored field trip, visitors must have an approved security form on file with the office. This must be filled out on a yearly basis. If you wish to volunteer in your child's classroom, please contact the teacher in advance to make certain that the class you wish to volunteer in will be in session, i.e. not in specials, MTSS interventions, recess, etc., and to avoid conflicts with other volunteering schedules. Volunteering in class is a great opportunity to help your child's classroom experience. Administration reserves the right to deny volunteering if it is detrimental to the educational environment. Adult volunteers only - minors and minor siblings are prohibited from assisting in class due to the disruptions. The use of video equipment to tape students is not allowed unless prior approval is made with the teacher and principal. At times, pictures will be taken of students for various activities. These pictures could be published on our website or in the newspaper. Please let us know if you do not want your child's picture published.

Any time you come to visit to bring forgotten lunches, boots, books, money, etc.; please check in at the school office. This assures everyone that no unauthorized persons are in the building.

If you are picking up your son/daughter or dropping them off in the morning please wait in the assigned pickup location. Classes should not be disrupted until dismissal. Students that are being dismissed will meet you in the front lobby or other assigned pickup location not outside the classroom.

Individual student visitors from other schools are not permitted at Hemlock/Ling Elementary Schools or allowed to attend school trips. This disrupts the daily routine in our classrooms. Also,

our insurance carrier does not cover the visiting student in case of an accident on school grounds.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Students who cannot control their behavior may not be allowed to go on field trips. Attendance rules apply to all field trips. The inclusion of chaperones on field trips is left up to the discretion of the classroom teacher.

## **MEDICATION**

No medication of any type will be dispensed by the school staff, and no student shall take medication without following these procedures:

- 1) The student's parents must provide the school with written permission and request to administer medication.**
- 2) Written instructions, which include the name of student, name of medication, dosage, time to be administered, and duration of administration must accompany the medication. Use our school form, which can be picked up in the office.**
- 3) Medication should be brought to school by the parent. Please do not send medication in an unlabeled ziploc bag.**
- 4) All medication should be kept in a labeled container as prepared by a pharmacy, physician or pharmaceutical company and labeled with dosage and frequency of administering medication.**
- 5) No dosage or time of administration changes should be instituted except by written instruction from the physician after the initial request.**
- 6) Prescription and medication supply renewal should be the responsibility of the parent.**
- 7) Medication left over at the end of the school year should be picked up by the parent or the school will appropriately dispose of the medication.**
- 8) All medication will be dispensed by adult office employees (principal or secretary).**

- 9) **Students must be fever free 24 hours prior to returning to school.**

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held twice during the school year, usually in fall and winter. Please make every effort to meet with the teacher to discuss your child's progress. If you need to confer with your child's teacher other than at these scheduled conference times, please contact the teacher for an appointment.

## **REPORT CARDS**

A report showing your child/children's progress is issued four (4) times a year. The evaluation key on the report card explains the grading system.

Non-custodial parents may have access to their child/children's report card or a teacher/parent conference with prior arrangements.

### **III. STANDARD PROCEDURES**

## **RESPONSIBILITIES FOR SCHOOL SUCCESS**

Education is teamwork, not a one-person operation. The team that wins is the team that works together. Members on this team have definite expectations.

- I. Educators are expected to accept the following responsibilities:
  - A. Teaching
    1. To present current academic materials
    2. To help students develop thinking skills and encourage exploration
  - B. School Environment
    1. To create a positive learning environment

2. To provide a safe, pleasant facility
- C. Communicating with the family
1. To keep parents informed about school activities
  2. To keep parents informed about their child's progress or difficulties
  3. Our district website is available. It will cover various activities at our elementary schools [www.hemlockps.com](http://www.hemlockps.com)
- D. Relating to students
1. To know each child as an individual, praising his or her successes
  2. To be open-minded, fair, and understanding

II. Students are expected to accept the following responsibilities:

- A. Quality of work
1. To do their best each day
  2. To complete assigned lessons
- B. School rules
1. To conform to school rules
  2. To accept the leadership of all who have been assigned leadership responsibilities
  3. To be responsible for the cost of a textbook if it is lost or damaged beyond the usual wear and tear
  4. Library books are the responsibility of the borrower
- C. Attendance
1. To be regular and punctual in attendance (a child is considered tardy after 8:00 a.m.)
  2. To remain on the school grounds during the entire day unless permission to leave has been granted
  3. Truant students will be reported to the county level, attendance office
- D. Relating to others
1. To display good citizenship in school
  2. To respect the rights of others
- E. Personal standards
1. To dress appropriately and meet standards of health, safety and cleanliness
  2. To be honest, courteous, and respectful

III. Parents are expected to accept the following responsibilities:

A. Behavior

1. The ultimate responsibility for children's behavior rests with the parents

B. School Rules

1. To support the schools in requiring students to observe school rules and regulations and accepting responsibility for their conduct
2. To send students to school with proper attention having been given to health, personal cleanliness, and neatness of dress; (No bare middles: shorts are to be at fingertip length) and inappropriately worded t shirts will not be allowed.

C. Illness

1. Children who are ill should be kept home; if they are in school it can prolong their illness as well as expose others if the illness is contagious
2. All children must be well enough to go outdoors for a short recess, unless a note is sent to the contrary
3. If a child is too ill to go outdoors for these few minutes, he is too sick to be in school; exception: When a child has been seriously ill and the office has on file a written statement from parents and physician.

D. Daily Work

1. To maintain an active interest in the student's daily work
2. To make it possible for students to complete assigned homework, particularly by providing a quiet place and suitable conditions for study

E. Communicating with the school

1. To comply with the school's requests; this includes reading carefully all communications, signing them and returning them as required
2. To attend conferences set up for exchanging information on the student's progress in school
3. If parents wish to speak to a teacher, please call for an appointment
4. Parents are to notify the school by phone or a written note whenever child is absent from school

## **GENERAL RULES**

1. Children in grades Y-5, ECSE will enter and leave through door #13 at Hemlock Elementary. K-1-2-3-4 will enter and leave the building at Door #18 at KC Ling Elementary.

2. School begins at 7:49 a.m. at Ling School and 7:40 a.m. at Hemlock Elementary. Walkers and car riders are NOT to arrive prior to 7:20 a.m. Breakfast is served at both elementary schools starting at this time. Students are to enter the school at the assigned entrance for each building.
3. When students are dropped off students will go to their assigned area in the building.
4. Students are not to run, push, exhibit rowdy behavior or offensive language at any time.
5. Children are responsible to and should obey and respect any teacher, playground supervisor, secretary or any adult authority. Insubordination will be dealt with according to our school discipline policy.
6. Children are to obey all safety related directions.
7. Knives, guns (toy guns included), bullets, shells or cartridges, league baseballs, golf balls, superballs, skateboards, rollerblades, sharp objects, laser pointers, or any dangerous instrument are not allowed at school. Also wheelie shoes are not allowed in school.
8. Electronic devices are brought from home are only allowed to be used with permission at selected times. Cameras and picture taking cell phones are not to be used without permission from the principal. Bring these devices at your own risk. We do not have locks on the lockers.
9. No aspirin or Tylenol products will be supplied by the school. Any medicine that is to be taken during school hours must be turned into the office. Medication will be dispensed from the office. The office will not dispense student medication without proper authorization.
10. Students will be allowed to use the telephone only for urgent matters.
11. Students are not allowed to leave school without permission. Parents picking up children during school hours must “sign the child out” in the office. The office will then notify the teacher and student.
12. Gum chewing is not allowed, unless permission is given by the classroom teacher.
13. Hats should not be worn in the classroom area (Unless special permission is granted).
14. Parents, please call the school office if your child will be absent or tardy.
15. Children will be considered tardy after **8:00 a.m.**

16. Bicycles are to be placed in the bike rack when students arrive at school and are to be left there until dismissal time. A bike lock should be used.
17. Parents are to label child's clothing, lunch box, and personal effects with his/her name. Each school building has a lost and found box available for you to check at any time. These items are disposed of after the end of each semester.
18. Walkers and bike riders are to use the sidewalks when arriving and leaving school grounds.
19. Bomb threats will be dealt with immediately and students will be disciplined according to board policy.
20. Destruction or vandalism of school property will not be tolerated. Students will be disciplined accordingly.
21. Intimidation of staff or students by verbal, physical or written threats will not be tolerated. Actions of will full misconduct which substantially infringe upon the rights of others will be dealt with according to school policy. Disciplinary action may include a suspension or expulsion pending a parent conference.
22. Bullying and hazing are not acceptable behavior in this district, and is prohibited. Students who engage in any act of bullying or hazing while at school are subject to disciplinary action up to and including suspension or expulsion. Bullying will not be allowed during school, at school sponsored events or on the buses at anytime.

## **RECESS - PLAYGROUND**

- Adult monitors, including teachers and the principal, supervise the playground for the protection and safety of children. They are to be obeyed at all times. If certain ways of using playground equipment, games, or play is thought to be dangerous, in the judgment of a supervisor, then it is to be ceased immediately.
- Students may not re enter the building during recess without permission.
- Snowball and ice throwing is not allowed.
- Climbing of trees or backboards is not permitted.

- Fighting, wrestling of any kind, or otherwise engaging in rough play, such as tackle football is not allowed.
- Children are expected to take turns using playground equipment.
- Any student who takes sports equipment outside is responsible for ensuring it is returned to its proper place.
- No food is allowed outside or brought back to the classroom at lunch time.
- Balls should not be kicked on the blacktop area around the building.
- Boundaries for front and back play areas are designated by school personnel.
- Children that do not go out are to remain in a designated area during recess and lunch periods.
- No hanging from your feet on playground equipment. Also, jumping off the playground equipment is not allowed.
- Use of electronic games, cell phones and headsets at school allowed with permission in designated areas. The school will not be responsible for loss or theft of these items.

## **LUNCH PROCEDURES**

- Children will eat in the cafeteria. They are expected to exhibit good table manners at all times. Inappropriate behavior will not be tolerated.
- Children will be given a very reasonable amount of time to eat their lunch. Excessive dawdling will result in the child being asked to either finish his/her lunch or stop eating and go to lunch recess.
- Children are expected to throw their own lunch remains away and clean up area where they were sitting.
- Repeated poor lunch behavior could result in a child eating alone for a period of time and the loss of lunch recess.
- Lunch charges are expected to be paid by the next school day. Students will not allowed to have multiple charges for their lunch.



## **GENERAL DISCIPLINE PROCEDURE**

If a child exhibits inappropriate behavior during the school day, the following procedures will be used:

- Corrective measures will be taken by the classroom teacher.
- Parent notification if the problem persists, and a referral to the school counselor.
- Warning given by the principal.
- Students will be given a time-out from class or their recess time taken away.
- Students may be required to stay after school after parents have been notified.
- Parents will be asked to attend a conference with the principal and staff member.
- A day of in-house suspension for the child may be given by the principal. Also, longer suspensions may be given for repeated offenses.
- Serious infractions may result in a one to ten day suspension or expulsion from school.
- Due Process - All students will be disciplined in a fair and reasonable manner. Each student will be given his/her due process at all times.
- Public Act 103 of 1999, Section 1309, Michigan School Code. A teacher may suspend a student from any class, subject, or activity for up to one day pursuant to Board of Education policy relating to unruly or disruptive behavior.

## **SEARCH AND SEIZURE LAW**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district, however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

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

## **DRUG - FREE SCHOOLS**

Public Law 101-226 requires that students and parents be informed that Hemlock Public Schools has a drug education program and the following statements should be understood by all:

Statement to Students:

All students of the Hemlock Public School District are to be aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Standards of Conduct:

The possession or use (including, but not limited to, application, injection, inhalation or ingestion) of intoxicants, illicit drugs, or look- alike drugs by any student in or on school property or in any vehicle used to transport students for the school district or at any school sponsored event is prohibited. Attendance at any school event while under the influence of such drugs or intoxicants is also prohibited.

Compliance with the standards of conduct is mandatory and shall not be construed to be voluntary

Disciplinary Sanctions:

Any student in violation of the standards of conduct may be subject to removal from school property and prosecution in accordance with the law.

Students in violation of this policy will additionally be subject to disciplinary actions in accordance with school regulations. This may result in a Board Hearing leading to expulsion. Sanctions may also include suspension from extracurricular activities.

Disciplinary sanctions may include the completion of an appropriate rehabilitation program. Information about drug and alcohol counseling, rehabilitation and/or re-entry programs is available from the Saginaw County Substance Abuse Center located at 1600 N. Michigan Avenue, Saginaw, Michigan.

## **SEXUAL HARASSMENT**

It is the policy of Hemlock/Ling Elementary School to maintain a learning environment that is free from sexual harassment.

Sexual harassment is defined as any unwelcome introduction of verbal or physical contact into the school environment. Such cases' once reported will be investigated by the school administration and dealt with accordingly to State and Federal laws and Board Policy.

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

## **BULLYING / CYBERBULLYING POLICY**

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber bullying) either in or outside of school. Bullying will not be allowed during school, at school sponsored events or on the buses at anytime. Individual behavior plans will be established in conjunction with parents to remediate behaviors.

## **WEAPONS FREE SCHOOL ZONE POLICY**

The Board of Education is 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.

- A. The object or instrument was not possessed for used as a weapon, or for direct or indirect delivery to another person for use as a weapon.

- B. The weapon was not knowingly possessed.
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or law enforcement office.

A student who has been expelled under this policy may apply for reinstatement in accordance with Board Policy.

## **MISUSE OF TECHNOLOGY**

Students may not use the internet system without teacher supervision. Misuse of technology may result in a warning, restriction of access or possibly more severe disciplinary action. Students and their parents must sign our Acceptable Use Policy to have access to the internet.

## **DISTRICT ACCEPTABLE USE POLICY HEMLOCK PUBLIC SCHOOLS**

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

1. The network will be used for only educational purposes and high-quality self-discovery activities.
2. The network may not be used for commercial purposes. Users may not offer, provide, use, or purchase products or services using the network.
3. E-mail, discussion groups, chat groups, Internet messaging (IM) and other Internet and network communication tools are prohibited.
4. Downloading files such as music and video files, programming tools are prohibited unless necessary to complete coursework and is explicitly approved by your instructor.
5. An attempt to avoid the school's Internet filtering application using a proxy server or any other means is a violation of this AUP.
6. Misuse of computer equipment or computer-related equipment will not be tolerated and will be grounds for loss of access privileges and/or disciplinary action.
7. Users may not log in to another user's account or access another user's files.
8. Users are responsible for individual accounts and should take all reasonable precautions to prevent others from being able to access their account.

9. Users must not access or post material that is profane or obscene, advocates illegal acts, or advocates violence or discrimination. If a user mistakenly accesses inappropriate information, the teacher or another district employee should be notified immediately to protect the user from a claim that the policy was intentionally violated.
10. Users should expect only limited privacy in the contents of their personal files.
11. An individual search will be conducted if there is reasonable suspicion that this policy, the handbook, or the law has been violated.
12. Parents/guardians have the right at any time to request access to the contents of user's' files.

**Disciplinary Procedures:**

Following are typical penalties for AUP violations:

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

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

**STUDENT ACCOUNT AGREEMENT**

I have read and understand the District's Acceptable Use Policy.

I agree to abide by the rules contained in this policy.

I understand that if I violate the rules my account may be terminated and I may face disciplinary measures.

## PARENT OR GUARDIAN ACCOUNT SECTION

I have read the District's Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my student's use of, or inability to use, the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my student regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my student the importance of following the rules for personal safety. I give permission to issue an account for my student and certify that the information contained in this form is correct.

---

Parent Signature

## PARENT GRIEVANCE PROCEDURE

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

### Chain of command:

1. Teacher
2. Building Level Principal
3. Superintendent

**Hemlock Public Schools  
Conflict Resolution Form**

**Name of Complainant** \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_

**Grade Requiring Resolution** \_\_\_\_\_

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

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

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

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

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

**Administrative Signature** \_\_\_\_\_

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

Our students recite the following after the Pledge of Allegiance:

**Today I will do my best to be the best  
that I can be.**

**I will listen,  
I will follow directions,  
I will be honest,  
I will respect others,  
I will care for all property.**

**I CAN LEARN,  
I WILL LEARN!**



**HEMLOCK PUBLIC SCHOOL DISTRICT**

**BOARD OF EDUCATION**

**Katherine Ellison - President**

**Matthew Wesener - Vice President**

**Jamie Rivette - Treasurer**

**Mary Ann Ling - Secretary**

**Hilary House - Trustee**

**David Messing - Trustee**

**Kimberly Hoepfner - Trustee**

**ADMINISTRATIVE STAFF**

**Donald Killingbeck - Superintendent**

**Keith Green - High School Principal**

**Joshua Chase - Middle School Principal**

**Lori Gensch - Hemlock/K.C. Ling Elementary Principal**

## COVID 19 ADDENDUM

### Form of Instruction - Phase 4 & Phase 5

- Virtual

I understand that it is my responsibility to complete all assigned courses by the end of the Semester/Trimester

I understand that two-way communication is required between myself and the assigned teacher.

- Face-to-Face

I understand that in some cases social distancing recommendations will not be met.

I understand that I will have to wear a mask under the following circumstances, unless I have provided a medical document indicating the inability to do so:

- Elementary students in hallway & common areas
- Middle school students in classrooms, hallways, & common area
- High school students in classrooms, hallways, & common areas

I understand that my parent(s) will monitor my temperature and overall health daily and will not send me to school if my temperature is 100.4 or higher or I present coronavirus symptoms .

We have read the required safety protocols for my child's building.

### Transportation - Phase 4 & 5

If I choose to ride the bus:

- I understand that I will have to use hand sanitizer upon entering the bus.
- I understand that six feet social distancing will not occur on the bus.
- I understand that assigned seating may be required on the bus.
- I understand that I will be required to wear a mask on the bus, unless I have provided a medical document indicating the inability to do so.