

HANCOCK CENTRAL HIGH SCHOOL

PARENT – STUDENT HANDBOOK

September 1, 2017



STATEMENT OF COMPLIANCE WITH STATE/FEDERAL LAW

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

MISSION STATEMENT

Our mission in the Hancock Public School System is to educate our students and help each one become an independent learner. In a climate of high expectations, we foster good study skills and a healthy self-concept. Through interest, support, and involvement, parents and community members play an integral role in helping us develop responsible, productive citizens.

Hancock Public Schools – Where Futures Are Formed

EQUAL EDUCATION OPPORTUNITY

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents have during the course of a school year. Because

the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

ACCIDENTS

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

ACCREDITATION

Hancock Central High School has met the accreditation standards set by the State of Michigan pertaining to curriculum, facility, staff certification, and activities. Hancock Central High School consistently scores above the State average on the MME/ACT.

AGE OF MAJORITY

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

Whenever a student has attained eighteen years of age... the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. 20 USC 1232g(d); 34 CFR 99.5(a).

Accordingly, the right to consent to disclosure of education records to third parties automatically becomes the right of the 18-year-old student, and not the parent. All other FERPA rights similarly inure to the "eligible student." Despite FERPA's transfer of "rights" to the "eligible student," a significant "exception" to the prior written consent requirement for "parents of a dependent students as defined in § 152 of the Internal Revenue Code." 34 CFR 99.31(a)(8). In other words, **even though the 18-year-old student demands that his/her education records not be sent to the parent/guardian, school officials may disregard this demand if the records will be sent to the person who claims the student as a "dependent" for federal income tax purposes.**

The Age of Majority form, which provides notice to the student, parent, and school officials of age of majority rights, must be signed and filed with the principal's office. This form memorializes the expectation that the adult student is responsible for making certain educational decisions which were previously made by the parent. 18-year-old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of

their attainment of the age of majority. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports. Students 18 years and older may sign themselves in and out of school and may verify their own absences NOTE: All school attendance standards continue to apply to students regardless of their age. Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

ANNOUNCEMENTS

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

ASSEMBLY PROGRAMS

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

ATTENDANCE

There are two aspects to attendance: presence and promptness. Both are very important. A student's attendance record is a measure of his/her ability and willingness to accept responsibility. Students learn as a result of being involved in the varied experiences provided during class time. Not all learning can be measured by tests or homework grades. Absences and tardiness will deprive the student of many educational benefits.

There are three basic types of absences:

Excused absences are those approved by a parent or guardian. To approve an absence, the parent/guardian must call the Attendance Line within 48 hours of the absence. Notes will also be accepted up to two school days after the absence. Each marking period, students' are permitted up to five **excused** absences in any class without a grade penalty, provided they complete any make-up work as prescribed by the teacher. It is the student's responsibility to request make-up work from the teacher and to complete the work in a timely fashion. Students are not permitted to "bank" days for a future marking period. Each excused absence after five per marking period per class will result in a grade reduction of 3.3% unless the time is made up.

Unexcused absences. The following situations constitute **unexcused** absences: Absences not reported by the parent or guardian within 48 hours or leaving the building during the school day without permission from the office. Failure to report to a scheduled class or leaving a class without permission or missing more than ten minutes of any class without a valid pass is considered an unexcused absence.

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

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

Each **unexcused** absence per marking period per class will result in a grade reduction of 3.3%. Unexcused absences, including those resulting from tardies, may be made up by special arrangement only.

Sanctioned absences are recorded when a student is not in class because they are participating in a school related activity or function.

Redemption Clause for Excused Absences: After the fifth excused absence in any class, a student can avoid the grade penalty by attending one before or one after school study session (40 min.) for each class period missed beyond five. Failure to attend the required number of study sessions will result in the grade penalty. The teacher may require the student to make up time with him/her. Otherwise, before school study sessions are held daily from 7:30 a.m. until the bell rings and after school from 3:30 - 4:10 p.m.

It is the student's responsibility to:

Initiate the make-up time process with the classroom teacher.

Gain a clear understanding of the teacher's expectations.

Complete the assigned work during the study session.

Secure proper documentation to verify that the make-up time was completed.

Teachers may consider an alternate to the make-up time procedure that is deemed to be in the best educational interest of the student.

Exceptions to these rules might be made for extenuating circumstances, such as an extended illness, which would require a written statement by a medical doctor. Such statement must be received by the principal upon return to school. An explanation of how much school was missed due to the illness should be included in the physicians statement. An administrative committee will review such cases. The parent(s) or guardian(s) must initiate the request upon return to school.

Redemption Clause for Unexcused Absences: Each unexcused absence per marking period from any class will result in your grade being lowered by 3.3% in that class. A request may be made to avoid the consequence of a grade reduction for an unexcused absence. The request must be made to the principal in writing and submitted within two weeks of the absence. Make-up time may be scheduled during a Saturday school session prior to the end of the marking period to avoid the grade reduction.

Grade Reduction Guidelines: Each excused absence after five per marking period per class will result in a grade reduction of 3.3% unless the time is made up. Each unexcused absence will also result in a reduction of 3.3%. Teachers may consider reducing a student's grade only to failure if that is deemed to be in the best educational interest of the student.

Attendance Incentive - Exam Exemption: Students who meet the attendance and academic requirement may be eligible for exemption from their semester exams.

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

ATHLETICS

Students who wish to participate in athletic activities must obtain a physical form from the office, have it completed by a physician, and return it to the office prior to participating in any athletic contest or practice. For further information on athletic rules and policies, consult the Extracurricular Activity Code. Hancock Central High School is

a member of the Michigan High School Athletic Association and subject to its rules and policies. It is MHSAA policy that a student who wishes to participate in athletics must have passed five academic classes (25 semester hours or 5 classes) during the previous semester.

BUSING

Bus transportation is provided for students who do not live within reasonable walking distance of the school. Students who ride a bus must conform to the rules governing school bus travel or may lose privileges. See TRANSPORTATION.

CLASS RANK

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

CLOSED CAMPUS

Our school operates on a CLOSED CAMPUS POLICY in that students are not allowed to leave campus during the inclusive hours of their classes. A student may secure permission to leave the building and/or grounds from the principal or other office personnel. If permission is not secured, the absence is counted as unexcused and detention time will be assigned. If parents wish a student to leave school for an appointment of other preplanned commitment, this should be communicated to the principal's office and a permit to leave the building will be issued. In case of illness, a student should report to the office to make arrangements to go home. Repeated violation of this policy may result in suspension time and/or loss of driving privileges.

COMPUTER LABS/USAGE

A supervised computer lab is available to students before and after school. Students may also use the computer lab during the school day provided a teacher gives a consultation slip to them. All students who use the computer lab are required to have a signed INTERNET POLICY on file. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. The computer labs are to be used for schoolwork only, although permission to "surf" the Internet or use e-mail may be given. Internet policies need to be reviewed and signed by parents prior to a student using the Internet annually. Unauthorized Internet connections are strictly prohibited.

CONSULTATION SLIPS

Students leaving class, study hall, etc. during the period must have a valid consultation slip. Students should not be in any location other than the one indicated on the

consultation slip. Students given consultation slips involving leaving the building must check out of the office. Students who misuse consultation slips will forfeit their use of consultation slips and be subject to detention. Teachers may only issue consultation slips for work to be completed for their particular subject area.

CREDIT RECOVERY

Students who fail a required class may retake the class via Odysseyware. If a student fails a class during the first semester, the student will have until the end of the school year to complete the class. If a student fails a class during the 2nd semester, the student will have until the beginning of the next school year to complete the class. Students who do not complete the Odysseyware classes in this timeline will be enrolled in the traditional classroom to make up the class. Grades received in OdysseyWare classes will be given Credit/No Credit on the transcript. Seniors may register for a credit recovery class in the 4th marking period of the senior year; however the student will not be able to participate in commencement even if the course is completed prior to graduation. Students who do not pass a class will not progress to the next class in the sequence until they have passed the class either via Odysseyware or in the traditional classroom. For example, if a student does not pass Algebra 1, they will not progress into Geometry until they have passed Algebra 1.

DANCES

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

DETENTION

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

DIRECTORY ASSISTANCE

In compliance with the Family Educational Rights and Privacy Act of 1974, the Hancock School District follows these policies with regard to directory information, which is defined as a student's: name, address and telephone number, date and place of birth, major field of study, school activities records, attendance records, honors and awards, other information generally found in school yearbooks. The Hancock School

District may release directory information without specific permission of a student or his/her parents. However, the district does not honor list requests for groups, organizations, or individuals that do not have a specific school purpose. Any student or his/her parents who do not wish to allow the release of directory information must file a request in writing to that effect.

DISCIPLINE (Also see STUDENT CONDUCT)

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

DRESS CODE

Students are expected to dress in good taste and in a manner that recognizes school as a learning environment. Reasonable standards of cleanliness and personal hygiene must also be maintained at all times. Any attire, or the lack thereof, which creates a disturbance, is immodest or in poor taste, or is detrimental to the health and safety of the student, will not be permitted. Also, students representing the school in any extra-curricular activity may be required to follow specific dress and grooming standards. The following are generally accepted guidelines, but are not all-inclusive:

- A. No articles of apparel may be worn in violation of Federal, State or local flag codes of etiquette.
- B. Hats, bandanas, and other head apparel are not to be worn in the building.
- C. Garments especially designed to be worn as undergarments are not to be worn as outer garments. This includes tank tops.
- D. Shoes must be worn at all time in school.
- E. No sayings, which are obscene, vulgar, or in any way immorally suggestive are to be worn on clothing. Placement of patches on clothing is likewise not to be suggestive of obscenity, vulgarity or immorality. Example: COED T-shirts, Beer T-shirts, etc. Keep in mind; Hancock Central High School is a drug free zone. If the apparel you are wearing doesn't support this message, it will be deemed inappropriate and you will be asked to change.
- F. Coats and jackets are not to be worn in the study hall or classroom unless the student gets the teacher's permission first.
- G. Dresses, skirts and shorts are to be at least mid-thigh lengths.
- H. Midriffs are to be covered during the school day.
- I. Skintight shorts/tights or tank tops are not to be worn during the school day.

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

DRIVERS' EDUCATION

Drivers' Education classes are offered through Drive America LLC. Visit www.driveamericallc.com for more information.

DRIVING TO SCHOOL

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

DUAL ENROLLMENT

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

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

Juniors must have earned an endorsement on all sections of the state required test to be considered for dual enrollment. Scheduling of college courses will be the responsibility of the student. Students should begin with our schedule and find college courses that can fit. Be sure to allow adequate time for passage. Transportation will be the student's responsibility. If the student meets these qualifications, the local district will pay the post-secondary institution the amount not to exceed the lesser of the actual charge for tuition and fees, or the prorated portion of state aide for the portion of the year that the student is attending the post-secondary institution. Only college credit will be granted unless the student specifies at the outset that they wish to take the course for high school credit only, college credit only, or for both high school and college credit. Please note if you choose to take the class for high school and college credit, some colleges will not accept that as college credit.

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

DEADLINE TO ENROLL IN DUAL ENROLLMENT CLASS: MAY 1 FOR THE FALL SEMESTER; DECEMBER 1 FOR THE SPRING SEMESTER.

EARLY COLLEGE

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

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

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

ELEVATOR

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

ENROLLMENT REQUIREMENTS

Hancock Central High School is a full-time school. A book deposit will be charged at the time of enrollment. It will be refunded provided books and school owned materials are returned in an acceptable condition when the student leaves the district.

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

EXAMS

Students will be given exams in each of their classes at the end of each semester. All students are to take exams, with the exception of second semester seniors who have a "B" average or better and no unexcused absences IF the teacher wishes to exempt them. Students are expected to take their exams at the time they are scheduled.

Exams count for 1/5 of the student's semester grade. Any student who misses a scheduled exam for any unexcused reason fails the course for the entire semester. All students are to take exams during the scheduled exam time. If absolutely necessary, requests to take exams early can be made to the principal.

EXTRA-CURRICULAR ACTIVITIES

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

FINES

Students are required to take care of all obligations prior to taking semester exams. Report cards will not be handed out, diplomas will not be granted, and certificates will not be presented until all obligations are cleared.

FIRE/LOCK DOWN/EVACUATION/TORNADO DRILLS

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

GRADING

Individual teachers shall devise their own grading system that is based on mastery of the objectives for each course taught. Such a grading system shall be devised prior to the beginning of the class, written down in the teacher's records, and clearly presented to the students early in the course. Teachers are encouraged to use a variety of criteria-based strategies, which may include written and oral exams, demonstrations, writing exercises, individual and group projects, performance portfolios, and samples of best work. A grade given to a pupil for a course shall not be based or otherwise determined in a manner unrelated to the achievement of relevant objective criteria. Attendance, class participation and similar factors are proper educational values bearing on a student's academic achievements. If these criteria are used in determining a student's grade, this information should be part of the teachers grading policy and communicated to students. .

Each semester grade is based on grades from the two marking periods and a semester examination. Each marking period carries a weight of forty percent, and twenty percent for the semester exam. Grades are automatically calculated by the PowerSchool software using the exact percentage from each marking period and the exam percentage grade. Students will be graded on a percentage basis. The semester grade is the grade used for calculating cumulative GPA's and class rank.

GRADUATION REQUIREMENTS

Completion of the Michigan Merit Curriculum (MMC) and the state required test are required in order to receive a HCH diploma. One credit is earned for successful completion for each semester of a class (D- or better). Partial credits will not be awarded. Students must earn a minimum of 10 credits to be considered a sophomore; 20 credits to be considered a junior, and 30 to be considered a senior. To be considered a full-time student, a student must carry a minimum of five credit classes or periods.

A senior must have met all requirements to take part in the graduation exercises. By the Wednesday prior to graduation, the student will be determined eligible or non-eligible to graduate based on their current grades and credit status.

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

GUIDANCE AND COUNSELING

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

HALL PASSES

Students are not permitted in the halls during class periods, unless accompanied by a teacher, are in possession of their student planner, or possess a consultation slip from a staff member.

HOMEBOUND STUDENTS

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

HONOR ROLL

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

IMMUNIZATIONS

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

INCOMPLETE WORK

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

INSURANCE

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

LEAVING THE BUILDING

Any student who leaves the building during the school day must have the permission of the principal's office. A permit to leave the building will be issued for valid reasons. Students who become ill during the school day may phone home and receive permission to go home. No student should leave without office permission. Any student leaving the building during the school day without permission will have an unexcused absence for the time missed and will be assigned detention or suspension time.

LIBRARY RULES/REGULATIONS

The library is a combination school/public library. During the school day, all students using the library must have a valid consultation slip from a teacher or be on the study hall list. Students must sign in when entering the library. Rules for the library are as follows:

- A. Students are not to leave the library without permission. If you are on a pass you are to remain in the library unless you have permission to leave from the librarian or other adult in charge. Students on a pass must remain in the library until the bell rings.
- B. Encyclopedias, dictionaries, atlases or other reference materials are to be used in the library only.
- C. Unnecessary noise or disturbance will suspend one's library privileges for a period of time to be determined by the school librarian and/or principal. These suspensions will be called to the principal's attention.
- D. The library is not to be used for socializing.
- E. Students are not to go to the magazine room. Give your list to the librarian or student librarian they will get the magazines for you. No periodicals are to be taken from the library without permission from the librarians.
- F. When you remove a book from the shelves, do not reshel it, but leave it on the nearest table. The librarians will reshel it in the proper place.
- G. All fiction and non-fiction books are checked out for a three-week period. A fine of 10 cents per school day will be charged for over-due books. (Books may be renewed for an additional three-week period providing no other student has called for that particular book.). Students may not receive marking period grades if they have excessive fines or overdue materials.
- H. Students who lose or damage a book or other library materials will be required to pay a sufficient amount to cover the damage or loss, decided upon by the librarian. Failure to do so will result in a suspension of library privileges.
- I. When using computer services in the library, all school rules apply.
- J. No food or drink in the library.

LOCKERS

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

LUNCH TIME REGULATIONS

Students are to remain in the cafeteria, the commons area, or the gym during lunchtime. Students may sit on the picnic tables outside of the main entrance but are not to go into the parking lot or around the side of the building. Hot lunch is available and the fees for hot lunch are to be paid in advance. Students will not be permitted to

eat if they establish a negative balance. Forms for free and reduced price hot lunch are available in the principal's office. Lunches may be purchased daily in the lunch line subject to availability.

MARKING PERIODS

Hancock Central High School operates under a nine-week marking period format (four terms). Report cards will be issued **per request** four times a year and progress reports are mailed to parents at the discretion of the teacher. Communication between parents and teachers is imperative and is encouraged throughout the school year. Grades are available in PowerSchool. Contact the high school office or email Sheri at sherial@hancock.k12.mi.us for access directions.

MEDICATIONS IN SCHOOL

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

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

ON-LINE LEARNING

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

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are held twice yearly, in the spring and in the fall. Parents are encouraged to attend these conferences to enable them to meet their child's teachers and discuss mutual concerns. Each teacher also has conference time during the school day, and parents who need to discuss their child with a teacher

should call and set up an appointment. If parents have a concern about their child, they are encouraged to discuss their concern(s) with the teacher(s) involved.

PETITIONS

Requests for the circulation of a petition must be made to the principal. The request may be granted or denied depending on the nature of the issue being petitioned.

PROHIBITED ITEMS

Problems arise when students bring items to school that are hazardous to the safety of others or interfere in some way with school procedures. Items such as toy weapons, laser pointers, water pistols, sling shots, water balloons, smoke bombs, beepers, pagers, items of a sexually explicit nature, and wallet chains are not permitted on school property. If confiscated from a student, they will not be returned. Unauthorized internet connections are also strictly prohibited.

Cell phones must be turned off and kept out of sight during class time. Portable electronic devices are strictly prohibited during class hours **unless permission is given by the classroom teacher**. When seen by school employees, cell phones will be confiscated and brought to the principal's office. The student's parent will be expected to pick up the cell phone from the office in person. Parents who wish to check on their child during the school day should call the high school office. If students need to contact their parents for any reason, they should use the office telephone. To maintain the high quality of classroom instruction that you expect, we must continue to limit unnecessary distractions created by cell phones.

Cell phones and other electronic devices may be used before school, during lunch, and after school. This policy is meant to balance responsible use of cell phones during the school day with the need to maintain a safe and orderly school environment. Students may possess and utilize cell phones during the school day according to the following guidelines: Cell phones are to be stored out of sight and turned off during class time **unless permission is given by the classroom teacher**. Cell phone usage is also prohibited in the computer labs and in the library. If a cell phone is seen or heard during class time, teachers will confiscate the phone and bring it to the Principal's office. The cell phone will only be returned to the student's parent.

Students may use cell phones before school, during lunch, and after school as long as usage does not interfere with instruction. While the use of cell phones by students is allowed subject to these rules, the use of a cell phone to take, store, or transmit pictures or to make other recordings (audio or video) on school grounds is strictly prohibited **without the authorization of the classroom teacher**. It is the school's position that picture/recording phones pose threats to privacy. Accordingly, the use of the camera function or other recording functions of a cell phone is strictly prohibited on school grounds at all times. In addition, students may face additional disciplinary consequences, up to and including expulsion from school, if the violation warrants.

REPORT CARDS AND SCHOOL RECORDS

Parents are encouraged to stay current with their student's progress via PowerSchool Family Access. Although report cards are printed at the end of each nine-week marking period, they will not be mailed home. Parents are also encouraged to correspond with teachers through email whenever deemed necessary. Transcripts are available through Parchment on the high school website. Report cards and transcripts will be held for students having outstanding fines, debts, or obligations to the school. This also applies to certificates and the diploma. The student's permanent file (CA 60) may be reviewed by the student's parents at any time or by any student 18 or older. Parents of a student over 18 must have the student's permission to review the records. Other parties (except school personnel) may review the student's records only with permission of the student's parents or the student who is 18 or older.

RETAKE A CLASS:

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

SCHEDULES/DROP AND ADD

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

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

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

CLASSES MAY BE ADDED OR DROPPED ONLY UNTIL THE FIRST FRIDAY OF EACH SEMESTER. After this date, a student may make a schedule change to move to a higher/lower level of the class within a subject area with the consent of the teachers involved and the student's parent(s). Students may not drop a class if the drop results in their carrying less than five classes. Students who are experiencing difficulty with a class should seek assistance before seeking to drop the class. Tutoring may be available, and requests for tutoring should be made to the counselor as soon as the student realizes he/she needs assistance. Under special circumstances, a student may request dropping a class after the official drop date; however, a w/p or w/f will be recorded on the transcript. If a w/f is recorded, the grade of E will be computed into the GPA as the semester grade for that class. A request to do this must be made in writing by the student and his/her parents, be approved by the counselor, and be approved by

the principal. Students requesting this will not be granted permission if dropping the class would result in their carrying less than five credit periods/day.

SEARCH AND SEIZURE

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

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

SEXUALITY EDUCATION-HIV/AIDS

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

STANDARDIZED TESTING

The State required test, ASVAB, PSAT-NMSQT, ACT and SAT are given during a student's high school career. Fee waivers for any or all of these tests are available to

low-income families. An application form for a fee waiver is available in the guidance office, which also serves as the test coordination site.

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

STUDENT CONDUCT (Also see DISCIPLINE)

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

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

BOMB THREATS/FALSE FIRE ALARM/SIMILAR THREATS (Also see VERBAL ASSAULT)

Students shall not activate a false fire alarm or file threats concerning placement of bombs, or similar. Punishment will range from suspension to expulsion and referral to the police.

BUS MISCONDUCT

Students must abide by the rules established for bus students. These rules are posted on every school bus. Students who do not abide by bus rules will have their privilege of riding the bus revoked for a period of time consistent with the offense or the frequency of offenses.

CHEATING/PLAGIARISM/FALSIFICATION OF SCHOOL WORK/FORGERY

Students shall not obtain homework, quiz answers, test answers, or any work that is not their own. Any written work derived from another source shall credit that source. Cheating or plagiarism will result in the lowering of a full letter grade for the nine-week marking period. A second offense in a semester will result in failure for the marking

period involved. Forgery of passes and excuses are forms of lying and are not acceptable. Punishment may include detention up to and including expulsion.

DAMAGING PROPERTY/TRESPASSING/UNAUTHORIZED USE OF SCHOOL PROPERTY

Vandalism and disregard for school property will not be tolerated. Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Students are expected to obtain permission to use any school property or any private property located on school premises. Punishment may include detention up to and including expulsion.

DISPLAYS OF AFFECTION

Students demonstrating affection between each other (including holding hands) is personal and not meant for public display in school. Punishment shall range from reprimand to suspension.

DISTURBANCES

Students shall not create disturbances or disrupt any school activity. Punishment shall range from reprimand to suspension.

EXTORTION

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

FIGHTING/VIOLENCE/ASSAULT

Students shall not engage in fighting or in any act of physical or verbal assault (violence) toward another person. Students fighting in school or on school property will be suspended from one to three days for the first offense; longer suspensions will result from repeated offenses and students with repeated offenses or who are determined to be a threat to others may be expelled. Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury, may result in charges being filed up to expulsion.

GAMBLING

Students shall not participate in games of chance or skill for profit. Punishment shall range from detention to suspension.

INSUBORDINATION/DISOBEDIENCE/REFUSAL TO ACCEPT DISCIPLINE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student, as would a parent. Students shall not defy authority and must comply with reasonable rules and requests by school personnel. They must not engage in verbal

abuse or derogatory gestures toward school personnel. Disrespect will not be tolerated nor will refusal to accept consequences for an infraction. Punishment shall range from reprimand to expulsion.

LARCENY/THEFT

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

LOITERING

Students shall not be in a school building or on school property during school hours at a site other than where the student is enrolled or has a valid consultation. Wandering the hallway during class time is considered loitering. Any student asked to leave the premises, or return to an assigned area, by school personnel shall comply immediately with that request. Punishment shall range from reprimand to suspension.

MALICIOUS MISCHIEF

Students shall not engage in malicious mischief including malicious injury, defacing or destruction of any school property. Punishment shall range from detention and restitution for repairs to expulsion.

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

Possession of alcoholic beverages is illegal and a violation of school policy. In addition to the range of punishment given, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The range of punishment is from a minimum of three days of suspension to expulsion and referral to the police.

POSSESSION, USE OR DISTRIBUTION OF CONTROLLED SUBSTANCES

It is illegal to possess controlled substances without a valid prescription; other substances are illegal to possess by anyone. Any mood altering substance not legitimately obtained falls under this provision. In addition to the range of punishment given, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. The punishment will range from a minimum of three days of suspension to expulsion and referral to the police.

POSSESSION OF ELECTRONIC EQUIPMENT/CAMERAS/CELL PHONES

Cell phones and MP3 players are not to be used during the school day for any reason. Emergency calls should be made from the principal's office. Cell phones must be turned off and kept out of sight. Cell phones will be confiscated if used during the school day. Unauthorized Internet connections are strictly prohibited. Hancock High School prohibits the use of any video device where students and staff have the reasonable

expectation of privacy. Transmitting images or messages during testing is also prohibited.

PROFANITY

Students shall not use profanity, obscene language, gestures, or depictions. Punishment will range from detention to suspension.

HARASSMENT/BULLYING/HAZING

Students shall refrain from any type of harassment, including, but not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implication, unwelcome and private touching, sexual jokes, caricatures, etc., suggesting or demanding sexual involvement under the use of threats, inappropriate racial or religious comments, etc.. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. Any student who feels they have been subjected to harassment from anyone, including school personnel, shall report the incident to the guidance counselor or building principal. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the schools legal obligations. Punishment will range from reprimand up to and including expulsion.

TOBACCO

Students shall not use or possess tobacco in any form in school, on school property, or at school-sponsored events. Students in possession of tobacco will be suspended and a referral to the police will be made.

UNEXCUSED ABSENCES OR TARDINESS (Also see ATTENDANCE)

Students between the ages of 6 and 16 are of compulsory school age. Students who are absent without valid reason, either for a period or the entire day, will be assigned detentions and have their grade in the class(es) missed lowered by 3.3%. Students who are chronically absent or tardy may be referred to the court for violation of the compulsory school attendance laws. Punishment may range from detention to suspension.

UNLAWFUL CONDUCT

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

VERBAL ABUSE/THREAT/ASSAULT

Students shall not engage in name calling, ethnic or racial slurs, or derogatory statements or depictions regarding other persons. All forms of harassment are strictly prohibited. Students shall not use threats, stated or implied, that cause another person to believe that they will inflict harm or damage to the person or his/her property. Punishment will range from reprimand to expulsion. Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats

directed at a school building, property, or a school-related activity will be considered verbal assault.

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

Students shall not possess or use weapons or other dangerous objects, such as firecrackers, smoke bombs, etc. Students in possession of a dangerous weapons/firearms on district grounds, in district buildings, or at school-sponsored events will be permanently expelled from school. Note: Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

DISCIPLINE AND DUE PROCESS RIGHTS

Penalties for the above listed infractions shall range from a reprimand to expulsion, depending on the nature of the offense, the persistence of disciplinary problems, and prior actions taken to correct the problem. A progressive disciplinary program is followed, with every effort made to correct inappropriate student behavior without excluding the student from school. In the case of persistent disobedience or gross misconduct, if all efforts to correct student behavior have failed, a recommendation for expulsion may be made or a court referral for incorrigibility will be made. Parents will be notified in writing of all discipline resulting in suspension. Students who are exhibiting conduct, which disrupts the academic atmosphere of the school; endangers fellow students, staff, or school property; or is of a serious nature, will be removed immediately. For a specific incident, multiple offenses will carry cumulative consequences.

Suspension Procedure:

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

Expulsion Procedure:

When an incident occurs that could be the basis for an expulsion, the principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident, this investigation shall include a discussion with the student so that the student can present his views and defense for the alleged incident. If the principal believes an offense has occurred which warrants expulsion, the superintendent shall be notified immediately. The superintendent shall notify the student and his/her parents that it is intended that the student will be expelled, the reasons for the intended expulsion, that the student and parent or representative will be given the opportunity to appear before the superintendent to challenge the reasons

for the intended expulsion or otherwise explain the student's actions, and the time and date for the hearing. The hearing shall be held not less than three or later than five days after the notice is given, except in cases where a student has been removed from school premises, in which case a hearing shall be held not later than 72 hours from the time the student was removed.

A student may remain in school pending an expulsion hearing; however, if a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, the principal may remove a student from school premises immediately. The principal shall deliver to the superintendent the cumulative record, a complete report of the incident, and any additional background information of value or pertinent to the case. The student and parents shall have the opportunity to present any pertinent information in the student's defense. After the hearing the superintendent shall make a final decision and notify the student's parents within 24 hours by certified mail. The student (if 18) or the parents may appeal this decision to the Board by filing notice of appeal with the Board within seven calendar days of receipt of notice of expulsion. The notice of appeal shall set forth the order of expulsion being appealed from the specific grounds on which the appeal is filed. The appeals hearing by the Board shall be limited to the grounds stated in the Notice of Appeal. The Board, by a majority vote of its full membership, shall affirm or reverse the expulsion.

Search and Seizure:

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

STUDY HALL EXPECTATIONS

Study hall is a place for students to study. Students are not permitted to have cell phones, food, cards, headphones, or any other prohibited item in any classroom including study hall. Unless a student has a consultation slip, they will not be permitted to leave the study hall. Students may sign out to use the library and /or applications lab. Only one student will be given permission to use the restroom at a time. Study hall absences over 5 will be made up.

TAKING A HIGH SCHOOL CLASS IN MIDDLE SCHOOL

Occasionally, a student will be advanced so that it is necessary to take classes in the high school such as Geometry, Algebra 2, Pre-Calc or English. Students will receive high school credit and grades towards high school GPA from these classes taken at the high school.

TESTING OUT OF A CLASS

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final comprehensive examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Students may choose to "Test Out" of any course, except Government and Physical Education. Credit earned for "Testing Out" will be recorded as a "CR" credit. Credit earned shall not apply toward the 44 credit graduation requirement. Students may not test out of a course in which they have earned a failing grade unless special circumstances warrant it.

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

WITHDRAWAL FROM SCHOOL

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

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

WORK PERMITS

Work permits can be found at www.michigan.gov (search "work permit")

E-MAIL ADDRESSES CAN BE FOUND ON THE DISTRICT WEBSITE.