

# Hancock Public Schools

Hancock Middle School



Student/Parent Handbook  
2023-2024

***“Where Futures Are Formed”***

Hancock Middle School  
501 Campus Drive Hancock, Michigan 49930  
(906) 487-5923  
fax: (989) 455-4239

# Student Handbook 2023-2024

**Mission Statement of Hancock Middle School:** Hancock Middle School fosters an environment where academic excellence is promoted and respect for self and others is developed.

**Vision Statement of Hancock Middle School:** Hancock Middle School students are educated and culturally aware young adults who aspire to be responsible members of society.

**Mission Statement of the Hancock Public Schools:** 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.

## Board of Education

Ms. Catherine Jordan, President

Mr. Michael Lancour, Vice President

Ms. Wendy Chynoweth, Treasurer

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## Administration

Mr. Chris Salani, Interim Superintendent.....487-5925 ext. 7121

Mr. Chris Salani, High School Principal..... 483-2540 ext. 8003

Ms. Hannah Asiala, Middle School Principal.....487-5923 ext. 7238

Mr. Dan Vaara, Elementary Principal..... 487-9030 ext. 6102

# Welcome to Hancock Middle School

Parents and Students:

The faculty and staff of Hancock Middle School welcome you to another year of learning, discovery and excitement. The middle school years define and shape students, and it is our job to help our students learn and grow into responsible, young adults. We are here to help you in every way we can.

This handbook is prepared as a guide for students and parents. Read it carefully, as much of the information pertains to you and the middle school's daily routines, rules and procedures. Please feel free to call the office at 487-5923 if you have questions or need additional information.

We're looking forward to a great year filled with memorable experiences!

Sincerely,

Hannah Asiala  
Hancock Middle School Principal

The student handbook is also available on our web site:  
[Hancock Public Schools](#)

**Please Note:** This handbook is a general guide for students and parents. It is not intended to be all-inclusive, as situations arise that cannot be foreseen. However, the major rules and policies of the school have been included, and parents and students are urged to contact the office if they have questions about any school rule or policy.

Parents play a crucial role in developing and maintaining positive student behaviors and attitudes. Parental attitudes toward school set the tone for how children feel about school. Discipline problems are most effectively dealt with when there is strong parental support.

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

**New Regulations Required of Michigan Schools:** School districts in Michigan began operating under the Revised School Code July 1, 1996, Public Act 25 of 1990 and 335 of 1993 added several options to the school code, which are popularly referred to as school improvement requirements. These include core curriculum, accreditation, school improvement plans, annual education reports, student portfolios, state endorsed diplomas, and site-based decision making. The Hancock School District wishes to avoid state aid deductions and therefore strives to take all action possible to uphold the standards set by state mandate.

# 2023-2024

## Daily Schedule

<b>Period 1</b>	8:10-9:15
<b>Period 2</b>	9:19-10:24
<b>Period 3</b>	10:28-11:33
<b>Period 4</b>	11:37-12:21
<b>Lunch</b>	12:21-12:51
<b>Advisory</b>	12:54-1:14
<b>Period 5</b>	1:18-2:23
<b>Period 6</b>	2:27-3:32

## 2-Hour Delay Schedule

<b>Period 1</b>	10:10-10:56
<b>Period 2</b>	11:00-11:46
<b>Period 3</b>	11:50-12:35
<b>Lunch</b>	12:35-1:05
<b>Period 4</b>	1:09-1:54
<b>Period 5</b>	1:58-2:43
<b>Period 6</b>	2:47-3:32

## Early Dismissal Schedule

<b>Period 1</b>	8:10-9:00
<b>Period 2</b>	9:04-9:54
<b>Period 3</b>	9:58-10:48
<b>Period 4</b>	10:52-11:42
<b>Lunch</b>	11:42-12:12
<b>Period 5</b>	12:16-1:06
<b>Period 6</b>	1:10-2:00

## Half-Day Schedule

<b>Period 1/4</b>	8:10-9:15
<b>Period 2/5</b>	9:19-10:24
<b>Period 3/6</b>	10:28-11:33
<b>Lunch</b>	11:33-12:03

## ACCIDENTS

All accidents in the school building, on school grounds, or at school-sponsored activities are to be reported to the principal's office. The supervisor of the activity must fill out an [accident report](#).

## ANNOUNCEMENTS

General announcements to the students concerning school activities and procedures are made in the morning, posted on bulletin boards, and sent to the parent email list. Groups, clubs, organizations, etc. wishing to post an announcement are to bring a copy of the announcement to the principal's office by 3:00 PM on the day prior to when the announcement is to be posted.

### SwiftK12 ANNOUNCEMENTS:

Hancock Middle School utilizes SwiftK12 Announcements, when necessary, to communicate with parents and students. We will send important, school related messages electronically in the form of a text message, email, and phone call. You do not need to sign up as long as your cell phone number is placed into our PowerSchool system.

## ANNUAL GRADE PROMOTION/PLACEMENT

Each student's progress is reviewed to determine probable placement for the fall of the coming school year. A committee consisting of the principal, guidance counselor, grade level teachers, and/or parents/guardians may make the review. Factors to be considered: previous retention, age of the student, attendance, effort in class and ability as determined by staff and standardized tests. The goal is to make a placement that will best meet the needs of each student. The recommendation may be:

1. **Promotion:** The student has successfully completed all requirements.
2. **Placement:** The student is placed in the next grade but has not met the requirements for promotion.
3. **Retention:** The student has not met minimal requirements in a certain course or grade and will repeat that course or grade.

In the event of a student being recommended for retention, a letter to parents will be mailed within the first three weeks following the last day of school. (*See Recovery/Retention*)

## ASSEMBLY PROGRAMS

Assemblies are held in the auditorium or gymnasium. 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 may forfeit their privilege of attending future assemblies. Behavior expectations are outlined in our PBIS Behavior Matrix. (*See PBIS Handbook*)

## ATHLETICS

Students who wish to participate in athletic activities must obtain a *Physical Examination Card* 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, contact the Athletic Director at 906-483-2540. Hancock Middle School is a member of the Michigan High School Athletic Association and subject to its rules and policies. It is MHSAA policy that students who wish to participate in athletics must have passed four academic classes the previous trimester. There is also a weekly grade check and students need to be passing 4 classes to be eligible to participate in games or competitions for the upcoming week.

## ATTENDANCE

The Michigan School Code requires that student attendance be “continuous and consecutive”. The code also indicates that absences are permissible only with “valid excuses”. There are two aspects to attendance: *presence and promptness*. Both are very important. A student’s attendance record is a measure of his/her ability and willingness to accept responsibility. 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. Hancock Middle School is a full-time school and all students are expected to be in attendance daily. Students with chronic attendance problems will be referred to the Copper Country ISD’s Attendance Outreach Specialist. The Attendance Outreach Specialist may talk to a student prior to referral if absences and/or tardies are becoming excessive.

**-Truancy** is defined as missing 10 unexcused days in a school year

**-Chronic Absenteeism** is defined as missing 10% of the number of days scheduled for the school year, excused or unexcused.

When a student is absent, a parent must call the office or the school attendance line (906) 487-5923. The parent has two days following the absence to report the absence to the office. The absence will be marked unexcused unless there is a compelling reason to extend this time. Please contact the principal to discuss extensions to this time.

There are three types of absences:

1. **Excused absences** are given for pre-arranged absences, personal illness, funeral attendance, or circumstances of an emergency nature. A student may make up the work missed during his/her absence. Arrangements to make up work are made with the individual's teachers and it is the student's responsibility to make the arrangements and to follow the timelines agreed upon.
2. **Unexcused absences** are given for school skipping, absences without a valid parental note or phone call, or leaving the building without permission.
3. **Sanctioned absences** are given when a student comes to school, but is not in class because he/she is participating in another school-sponsored activity. All work missed may be made up; it is the responsibility of the student to make arrangements with teachers to make up his/her work. Suspensions, whether in or out of school, are treated as sanctioned absences (not counted against the allowable six absences per trimester).

After a number of absences, contact with the parent/guardian may be made by the principal or teacher. After five absences, a letter of concern may be sent. After ten absences, a letter will

be sent and the Attendance Outreach Specialist may intervene, depending on circumstances. If a student reaches 18 absences, a letter will be sent home requesting a meeting with the student and parents, principal, and Attendance Outreach Specialist to create a plan to change the attendance pattern. Court action may be taken to resolve the absenteeism issue. ***Parents may check on their child's absences via the PowerSchool website or calling the office.***

**Tardiness:** Any student not sitting at their desk after classes have begun is considered tardy. They are also tardy if they are ten minutes or less late to a class. More than ten minutes late without an appropriate note will be considered an unexcused absence. Students who are tardy will receive a 'T' in PowerSchool, indicating that he/she was tardy for that hour of the day. Three tardies in one week will result in what Hancock Middle School calls "Fine Dining". Students will be informed of their tardiness and will report to a designated room or principal's office to eat lunch with the designated principal or teacher. If they have any additional tardies in that same week they will continue to get Fine Dining each day that week.

## **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.

### **Bus Rider Rules and Regulations:**

Riding buses to and from school is a privilege, not a right. Full cooperation with bus drivers and other students is expected. Any student that does not follow bus rules or does not cooperate with others will lose the privilege of transportation.

- Be on time at designated bus stops. Buses cannot wait for tardy students.
- Obey the driver. Help the driver to assure safety at all times.
- Do not leave the bus without the driver's consent. No unauthorized stops will be made.
- Observe school expectations. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Nothing is to be tossed or thrown about. Keep your hands to yourself. Keep bodies and all objects inside the bus at all times.
- Be courteous; use no profane or vulgar language.
- Remember, school bus transportation is a privilege, not a right.

The disciplinary code will be enforced regarding unacceptable behavior by bus students. The driver is responsible for discipline on the bus. The driver has the right to assign seats when she/he believes it necessary. The driver will report unacceptable behavior to the administration for further disciplinary action. Violation of bus rules will result in disciplinary action which may include being barred from Hancock buses.

## **CELL PHONE & OTHER ELECTRONICS**

Use of cell phones and other electronics is allowed before school until the warning bell (8:06 a.m.) and after the final bell (3:32 p.m.). Electronics should be turned off and stored in the student's locker during the day, or may be brought to the office for safe keeping.

- First violation:** device is taken away & returned at the end of the day
- Second and/or third violation:** device taken to office and will require a parent to pick up the device before the office closes for the day.
- Fourth violation:** student is required to turn any devices into the office upon arrival at school and may pick them up after the final bell.

## **CLOSED CAMPUS**

The Hancock Middle School maintains a closed campus policy. From the time students arrive on the school grounds until they are picked up or school ends for the day, students must remain on school grounds.

## **COMPUTER USAGE**

Students may use the computer during the day provided permission is obtained from a teacher. All classrooms are equipped with computer carts. All students who use the lab are required to have a signed *Internet Use Policy* on file. The computers are to be used for schoolwork. Any “surfing” of the Internet must be approved and supervised by a teacher. Inappropriate computer use may result in a loss of privileges. Computer expectations are outlined in our PBIS Behavior Matrix.

(See *PBIS Handbook*)

## **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 with the principal. The annual publication of the handbook is considered to be an annual public notification of these policies.

## **DISCIPLINARY POLICY/PROCEDURE**

All students will be treated with courtesy and respect by the staff at Hancock Middle School. It is expected that all staff will be treated with respect and courtesy by the students at HMS. Students are responsible for their own behavior and should know the consequences of inappropriate behavior.

These consequences are provided to help a student become an educated, self-disciplined person. Behavior expectations are outlined in our PBIS Behavior Matrix. (See *PBIS Handbook*)

The classroom teachers and other school staff will handle minor discipline infractions as they occur. Examples of minor discipline infractions include: talking without permission, eating in class, disruptive behavior and disobeying classroom rules. (See *PBIS Handbook*)

Consequences of these violations or similar infractions will be handled by the teacher/staff member and may include:

- Warning students regarding their inappropriate behavior and clarification of expected behavior
- Parent contact and/or parent-teacher-student meeting
- Loss of privileges in class
- Detention

If the violation is deemed a “Minor, Level 2” infraction, the teacher will fill out a SWIS referral form. (See *PBIS Handbook*)

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

In the case of persistent disobedience or gross misconduct, exclusion of the student for a specified period of time may be necessary. Parents will be notified of these situations. These exclusions fall into three categories:

1. **Temporary/In-School Suspension** "exclusion of a student from a class/classes for a time period not exceeding five days." The principal assigns in-school suspensions. During an in-school suspension, a student is isolated for up to an entire school day, including lunch. The student must do any work assigned by his/her teachers for that day to have successfully completed the in-school suspension.

2. **Out-of-School Suspension** "exclusion of a student from school and all school activities for a period of time not exceeding ten days." The principal assigns suspensions. The student must contact the teacher regarding make up work. It is the teacher's decision as to whether to allow make-up work or not.

3. **Expulsion** "permanent separation of a student from school." If problems persist, and all efforts to correct student behavior have failed, a recommendation for expulsion may be made or a court referral for incorrigibility will be made.

A notice of the offense and action taken will be sent to the student's parent/guardian in each of these cases. The following is a detailed review of the procedures regarding suspension and expulsion.

#### **Suspension Procedure:**

1. The student will be informed of the specific complaint against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended, the administrator will notify the student's parents by phone if possible.
4. 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 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 majority vote of its full membership, shall affirm or reverse the expulsion.

**Students who are exhibiting conduct that endangers fellow students, staff, or school property, or is of a serious nature, will be removed immediately. A Threat Assessment will be conducted by the principal, superintendent, behavioral experts from the Copper Country ISD, and possibly Hancock PD to determine the level of threat and safety to Hancock Middle School Students.**

## **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 must be appropriately dressed and properly groomed.

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, bandannas, and other head apparel are not to be worn in the building.
- C. Garments designed to be worn as undergarments or sleepwear are not to be worn as outer garments.
- D. Shoes must be worn at all times in school.
- E. No sayings that are obscene, vulgar, or in any way immorally suggestive are to be worn on clothing. Placement of patches/pins on clothing is likewise not to be suggestive of obscenity, vulgarity or immorality.
- Keep in mind; Hancock Middle School is a drug free zone. If the apparel you are wearing doesn't support this message, it will be deemed inappropriate.***
- F. Coats and jackets are not to be worn, nor are backpacks or purses permitted, in a classroom unless the student has the teacher's permission.
- G. Dresses, skirts and shorts are to be at least mid-thigh length.
- H. Midriffs are to be covered during the school day.
- I. Skin tight shorts/tights, tank tops, or any low cut clothing which reveals undergarments or are immodest in any other way are not to be worn during the school day.

If necessary, students inappropriately dressed will be sent home to change clothes and the time missed will be unexcused. Repeated offenses will result in detention and/or suspension.

## **ELEVATOR**

The elevator is only for those individuals who have need for this kind of assistance. Students who are not handicapped or do not have office permission are expected to use the stairs. Any students using the elevator without permission will be reprimanded.

## **ENROLLMENT REQUIREMENTS**

Hancock Middle School is a full-time school. It is required that all students enroll in at least six classes per trimester. A one-time (\$10) book fee is charged when entering the Middle School. Additionally, up to date immunization records, proof of residency (Hancock students and students attending under the Schools of Choice program) and a copy of a certified birth certificate are required upon admission to the Hancock School District.

## **EQUAL EDUCATION OPPORTUNITY**

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

## **EXAMS**

Sixth grade students do not take exams. Students in grades 7 & 8 will be given exams or projects in each of their core classes at the end of each trimester. Exams may be given in an elective class as well; this is up to the discretion of the teacher. In 7th grade, exams and projects count for 1/20 (5%) of the trimester grade. In 8th grade Trimester 1 and 2 exams/projects count for 1/10 (10%) of the trimester grade. In trimester 3 of 8th grade exams/projects count for 1/5 (20%) of the trimester grade; the same expectation as in High School. Students are expected to take exams at the scheduled time; attendance in class at this time is required. Any student who misses a scheduled exam for any unexcused reason earns an "E" grade on the exam. If a student has an excused absence, they have one week to make up the exam they missed.

8th grade students take Algebra I math and earn high school credit for this class. Therefore, it is worth 1/5 (20%) of the trimester grade for all three trimesters. All 8th grade students must take the Algebra exam; high school exam exemptions do not apply to 8th grade students.

## **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities can be a valuable learning experience for students. Students are encouraged to take advantage of the extracurricular activities offered. Participation in these activities also carries the responsibility of appropriate time commitment and behavior. Rules for the regular school day apply at all extra-curricular activities. Student groups may request use of school facilities for their activities. The principal must approve the request and a school-sanctioned adult supervisor must 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. All student activities taking place in the building must have an adult supervisor present. Academic credit is not granted for extra-curricular activities.*

## **FIRE AND OTHER DRILLS**

Drills are held at regular intervals as required by law. For a fire drill, it is essential that when the signal sounds, each person in the building responds promptly and calmly. Exit routes are posted in each room and the assigned route should be followed as quickly as possible. Classroom doors and windows must be closed and lights turned off when exiting. Once outside, students must remain with their class and follow teacher directions. While waiting, students should not stand in an area that might block emergency vehicles. Fire drills are held with the safety of all in mind. The building must be emptied quickly and in an orderly manner. Tornado and lock down drills are also required to be conducted during the school year. Directions will be given on the PA system. Staff and students are to follow those directions quickly and calmly. School safety drill dates will be posted on the Hancock school website throughout the year. <https://www.hancockpublicschools.org/drills.php>

## **FOOD SERVICE REGULATIONS**

We will have ala carte options available for students to purchase additional food items along with the regular hot lunch menu. You can load a student account by going to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). School breakfast will also be available for students to purchase. All students can receive school breakfast and lunch for free in the 2023-2024 school year.

**Note:** Please be sure to complete and return the “Educational Benefits Form 2023-2024.” This information is extremely helpful to the district in a number of ways. A portion of our school’s funding is tied to these applications. You may list all of your children on one form. Please know that this information is confidential.

## **GRADING**

Individual teachers devise their own grading system based on mastery of objectives for each course. The grading system is designed prior to the beginning of the class, written in the teacher’s records, and clearly presented to the students at the start of the course. Teachers use a variety of criteria strategies that may include written and oral tests, demonstrations, writing exercises, individual and group projects, performance portfolios, and samples of superior work. The course grade a student earns shall NOT be based or determined in a manner that is unrelated to the achievement of relevant objectives criteria.

Attendance, class participation, behavior, and similar factors are proper educational values bearing on the academic achievements of a student. If these criteria are used to determine the grade of a student, this information should be recorded as part of a teacher’s grading policy and communicated to the students. A student’s daily grades for each class are available via PowerSchool Family Access.

It is a student’s responsibility to make up any incomplete or missing work. Students are encouraged to check their grade book on PowerSchool frequently throughout the year.

Each trimester grade for seventh and eighth grade students is based on the trimester final grade and the exam (*See Exams*). Trimester grades for sixth grade students are based on the 100% weight of the trimester grade.

Grades are automatically calculated by the PowerSchool Gradebook software. Students are graded on a percentage basis.

For grading purposes, a no credit (NC) grade is equivalent to an “E” (zero points earned).

<b>A</b>	93.00-100	<b>B-</b>	80.00-82.99	<b>D+</b>	67.00-69.99
<b>A-</b>	90.00-92.99	<b>C+</b>	77.00-79.99	<b>D</b>	63.00-66.99
<b>B+</b>	87.00-89.99	<b>C</b>	73.00-76.99	<b>D-</b>	60.00-62.99
<b>B</b>	83.00-86.99	<b>C-</b>	70.00-72.99	<b>E</b>	Below 60.00

## **GUIDANCE AND COUNSELING**

Guidance services are available to students and include the following services: test administration and interpretation; occupational and career information; study skills assistance; and assistance with personal concerns. Contact Michele Serafin, our guidance counselor, for assistance.

## **HALL PASSES**

Any time a student leaves a class during a class period they must have a hall pass signed, including date and time by the classroom teacher. Students **MUST** carry his/her hall pass at all times when not in the classroom. Students who misuse the hall pass/sign out procedure will forfeit the privilege and may also be subject to additional disciplinary action.

## **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 85% attendance requirement. A written verification of the illness/injury and estimate of the time needed at home is required from the student's physician/health care professional prior to approval. Arrangements for assignments and testing will be made with the teacher. Students/parents may also request online access during a homebound situation.

## **INCOMPLETE WORK**

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

## **INTERNET USAGE**

To access email and/or the internet in school, students under the age of eighteen (18) must obtain parent permission and must sign and return the Internet Use Agreement form. Use of the internet is a privilege, not a right. The Board of Education's internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

Students who use the internet in school 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.

Internet policies are signed when a student initially enters middle school and remain in place and on file until the student leaves the school or the policy changes. Unauthorized internet connections are strictly prohibited.

## **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 using the MS office phone and receive permission to go home. Any student leaving the building without permission will receive an unexcused absence for the time missed and possible additional disciplinary action.

## **LIBRARY RULES/REGULATIONS**

The library is a combination school/public library. During the school day, all students using the library must have approval from a teacher to utilize the library and must have their hall pass with them. Behavior expectations are outlined in our PBIS Behavior Matrix (*See PBIS Handbook*).

## **LOCKERS**

Each student is assigned a locker, which they are expected to keep neat, orderly, and LOCKED. Storing open drinks and/or open food containers in lockers is not permitted. 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. Missing items should be promptly reported to the office. Student lockers are the property of the school district. Periodic general inspections of lockers may be conducted by the principal or her designee for any reason at any time, without student notice or consent and without a search warrant.

## **MEDICATIONS**

Medications include both prescription and non-prescription medications taken orally, via inhaler, injected, applied as drops to eyes or nose, or directly applied to the skin. Only when absolutely necessary, parents may bring their child's medication into the school building with the understanding that the medication will be stored in the principal's office. The student will come to the office to have the medication administered. As per Board policy, a *Medication Prescription/Parent Authorization Form* must be on file in the principal's office. A parent/guardian as well as the prescribing physician must sign this form.

## **PARENT ACCOUNTABILITY**

It will be expected that parents take part in the accountability of their child's behavior. Under certain circumstances the school may request a parent to take an active role in the discipline process (i.e. team meetings, student shadowing, student counseling, etc.). In some cases this type of intervention will be used as an alternative to, or prior to, a suspension or expulsion. If a parent fails to take the responsibility to follow through with this commitment suspension or expulsion may result.

## **PARENT-TEACHER CONFERENCES**

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

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

As part of the Hancock Public School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. Each student receives a "Request for Advance Notification" form with their Back-to-School packet of information. Parents wanting to be informed prior to pesticide application should fill out the form and return it to the Middle School office where it will be forwarded to the maintenance supervisor.

## **POWERSCHOOL PARENT ACCESS**

Parents are encouraged to create a PowerSchool account. This access allows parents to view student information including: individual class grades, missing assignments, end-of-term grade book, lunch accounts, etc. Contact the building secretary for instructions on how to create your account.

## **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 that are hazardous to the safety of the learning environment are not permitted on school property. If these items are confiscated from a student, they will not be returned. If misused, additional discipline will result.

## **RECOVERY/RETENTION**

Hancock Middle School believes that all students can achieve academic success when they are attending school. Students learn as a result of being in varied experiences provided during class time. The criteria to successfully complete a core course is to end the trimester with a final grade of a D or higher in at least two of the three trimesters.

Students who have not met these criteria by the end of the school year will be recommended to complete summer recovery work. Attendance is also a record of a student's ability and willingness to accept responsibility, so if a student misses over 20 days of school, they will also be recommended to complete summer recovery work. This work will allow students to review and practice concepts from core classes that they may have missed during the school year.

Each student's progress is reviewed throughout the year; if, after the first trimester, a student is not meeting the criteria to successfully complete a course, students and parents/guardians will be notified. This will happen again, after the second trimester.

Final determination and notification for summer recovery work will occur after the third trimester grades have been computed.

Students must successfully complete the summer recovery work in order to be recommended for promotion to the next grade level. In some circumstances a student may be recommended for retention without the option of completing recovery work.

## **REPORT CARDS AND SCHOOL RECORDS**

To keep parents informed of the student's progress, final trimester grades are available via Power School at the end of each twelve week trimester. Parents can also view current, in-progress, grades of

students anytime via PowerSchool. Hard copies of a report card will be issued to parents upon request. The student's permanent file (CA 60) may be reviewed by the student's parents at any time. Other parties (except school personnel) may review the student's records only with permission of the student's parents.

## **SEXUALITY EDUCATION**

The Hancock Board of Education endorses a program that involves instruction and discussion in human sexuality. The material has been approved by the district Reproductive Health Committee (RHC). According to the State School Aid Act, parents have the right to review any curriculum materials when teaching any of the aforementioned areas. In compliance with this statute, the Hancock Board of Education will make the materials available for parents to preview. The statute also allows parents to excuse their child from classes in which health education, sex education, and/or HIV/AIDS and other serious communicable diseases are topics of instruction.

## **STANDARDIZED TESTING**

The MSTEP test is given each spring in the areas of English Language Arts and Math to sixth and seventh graders. The eighth grade takes the MSTEP Science and Social Studies test. Eighth grade also takes the PSAT test.

## **STUDENT CONDUCT**

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 schools 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. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis. The individual may petition for reinstatement after 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion. 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**

Students shall not activate a false fire alarm or file threats concerning placement of bombs. 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 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**

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 a grade of "E" on the affected assignment/test. A second offense in a semester will result in failure for the marking period involved.

#### DISTURBANCES

Students shall not create disturbances or disrupt any class or 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

Students shall not engage in fighting or in any act of violence toward another person.

#### GAMBLING

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

#### HARASSMENT

Harassment of students is prohibited and will not be tolerated. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. Any student who feels they have been subjected to sexual harassment 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 and consistent with the legal obligations of the school. Punishment will range from reprimand up to and including expulsion. See *Board of Education Policy 5517 for a complete copy of the District's policy.*

#### INSUBORDINATION

Students shall comply with reasonable rules and requests by school officials. They must not engage in verbal abuse or derogatory gestures toward school officials. 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 for. Any student asked to leave the premises by school officials 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 range of punishment is from a minimum of three days of suspension to expulsion.

## **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. The punishment will range from a minimum of three days of suspension to expulsion and referral to the police.

## **PROFANITY**

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

## **TOBACCO/VAPING DEVICES**

Students shall not use or possess tobacco or vaping devices in any form in school, on school property, or at school-sponsored events. Students in possession of tobacco will be suspended.

## **VERBAL ABUSE**

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. Consequences will be in accordance with Hancock Middle School's Consequence Rubric (*See PBIS Handbook*).

## **WEAPONS**

Students shall not possess or use weapons or other dangerous objects, such as firecrackers, smoke bombs, etc. Students in possession of a dangerous weapon/firearm on district grounds, in district buildings, or a school-sponsored event will be permanently expelled from school as required by law.

## **TRIMESTERS**

Hancock Middle School uses a twelve week trimester, three-term format for core classes. All core classes are 65 minutes in length. Elective hours run on the same trimester schedule with 44 minute class periods. Final trimester grades are available three times a year through PowerSchool Family Access. (*See also Report Cards/School Records*)

## **VISITORS/GUESTS**

All visitors and guests to Hancock Middle School are required to check in at the front office when they arrive at school. They will need to sign in when they arrive and may be asked to show ID. When they leave, they will need to sign out in the same location. Visitors and guests must wear an ID sticker with their name at all times in the building. Visitors and guests will not be allowed in the classrooms with students unless they are there for an academic purpose or otherwise approved by the principal in advance.

## WITHDRAWAL FROM SCHOOL

State law requires that minors attend school. Students who transfer to another school must complete the following procedures:

1. Obtain and complete the *Clearance for Leaving School* form.
2. Return all textbooks and school materials to the principal's office, library, and/or classroom(s).
3. Clean the locker assigned to you.
4. Pay any financial obligations to the school.
5. If you are transferring to another school, leave your new school's name and address.

## WORK PERMITS

Work permits can be obtained for students who would like to get a job from the Middle School office. They need to be filled out by the student and employer and then returned to the Middle School office for final authorization. For more information view the Youth Employment page at [www.michigan.gov](http://www.michigan.gov).

### Hancock Middle School Staff:

**Hannah Asiala** - Principal

**Peg Bernard** - Administrative Assistant

**Chris Bengé** - 8th grade Algebra, STEM

**Kristan Coleman** - 8th grade Science

**Jeff Hauswirth** - 8th grade Social Studies, 8th grade PE, Local History

**Kristen Huffman** - 6th and 7th grade Social Studies, Spanish

**Joan Kero** - 6th, 7th, and 8th grade PE

**Leanne Laakonen** - 8th grade Science

**Eli Luoma** - Resource Room

**Jana Meckler** - 6th, 7th and 8th grade Band, Music Appreciation

**Peg Meyers** - 6th and 7th grade Science, Fabrications Lab

**Gary Mishica** - Industrial Arts

**Heather Murphy** - 8th grade Science

**Sarah Pelty** - Art

**Karyn Rudak** - 7th and 8th grade ELA

**Melissa Schneiderhan** - 6th grade ELA, Art Explorations

**Jaycie Stukel** - paraprofessional

**Tyler Sturos** - 6th and 7th grade math, Robotics

**Dodie Toutant** - paraprofessional