

# Hartland Consolidated Schools



**Elementary**  
**Parent-Student Handbook**  
**2018/2019**

[www.hartlandschools.us](http://www.hartlandschools.us)

**STATEMENT OF COMPLIANCE WITH**  
**FEDERAL LAW**

The Hartland Consolidated School District complies with all Federal laws and regulations of the U.S. Department of Education. It is the policy of the Hartland Consolidated School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap, or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Presented and Approved:

July 2018

**HARTLAND CONSOLIDATED SCHOOLS**  
**BUILDING DIRECTORY**

The area code for all of our buildings is (810)

Administration/HESSC .....	626-2100
Hartland High School.....	626-2200
HHS Athletic Department .....	626-2300
HHS Counseling Office.....	626-2225
Hartland Middle School at Ore Creek .....	626-2400
Farms Intermediate School.....	626-2500
Lakes Elementary School.....	626-2700
Village Elementary School.....	626-2850
Round Elementary School.....	626-2800
Creekside Elementary School .....	626-2600
Transportation Department.....	626-2175
Central Kitchen .....	626-2868
Community Education.....	626-2150
H.I.P. Senior Center .....	626-2135

## **SUPERINTENDENT'S MESSAGE**

Dear Parent,

This Parent-Student Handbook contains basic information relating to the rules and regulations governing student conduct in the Hartland Consolidated Schools. It is hoped that all parents will review this information and discuss pertinent sections with their children.

The intent of Hartland Consolidated Schools at the elementary level is to set the foundation for lifelong learning and to assist the child to develop academically and socially to be prepared as future citizens.

Our focus is on two sets of three "R's"; the academic, Reading, Writing and Arithmetic and the social, Reason, Respect and Responsibility.

It is the goal of the elementary school to work closely with the family to establish communication for the welfare of each individual child. Each child in Hartland Schools is a valued person who is moving through a process of learning those things that they must to live life as participating citizens. As parents, you are welcome to be part of this process and you are encouraged to do so.

We welcome the expression of questions and concerns about our schools. Parents, students, and members of the community should feel free to discuss the schools with our administrators. By coming together and sharing together, we can build a better school system for Hartland.

**Chuck Hughes**  
**Superintendent**

# **HARTLAND CONSOLIDATED SCHOOLS**

**Hartland, Michigan**

**Adopted June 13, 1990**

## **MISSION STATEMENT:**

The Hartland Consolidated Schools, in cooperation with the community, will provide a positive environment for the development of productive and caring individuals of all ages. We are teaching for learning for life.

## **BELIEF STATEMENTS:**

We believe:

...in the worth and value of every individual

...that all individuals can be productive

...that all individuals can succeed

...that success can be achieved in different ways

...that all individuals can learn

...that learning is a lifelong process

...that knowing how to learn is essential in our rapidly changing society

...that learning is essential for continuous achievement and improvement

...that the development of positive self-esteem is essential for all individuals

...that learning promotes self-esteem

...that a positive school environment stimulates the learning process

...that all individuals are entitled to equal access to educational opportunities

...that all school employees contribute to the process of learning

...in the value of the community in the educational process

...that cooperation and communication with others is a vital part of learning

...that all people have a need to feel involved and important

...that continuous improvement is essential to the quality of education in our community

**BOARD OF EDUCATION**

President ..... Thomas Dumond  
Vice President.....Cyndi Kenrick  
Treasurer .....Bill Gatewood  
Secretary ..... Michelle Hemeyer  
Trustee .....Charlie Aberasturi  
Trustee .....Kristin Coleman  
Trustee .....Chris Costa

**ELEMENTARY PARENT/STUDENT HANDBOOK**  
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**2018/2019 ELEMENTARY LEVEL  
PARENT-STUDENT HANDBOOK**

**PARENT INVOLVEMENT PLAN**

Hartland Consolidated Schools encourages and values the involvement of parents whose children attend its schools. The Board, through its Superintendent, encourages opportunities for parents to participate in providing input to and in developing recommendations for each district-level building and the Board of Education's consideration and decision making. Through parent-teacher organizations, booster organizations, parent advisory councils, and a host of other opportunities, community members and parents are valued voices in decisions made in the interest of making our district successful, effective and responsive to school and community needs. The Superintendent (and his/her designee) shall ensure compliance with the state and federal parent-participation standards by providing ample opportunities for parents to provide assistance, expertise, feedback, perspective, educational opportunity, and energy.

**Volunteers**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff and professional staff for the conduct of those programs and activities. Volunteers are expected to follow Board policy and school rules, regard confidentiality of staff and students and exercise reason, respect and responsibility in the conduct of the volunteer duties. Volunteers will submit to a background check when asked.

The Board of Education and Hartland Consolidated Schools personnel are grateful for the time and effort of volunteers in assisting the operation of schools.

**BUILDING SECURITY**

Pursuant to Board of Education Policy #7440, the buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the district's educational programs. A program has been developed for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the state. This program includes video surveillance equipment in appropriate areas in and around the schools and other district facilities. Every effort shall be made to apprehend those who knowingly cause serious physical harm to district property and to require such persons to rectify the damage or pay for repairs. Appropriate authorities may be contacted in the case of serious offenses.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Attendance in school is required by State law. Excessive absences or tardiness may require a contact with the truancy officer. After five and then ten days of absences, a letter from the school will be sent to you. Parents will be contacted by school administration when a student accumulates 15 absences.

### **ABSENCES**

On the day(s) your child is absent from school, you must notify the school by phone giving your child's name, your child's teacher's name, the reason for the absence and estimated length of absence. A 24-hour line is available in each of the elementaries for your convenience to report absences. The student and parent will accept responsibility for work missed.

The absence line phone numbers are: Lakes - (810) 626-2705, Round - (810) 626-2805, Village - (810) 626-2855, Creekside - (810) 626-2605.

### **ABSENCES – FAMILY VACATIONS**

Parents may request for pre-arranged absences when their child is expected to be absent three (3) or more consecutive days. A parent will need to fill out a pre-arranged absence form at least five (5) days in advance of the anticipated absences. Forms are available in the school office.

When assignments are given in advance of a family vacation, all assignments are due upon the student's return. When class work is not given in advance, the student is expected to make it up when he/she returns to school.

Parents are strongly discouraged from taking students out of school for family vacations and for other extended periods of time. Parents must be aware that making up school work can be difficult even for the most capable students, and absences from the classroom may result in the student missing important instruction.

### **ARRIVAL AND DEPARTURE BY STUDENTS**

Students riding the school bus are to remain on the bus until all buses are dismissed together. Students are to enter the building in a quiet orderly manner.

If your children walk to school, they should not arrive more than 10 minutes before the start of the school day. All students should be out of the building and on their way home no later than ten minutes after school is dismissed. Parents shall encourage their children to leave the school grounds at the end of the school day and go directly home.

In extreme weather, children will be permitted to wait in the building. Parents picking students up must park in the parking lot and sign their children out in the main office before leaving the building. All classroom recesses will end by 3:15. This will allow students to be back in their classrooms to receive final messages of importance; allow adequate time for students to get to their buses; and make sure any hurt child coming in from recess receives first aid before he/she leaves the school.

Parents are discouraged from picking students up from school early as end of the day instructions are often reinforced at that time. However, if you need to pick your child up early for a doctor's appointment, etc., please send a note indicating what time you will pick your child up or call the office before 3:00 p.m. with that information.

### **TARDINESS**

Students are expected to be in the classroom when school begins. It is the responsibility of the parent and the student to see that the student arrives to school on time. We do not count the students tardy if they ride the bus and buses arrive late. A letter will be sent after ten tardies.

### **TAKE YOUR CHILD TO WORK DAY**

Parents who wish to take their child to work on National Take Your Child to Work Day have that option. The child will be counted as absent for that day, but it will not affect their perfect attendance record if they have one.

### **RELEASE DURING SCHOOL HOURS**

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the principal's office only, and must be called for at the office. A sign-out sheet will be located in the office. Students will be released only to parent and/or guardian or those designated on the emergency card. A child may be released to either parent unless there is a court order.

### **MOVING OUT OF DISTRICT**

Please contact the school by phone or by note when you move from the area. The teacher and school secretary need to be notified of your new address, date of leaving, and name of the new school to be attending so that our records will be accurate.

If your child has a balance, either positive or negative, through the Food Service Department please contact the Food Service Department at (810) 626-2867 or 2868.

## **ACTIVITIES/LUNCH/MISCELLANEOUS**

### **AFTER-SCHOOL ACTIVITIES**

All arrangements for use of the building after school hours must be made through the Community Education office at 810-626-2150. Parents who wish to obtain the name and phone number of club or group leaders may do so through Community Education.

### **BICYCLES**

Parents should discuss with their children the need for safety when riding bicycles. Bicycles shall be parked in the proper area during school hours. For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage. For safety reasons, kindergartners are discouraged from riding bikes.

### **SCHOOL PARTIES**

There are only three scheduled seasonal celebrations per year: fall harvest or Halloween, December holiday and Valentine's Day. Birthday parties are left up to the discretion of the teacher. Contact the teacher first before sending any treats to school to celebrate your child's birthday.

### **FIELD TRIPS**

Each elementary school plans field trips throughout the year. In order to provide adequate supervision, teachers enlist the support of parent volunteers. On field trips the classroom teacher is in charge. Parent volunteers will be responsible for the children the teacher assigns them. If a parent is not comfortable with their assignment, they should let the classroom teacher know immediately.

If a child's behavior is inappropriate, the parent in charge of that group will ask the child to be appropriate; however, if a child becomes disruptive or uncooperative, the teacher should be notified as soon as possible.

Sack lunches are available through the food service with one (1) day notice. Please call (810) 626-2868 to place an order.

### **LUNCH PROGRAM**

Each school participates in the National School Lunch Program. Milk and ala carte items can be purchased separately. Restrictions can be put on your child's account by the Student Nutrition Office at 810-626-2868. You may view the current monthly menu by going on the district web page (\*[www.hartlandschools.us](http://www.hartlandschools.us)), to Quick Links and click "Student Nutrition Program".

Each school is on a computerized debit card system for purchasing meals, milk and ala carte. Students are assigned an ID card with their name, picture and student number.

Parents may pay for student meals online via Parent Portal. Email [pc@hartlandschools.us](mailto:pc@hartlandschools.us) to obtain a pin and password. In the subject line type: pin and password. Include your full name, student's full name and grade with building. Your child's purchases may also be viewed online. Students may pay by check (made out to "Student Nutrition"). An envelope with your child's name, teacher's name and account number labeled "Lunch Money" may be deposited in the large blue box located near the office. Envelopes are picked up and deposited into your child's account daily.

Student Nutrition has an automated phone system to notify parents of low and negative balances. No ala carte can be purchased if child has a negative balance. Refer to Administrative Guideline 8500D and Board Policy 8500.

Our program receives federal and state funds that enable us to provide free and reduced priced meals to eligible students. A new free/reduced application needs to be filled out each year and can be submitted throughout the school year. Applications are at each school and on the HCS web page.

### **LUNCHROOM PROCEDURES AND EXPECTATIONS**

Using the lunchroom is a privilege for all students. Proper behavior is important or the lunchroom privilege may be removed.

1. Students are expected to stay seated while eating lunch.
2. Students are expected to talk in normal tones to their friends at lunch.
3. Students may obtain help from supervisors by raising their hands.
4. Students are not allowed to sell, trade or give away their lunch.
5. All students are expected to eat a lunch unless they have a note from parents indicating differently. No student may buy ala Carte items unless they eat a lunch. Students who have money in accounts may use it for "ala Carte" items. If you do not want your child to purchase "ala Carte" items from their account, you must call Hartland Food Service at 810-626-2867 or 2868 and inform the supervisor.
6. Students are expected to leave the table, bench and floor clean after eating.
7. Proper lunchroom manners are expected.
8. No food or object is to be thrown or tossed.
9. Students are not to borrow or lend money for lunch or food.

### **MONEY AND OTHER VALUABLES**

If money is being sent to school, parents should realize the responsibility the child will have. It would be wise to:

1. Place the money in a sealed envelope.
2. Include a note inside, stating reason for the money being sent.
3. Place teacher's name and child's name on outside of the envelope.

We discourage parents from allowing children to bring large amounts of money to school. Students are not to exchange money or property during school time. Valuable items such as tablet computers, iPods, gaming devices, and cell phones are not permitted without the permission of the school.

## **LOST AND FOUND**

Lost and found boxes are located in each elementary building. Your child may check for lost articles. All coats, hats, boots, and gloves should be labeled with your child's name. Parents may also come and check for missing items.

## **PARENT-TEACHER GROUPS**

All Hartland elementary schools have Parent-Teacher Organizations (PTOs). We urge all parents to become active participants in these groups, as the group's success is dependent on an active and large membership. Our parent groups have made many valuable contributions to Hartland Consolidated Schools. Their support has provided our students with many special events, activities and equipment.

## **SCHOOL BOOKS**

Children are held responsible for the condition of all textbooks, classroom books and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear.

## **RECESS/COLD WEATHER POLICY**

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions, as young children who are expected to concentrate on academic work need time to get fresh air and exercise. Children are expected to participate in recess activities. They should wear adequate clothing. Boots, hats and gloves are mandatory during winter months, and boots may be necessary when playground areas are muddy.

Our policy is that all students will go outside for recess. It is assumed that the students who are too sick to go outside would benefit by staying home. On days when the weather is extremely cold or rainy, recess breaks are shortened or held indoors. In an attempt to let parents know when children are expected to be outdoors, the following guidelines are provided.

1. Students will be outside when the wind-chill factor is above 15 degrees Fahrenheit.
2. When the wind-chill factor is less than 15 degrees Fahrenheit, but greater than zero degrees Fahrenheit, the length of the outdoor recess will be no longer than 15 minutes, and as short as five minutes. The intent in this shortened activity period during marginal weather conditions is to allow students to release some energy. On these days, the playground supervisors encourage all students to run and engage in some form of play before entering the building.
3. When the wind-chill factor is less than zero degrees Fahrenheit, the children will remain indoors.
4. A doctor's note is necessary if a child is to stay in for recess after returning from an illness.

## **VISITORS**

Visitors must report to the school office upon entering the building. The building principals are authorized to establish rules and regulations for their buildings, which govern visitors of students in the schools. In some instances, these rules and regulations may forbid students from having visitors in the schools during normal student hours.

Arrangements for a parent to visit their child's classroom should be made by contacting the building principal in advance of the day of the visit.

## **STUDENT PICTURES**

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home before picture day.

## **ELEMENTARY LEVEL** **CODE OF CONDUCT/DISCIPLINARY ACTION**

### **I. LEGAL BASIS FOR SCHOOL DISCIPLINE**

The Board of Education has been granted the legal authority by the State of Michigan to regulate the schools.

The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.

### **II. STUDENTS' RULES AND REGULATIONS**

We recognize that the vast majority of Hartland students conduct themselves in an exemplary manner. However, there are certain standards of behavior that each school must require to maintain the school's legal responsibility to its constituents. An effective learning environment cannot be maintained without proper discipline. In an effort to be consistent with the Intermediate and Secondary code of conduct format, we have set up a progressive discipline policy for dealing with inappropriate behavior.

The principal will notify parents if a suspension is to occur. Principals may exercise all powers necessary to enable them to perform the function of their responsibility to maintain the safety and welfare of the entire school population and optimum learning environment. Many of their responsibilities are specifically delegated by the Board of Education, but the principal is not limited to those powers specifically delegated. He/she may implement reasonable rules and may exercise authority to impose the range of disciplinary options, as they are needed to accomplish the function of education without specific delegation by the Board.

### **III. STUDENTS' RIGHTS AND RESPONSIBILITIES**

The Board of Education of the Hartland Consolidated Schools recognizes the following principles:

1. That the primary intent of society in establishing the public schools is to provide an opportunity for learning.
2. That the students have rights of citizenship as delineated in the Michigan and the United States Constitutions and their amendments.
3. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
4. That education is one of these citizenship rights in Michigan.

### **IV. DUE PROCESS OF LAW**

The constitutional rights of individuals assure the protection of due process of law; therefore, a system of constitutional and legally sound procedures will be provided as part of the school's disciplinary policy within the following guidelines:

1. Punitive action that results from infraction of rules is to be used to change negative behavior into acceptable positive behavior. It is not used to demean, humiliate or degrade children.
2. The exercise of disciplinary authority shall be reasonable and fair.
3. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
4. In every disciplinary situation involving the possibility of suspension or expulsion from school, the parent and student will be provided with notice of the violation with which the student is charged and will be entitled to a fair and impartial hearing (which may be informal) regarding such violation and its punishment.

The authority to invoke disciplinary action is given to the Superintendent of Schools, the principals and assistant principals, or their designees. Person invoking discipline will do so only when:

1. A thorough and impartial investigation of the incident will be conducted.
2. The student will be informed of the alleged violation.
3. The student will be given the opportunity to explain the circumstances of the incident.
4. The student is determined to be guilty of the alleged violation.
5. The discipline is reasonable in relation to the violation in question.
6. The rule the student violated will be clearly understood by the student.
7. Parent contact will occur after serious or repeated offenses or at the discretion of the principal.



## V. TEACHER IMPOSED SUSPENSION

Public Act 103 permits a teacher to suspend a student from a class, subject or activity for up to one day. This in-school suspension would be for any students who pose a clear threat to the immediate safety of him/herself or others. The student's parent or guardian will be notified by the teacher and asked to attend a conference regarding the suspension.

## VI. DISCIPLINARY DEFINITIONS

**Warning** – Verbal reprimand

**Detentions** – During recess and/or lunch, before or after school - up to two hours on a day school is in session under the supervision of school personnel. Parent notification and acknowledgment must be obtained prior to before or after school detentions.

**In-School Suspension** - Isolation from peers (one hour up to all day). Daily class work made available. Credit will be given for completed work. Removal from co-curricular activities could occur.

**Out-Of-School Suspension** - Removal from school for up to ten (10) days. Removal from co-curricular activities. Suspension is considered an excused absence due to disciplinary action by the district.

**Incorrigibility** - The Livingston County Probate Court (Juvenile Division) will be advised of any situation which the administration feels comes within the jurisdiction of that court.

**Expulsion** - Recommendation to the Hartland Board of Education to exclude a student from school for a period longer than ten (10) days up to permanent removal from the Hartland Consolidated Schools.

## **VII. CODE OF CONDUCT – ELEMENTARY LEVEL**

### **Matters Pertaining to Citizenship**

<b>Type of Conduct</b>	<b>Range of Disciplinary Actions may include, but are not limited to, the following:</b>
A. Violation of State laws and/or local ordinances, including but not limited to: Abuse of fire alarms, safety equipment, bomb threats, lighting fires or burning or attempting to burn any building or any property belonging to the school or property belonging to persons employed by the school or students attending the school.	<ul style="list-style-type: none"> <li>▪ Up to ten days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.</li> </ul>
B. Refusal to follow reasonable instruction (insubordination)	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Letter or phone call to parents</li> <li>▪ Up to ten day suspension</li> </ul>
C. Profanity/Obscenity	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Possible detention for repeated offense</li> <li>▪ Letter or phone call to parents</li> <li>▪ Parent conference</li> </ul>
D. Disrespect to school personnel	<ul style="list-style-type: none"> <li>▪ Detention and/or suspension</li> <li>▪ Parent conference</li> </ul>
E. Physical battery toward school personnel: pushing, hitting, spitting, tampering with food or drink, etc.	<ul style="list-style-type: none"> <li>▪ Parent conference and up to 10 days suspension and/or possible recommendation for expulsion.</li> </ul>

### **Matters Pertaining to Property**

<b>Type of Conduct</b>	<b>Range of Disciplinary Actions may include, but are not limited to, the following:</b>
A. Theft	<ul style="list-style-type: none"> <li>▪ Detention or up to ten days suspension</li> <li>▪ Notification to police, if appropriate</li> </ul>
B. Defacing and/or littering property	<ul style="list-style-type: none"> <li>▪ Detention and/or up to ten days suspension</li> <li>▪ Notification to police, if appropriate</li> <li>▪ Restitution, including obligation to do work in the school (with parental consent) related to the type of offense committed is optional, depending on the principal's evaluation of the situation</li> </ul>

C. Destruction of school property, property of others	<ul style="list-style-type: none"> <li>▪ Detention, suspension up to ten days and parents notified</li> <li>▪ Possible recommendation for expulsion. Notification to police if appropriate.</li> <li>▪ Reparation and/or restitution including obligation to do work in the school related to type of offense committed and a satisfactory parent conference</li> </ul>
D. Misuse, loss or theft of books and/or other school-owned property	Textbooks, school-owned musical instruments, and other similar class-related materials become the responsibility of the student to who they are issued. While reasonable wear is expected, books and other materials must be returned in good condition. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued or his/her parents.

**Matters Pertaining to Safety Of Others**

<b><u>Type of Conduct</u></b>	<b>Range of Disciplinary Actions may include, but are not limited to, the following:</b>
A. Hostile or aggressive behavior - no bodily contact. Verbal assault/ bullying, racial slurs, threatening gestures, verbal or written threats, inappropriate sexual comments.	<ul style="list-style-type: none"> <li>▪ Warning, discussion with principal and possible parent contact</li> <li>▪ Detention and/or up to ten day suspension</li> </ul>
B. Hostile or aggressive behavior- bodily contact, including punching, hitting, fighting, biting, spitting, pushing, kicking, tripping, wrestling, etc with the intent to do harm.	<ul style="list-style-type: none"> <li>▪ Conference with the principal, detention and/or up to a ten day suspension with possible expulsion</li> </ul>
C. Extortion or coercion: Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by physical force or threat (stated or implied).	<ul style="list-style-type: none"> <li>▪ Warning/parent contact</li> <li>▪ Up to a ten day suspension</li> </ul>
D. Behavior dangerous to oneself or others	Warning/detentions/ suspension, up to ten days or possible expulsion.

E. Leaving school property without authorization from the principal or his/her designee from the time a student arrives on school grounds until school is dismissed.	<ul style="list-style-type: none"> <li>▪ Conference with student and parent</li> <li>▪ Up to ten day suspension</li> </ul>
F. Possession, use or threatening the use of any weapon, dangerous object(s), or substance that may cause harm. If the violation is within the scope of the Weapon-Free School Zone Policy (see following section) the discipline will be imposed in accordance with the law.	<ul style="list-style-type: none"> <li>▪ Parent conference, up to ten day suspension; weapon, object or substance will be confiscated</li> <li>▪ Inform police</li> <li>▪ Possible recommendation for expulsion</li> </ul>

**WEAPON-FREE SCHOOL ZONE, Policy #5772**

**Purpose**

The Board of Education of Hartland Consolidated Schools as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety.

Assuming the responsibility granted to it by law, the Board of Education does not permit the possession or concealment of weapons or dangerous instruments on school premises or in school vehicles.

School property includes buildings, playing fields, school vehicles and other property used for school purposes to provide instruction to children or used for functions and events sponsored by the school.

**Scope**

A weapon shall include a firearm ("Firearm" means that term as defined in the federal gun-free schools act of 1994), pellet gun, air pistol, starter pistol, whether operable or not or whether loaded or unloaded, a reasonable facsimile of a firearm, sling shot, billy, bludgeon, blackjack, sand club, metallic knuckles, knife with a blade over three inches long, karate sticks, stars, numbchucks or similar martial arts weapons or other objects or instruments to inflict injury or physical harm upon another person. This also includes any destructive device which includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine.

Law enforcement authorities will be notified in validated cases of this misconduct. Pursuant to State of Michigan Public Act 328 of 1994, violation of this policy shall result in expulsion. A student who possesses, in a weapon-free school zone, a weapon that constitutes a dangerous weapon, or commits arson (as defined in the revised school code) in a school building or on the school grounds, or commits criminal sexual conduct (as defined in the revised school code) in or on school property, shall be expelled from the school district permanently, subject to possible reinstatement, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a dangerous weapon; or
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

### **Board of Education Responsibilities**

The parent/guardian of a student who was in grade four (4) or below at the time of the expulsion may petition for reinstatement of the student at anytime after the expiration of 60 school days after the date of expulsion but the student shall not be reinstated before the expiration of 90 school days after the date of expulsion. The parent/guardian of a student who was in grade four (4) or below who was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon (arson or committing criminal sexual conduct in a school building or on school property) may initiate a petition for reinstatement of the student at anytime, but the student shall not be reinstated before the expiration of 10 school days after the date of expulsion. The parent/guardian of a student who was in grade five (5) at the time of the expulsion may petition for reinstatement of the student at anytime after the expiration of 150 school days after the date of expulsion but the student shall not be reinstated before the expiration of 180 school days after the date of expulsion.

If a pupil is expelled from the school district for any of the three reasons stated in paragraph two under "Scope" (possession and/or use of a dangerous weapon, arson or criminal sexual conduct) and is enrolled by a public sponsored alternative education program or a public school academy during the period of expulsion, the public school academy or alternative education program shall immediately become eligible for the prorated share of either the public academy foundation allowance or the expelling school district's foundation allowance, whichever is higher.

Students have rights to the same due process as with any other alleged violation of the Student Code of Conduct.

## Matters Pertaining to Disruption of the Educational Process

<u>Type of Conduct</u>	<b>Range of Disciplinary Actions may include, but are not limited to, the following:</b>
A. Gum chewing	<ul style="list-style-type: none"> <li>▪ Warning/Detention</li> <li>▪ Loss of school privileges</li> </ul>
B. Cheating/Plagiarism - Copying the work of another & representing it as one's own.	<ul style="list-style-type: none"> <li>▪ Parent call plus loss of credit on assignment</li> <li>▪ Up to ten day suspension</li> </ul>
C. Forgery - Fraudulently writing the name of another person; falsifying time, dates, grades, addresses or other data on school forms.	<ul style="list-style-type: none"> <li>▪ Call/letter home to parents</li> <li>▪ Up to ten day suspension</li> </ul>
D. Disruptive behavior that negatively impacts the educational process.	<ul style="list-style-type: none"> <li>▪ Warning, parent conference, behavioral plan</li> <li>▪ Up to ten day suspension</li> <li>▪ Possible recommendation for expulsion</li> </ul>
E. Indecency - Offending commonly recognized standards of health, safety, good taste, in behavior and dress, including but not limited to spitting, inappropriate touching, inappropriate written or verbal, violent or sexual comments.	<ul style="list-style-type: none"> <li>▪ Warning; parent conference</li> <li>▪ Up to ten day suspension</li> <li>▪ Recommendation for expulsion</li> </ul>
F. Truancy - The failure to attend class, or a scheduled class activity for any period of time; chronic tardiness may be considered truant. A truant student will be required to complete the missed assignments so as not to be at an academic disadvantage.	<ul style="list-style-type: none"> <li>▪ Contact with parents after more than ten tardies</li> <li>▪ Contact truancy officer</li> </ul>
G. Toys or recreational paraphernalia that are not intended for curricular program activities are not permitted for use in school. Examples include but are not limited to: electronic devices (Ipods, gaming devices, cell phones), skateboards, hockey sticks, pogs, trading cards of any kind, roller blades, skate shoes, etc.	<ul style="list-style-type: none"> <li>▪ Warning; conference; student asked not to bring item(s) to school</li> <li>▪ Parent contact, confiscation of item(s) until parent picks it up</li> <li>▪ Detention/suspension</li> </ul>

## Personal Appearance and Cleanliness

<u>Dress Code</u>	<b>Range of Disciplinary Actions may include, but are not limited to, the following:</b>
Dress and/or accessories which are disruptive to the educational process are prohibited. Clothing and/or accessories should not endorse any product related to tobacco, alcohol, or other controlled substances or themes of violence. All clothing must be clean, so as to present the best possible appearance. Shoes must be worn and hats are not allowed. Decency, interpreted by the administration and staff, is to be maintained at all times. Some examples of clothing not permitted may include but are not limited to: halter tops, mesh shirts, tank tops, shirts which expose the midriff, short skirts, short shorts, stretch shorts, biker shorts (spandex), shorts with slits or cutoffs.	<ul style="list-style-type: none"><li>▪ Warning and/or sent to office until appropriate attire is secured</li></ul>

### SEXUAL HARASSMENT

Sexual harassment may include unwelcome sexual advances; request for sexual favors; or other verbal, written or physical conduct of a sexual nature. Any incident of sexual harassment, in any form, shall promptly be reported by the student to the building principal or teacher. Any student who engages in sexual harassment shall be subject to discipline according to Board policy. Any student in the district who believes that he or she has been subjected to sexual harassment shall report the incident(s) to the hearing officer, building principal or teacher.

### SUSPENSION PROCEDURES

The following procedures will be followed if suspension or expulsion is to result from the disciplinary process.

1. The student shall be informed of the specific charges which are thought to be a basis for disciplinary action to be taken against him/her and an appointment will be made for a meeting with a school administrator.
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 by the school administrator, the administrator will notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
4. If the parent(s) or guardian(s) are dissatisfied with this action, they may appeal to the district hearing officer to review the decision. The next level of appeal is the superintendent.

5. On any appeal or in any expulsion hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed for that offense.
6. Missed academic work will not be provided until after the second day of an out-of-school suspension.

### **EXPULSION HEARING PROCEDURES**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be issued by an administrator from the student's school with a copy to the district hearing officer.
2. The student and his/her parent or guardian shall be notified by the hearing officer as to when and where the hearing will take place by certified letter.
3. The student, parent or guardian may be represented by legal counsel at the hearing at parent expense.
4. At the hearing the student shall be given an opportunity to present his/her version of the situation. He/she will be allowed to give testimony on his/her behalf.
5. The hearing officer will make a determination at the hearing, or within 48 hours after the hearing has been held, and will inform the parents and student by certified mail within one week of the hearing.
6. The student and parent/guardian have the right to appeal the decision within 48 hours of notification, either verbal or written to the Superintendent of Hartland Schools, after the hearing officer's recommendation.
7. The Superintendent shall uphold or deny the hearing officer's decision.
8. If the recommendation of the hearing officer, upheld by the Superintendent, is to expel, the next step is at the Board of Education level.
9. The following is at the discretion of the student, parent/guardian:
  - a. Closed hearing at the Board of Education level
  - b. Open hearing at the Board of Education level
  - c. Motion hearing by Board of Education.
10. Records shall be kept of the hearing, but this need not be a verbatim record. Any party, at their own expense, shall be entitled to make verbatim record of the hearing.
11. The decision of the Board of Education shall be by a majority vote of the members elected to and serving on the Board.
12. Within six days after the hearing, the Board of Education shall inform the family, through the hearing officer, via certified mail, as to their decision.
13. When a student is expelled, he or she shall not be permitted to attend any extracurricular activity.

### **STUDENT APPEAL PROCESS**

Both students and parents have the right to appeal teaching and administrative decisions and disciplinary actions. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher
2. Building Administrator
3. District Hearing Officer – the appeal must be in writing on an approved form, found in each building and submitted to the Hearing Officer within five (5) days of an action.



4. Superintendent of Schools – the appeal request must be in writing and submitted within five (5) days of any action taken by the Hearing Officer
5. Board of Education – the appeal request must be in writing and submitted to the Board within five (5) days of any action by the Superintendent.

Every effort will be made to ensure that students and parents are guaranteed rights of "due process" whenever decisions affecting their education are made.

## **STANDARDS FOR WRITTEN WORK**

### **Originality**

All student work must be original. Copying of materials from other sources is plagiarism, a form of stealing. Turning in materials written by others – friends, family members, or anyone else – is a form of cheating.

### **Seeking Help from Parents**

Students are encouraged to seek help from parents. Assistance should take the form of comments and suggestions so that the final product is that of the student and reflects the student's own vocabulary and skill level in writing.

### **Citations**

Quoting other material is acceptable if credit is given to the source. Such material should add to a piece of writing, not make up a large portion of it.

### **Use of Information from the Internet and CD-ROMs**

The use of the Internet and electronic encyclopedias must be handled carefully to avoid plagiarism. It is easy to transfer information from these sources to a word processing program and print it out. This is not acceptable. It is also unacceptable to take such information and revise it on a word processing program and turn it in. This is still not original work.

The correct way to use material from electronic sources is for learning about a topic and taking note. *Writing submitted to a teacher should be constructed word by word by the student, not composed by altering someone else's words.* The final product should be at a level of sophistication that the student could reproduce without the resource material. The student should be able to comprehend vocabulary and explain concepts contained in the piece of work.

### **Final Copies**

Handwritten copies must be neat, in proper form, and written on one side only on wide ruled notebook paper. Do not use college ruled paper or spiral bound notebook paper with torn edges.

- Typed copies must be double-spaced and use a standard size font.
- Spelling, punctuation and appearance are very important.
- All written work should have a heading (name, class, date) on the first page.

**Please do not type out a paper for your child unless he or she is at your side. With your child present, there is an opportunity for important learning to occur.**

**HEALTH/IMMUNIZATION/COMMUNICABLE  
DISEASE REGULATIONS**

**SCHOOL HEALTH REGULATIONS**

The school district is charged with keeping current health records for all students. In accordance with State health regulations, all students must be immunized from communicable diseases. Proof of immunization must be provided at the time of registration (see Immunization section for detailed information). Additionally, Board of Education policy requires that all kindergartners have a physical examination prior to beginning school.

Each school year, parents are required to complete an updated emergency card which indicates important health information, phone numbers and contacts designated for approved parent substitutes in case of emergency. It is imperative that the school be informed of any change in information or change in the child's health problems during the school year as well.

**Keep children home when symptoms of illness are present – examples include, but are not limited to:**

*Fever of 100 degrees F or above* – return when fever-free for 24 hours without the use of fever-reducing medications.

*Vomiting* – return when child has not had an episode for 24 hours.

*Diarrhea* – return when child has not had an episode for 24 hours.

*Conjunctivitis/Pinkeye* (purulent drainage from eye/eyes) – return after 24 hours of antibiotic eye drops/no further drainage.

*Generalized rash (with no other signs/symptoms of illness) of unknown origin* – return when rash is resolved or medical clearance is given.

*Rashes associated with fever, behavior changes or communicable illness or disease require medical clearance before returning to school.*

At the beginning of each school year, low cost group health insurance is available to parents for their school-age children. A flyer from the carrier company stating cost and coverage will be sent home to all parents.

**NOTIFICATION OF MEDICAL PROBLEMS**

It is the responsibility of the student's parents or guardians to make school administrators aware in writing of any medical or physical conditions of a serious nature affecting a student. All life-threatening allergies, such as bee stings, must be reported to the school at enrollment of the student and updated yearly.

## MEDICATION

If it becomes necessary for a child to take medication at school, arrangements can be made with the office. Students are not permitted to keep medication of any kind on their person, in their lunch boxes, in their desks or in their coat storage area, with the exception to guidelines in accordance to PA73 of 2004 (see page 28).

As defined, medication shall include all prescription, non-prescription and homeopathic medicine whether by oral, inhalant, injection, topical, drop or infusion.

The Board recognizes that at the present time some children are only able to attend regular school because of the effective use of medication in the treatment of chronic disabilities or illnesses. Although it is more desirable that medication be administered at home, it may be given at school if the following regulations are followed:

1. No employee of the Hartland Consolidated Schools shall administer any medication or treatment to a pupil without specific written orders signed by a licensed prescriber and by the student's parent or guardian. No student shall self-administer a medication except in the case of metered dose or dry powder inhalers, epinephrine auto-injector or epinephrine inhaler.
2. All prescription physician orders shall include:
  - a. Name of the medication
  - b. Dosage
  - c. Time to be given
  - d. Length of time the medication will be prescribed
  - e. Side effects of medication
  - f. Reason for the medication to be given
  - g. Route of administration (oral, inhalant, etc.)
3. Any change in prescription, including time or dose changes, requires a newly signed authorization from the licensed prescriber and the student's parent or guardian.
4. Discontinuation of a medication shall be accompanied by written authorization from both the licensed prescriber and parent/guardian.
5. New authorization is required at the beginning of each school year. All authorizations will be kept according to state confidentiality laws.
6. All prescription medications shall be dispensed only from containers properly labeled by a pharmacist.
7. Nonprescription medications shall be in the original manufacturers' containers with the expiration date and manufacturers' label clearly visible.
8. If the seal is broken on any medication vial or package, the parent/guardian shall affirmatively state that the vial/package contains the medication identified on the label.
9. Medications shall be brought to school by the parent/guardian unless other safe arrangements are necessary and have been made.
10. Medications shall arrive at school properly prepared for administration (doses requiring half tablets shall be cut at home).

11. All medications shall be stored in a locked cabinet with access limited to those designated to administer medications.
12. Each school building shall have non-licensed staff members designated as primary and back up personnel to administer medications under the supervision of the school nurse. Each employee shall receive standardized training by the school nurse on all policies and procedures related to this responsibility annually.
13. Unused medications shall be picked up by the parent/guardian. No medications or supplies shall be stored in the school buildings over the summer. Any medications not picked up by a designated time shall be disposed of.
14. Any medical treatments to be performed in school shall have specific instructions written by the physician. Instructions shall include:
  - a. Reason for the treatment
  - b. Who may perform the treatment
  - c. Time to be performed
  - d. Supplies required
  - e. Necessary training
15. Parent/guardian shall be responsible for providing necessary supplies to perform treatment.

### **SELF-POSSESSION AND SELF-ADMINISTRATION**

Self-possession means that under the direction of a licensed prescriber, the student may carry medication on his/her person to allow for immediate and self-determined administration. Self-administration means that the student is able to consume or apply medication in the manner directed by the licensed prescriber without additional assistance or direction. In accordance with PA 73 of 2004, students shall be allowed to self-possess and self administer metered dose inhalers and dry powder inhalers, epinephrine inhalers and/or epinephrine auto-injectors during school hours, on school transportation or at any school sponsored activity.

The following guidelines shall be met prior to allowing the student to self-possess and administer:

1. Provide the school with a written emergency care plan that contains specific instructions for the student's needs, that is prepared by a licensed prescriber which shall include:
  - a. Name of student
  - b. Name of medication
  - c. Dosage/number of inhalations
  - d. Time to be administered - as needed dosage must include time span between doses
  - e. Instructions on administration, i.e., time required between inhalations; if more than one inhalant is prescribed, the order in which the inhalers should be taken; need for use of a spacer
  - f. Changes in any of the above including discontinuation of medication shall be accompanied by written orders from the licensed prescriber

2. Written permission from the parent/guardian requesting the school to allow student to self-possess and self-administer AND written permission from physician or other health care provider to possess and self-administer.
3. Student demonstration of proficiency in use of inhaler or epinephrine auto-injector or verbal understanding of school guidelines for self-possession and self-administration.
4. Parents will provide school with an extra inhaler or epinephrine auto-injector, if available, for use in case of emergency.

## **DIABETIC MANAGEMENT**

Hartland Consolidated Schools follows a progressive plan for students with diabetes. As the student's abilities, skills and independence develops, school staff intervention and supervision decreases. While students are encouraged to self manage their diabetes, each student diagnosed with diabetes shall have on file a Diabetes School Management Plan. The certified school nurse, parents and student shall develop this plan. The following guidelines shall be met prior to the Hartland Consolidated Schools' staff can provide diabetes care.

1. Parents shall provide the school with written student specific instructions signed by a licensed prescriber that include:
  - a. Blood glucose monitoring
  - b. Insulin dose
  - c. Insulin pump
  - d. Ketone testing
  - e. Meals and snacks
  - f. Exercise and sports
  - g. Hypo/hyperglycemia interventions
  - h. Emergency medications and interventions
  - i. Student ability/skills
2. All blood glucose monitoring and insulin administration shall take place in the school clinic, unless an alternate site is identified in the Diabetes School Management Plan.
3. Disposal of all sharps shall be in compliance with Universal Standards and waste disposal laws.
4. Parent shall provide all necessary equipment, medication and snacks with the exception of sharps container.
5. It is advised that back-up equipment and medications be kept in the school clinic for emergency use.
6. Should a parent determine that no school intervention or assistance is desired and that blood glucose testing and insulin administration will not take place in school, a letter advising of such must be provided to the school and kept on file.
7. The school nurse will provide annual basic diabetes training to school office staff, transportation and other staff as deemed necessary.

## IMMUNIZATION GUIDELINES

All students enrolling in the Hartland Consolidated Schools must meet any immunization requirements for school registration set forth in the Public Health Code of the State of Michigan. The Public Health Code requires that children have the following immunizations, Authority PA 368, part 92, 1978, as amended.

### *Required Childhood Immunizations for Michigan School Settings*

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
<b>Vaccine**</b>	<b>4 years through 6 years</b>	<b>7 years through 18 years (including all 7<sup>th</sup> grade students)</b>
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on/after 4 years	4 doses D and T <b>OR</b> 3 doses Td if 1 <sup>st</sup> given on/after 7 yrs. 1 dose Tdap for 11 or older upon entry into 7 <sup>th</sup> grade or higher
Polio	4 doses, if dose 3 administered on/after 4 years, only 3 doses required	3 doses
Measles*, Mumps*, Rubella*	2 doses on/after 12 months	2 doses on/after 12 months
Hepatitis B*	3 doses	3 doses
Meningococcal	<b>None</b>	1 dose all children 11 or older upon entry into 7 <sup>th</sup> grade or higher
Varicella * (Chickenpox)	2 doses if given on/after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

\*\* **All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

Evidence of completion of these immunization requirements must be submitted to school officials prior to the first day of school or according to the State Health Department regulations, or the student may face exclusion from school.

The Superintendent or his/her designee will exclude and/or not permit a student to enter school who is out of compliance with the required immunization guidelines. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers, and exclusions.

Changes to the Administrative Rules in the Public Health Code regarding exemption from vaccination became effective January 1, 2015. The new rules require use of the State of Michigan Waiver Form. Schools will no longer hand out immunization waiver forms to parents. Parents will need to obtain the non-medical waiver from the Livingston County Department of Public Health (LCDPH). Once parents have made an appointment with LCDPH and received the education by the health department, they will be given a certified waiver to submit to the school. Such written certification must be placed in the student's cumulative record folder (CA 60).

In the event of an outbreak of vaccine preventable disease, the parent/guardian may be requested by the school district, in consultation with the Livingston County Health Department, to keep (susceptible or waived) students at home temporarily.

### **Section 9215**

1. A child is exempt from the requirements of this part (school immunizations) to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.
2. When a school administrator is presented with other than a medical exemption from immunization requirements on an entering student, the administrator must obtain the consent of the director or local health officer to recognize the exemption.
3. The parent or guardian of each enrolling child shall submit a statement signed by a district, county, or city health department director stating that the child has been administered the Department of Community Health preschool vision screening test, or signed by a licensed medical or osteopathic physician or a licensed optometrist stating that the child's eyes have been examined during the preschool years after age 3 and before initial entrance. A vision test is not required if there is a statement signed by a parent or guardian to the effect that the child cannot be submitted to the test because of religious convictions.

From: P.A. 368 of 1978, as amended, The Public Health Code

### **Vision Screening Guidelines**

A child 4-6 years of age enrolling in school shall have been administered an eye examination during the pre-school years after age 3 and before initial entrance to school.

## **COMMUNICABLE DISEASES**

### **Policy**

The Hartland Consolidated School District is committed to providing a safe and healthy environment for students and employees, while maintaining appropriate personal confidentiality. The prevention, identification, management, and reporting of communicable diseases in the public schools are integral components of maintaining a safe environment. The Hartland Consolidated School District and the Livingston County

Health Department will work cooperatively to enforce and adhere to the Michigan Public Health Code (Act 368 of 1978 as amended) for the prevention, control, and containment of communicable diseases in schools.

The Superintendent or his/her designee shall have the power to exclude students and/or school personnel from school who are suspected or diagnosed with a communicable disease and/or condition following the criteria established in the "Guidelines for the Management of Selected Diseases." All reportable communicable diseases will be referred to the Livingston County Health Department using the proper form. (Michigan School Building Weekly Report of Communicable Diseases to Local Health Department form).

A decision to close schools due to communicable disease outbreaks shall be made by the Superintendent or his/her designee in consultation with the Livingston County Health Department and the Livingston Educational Service Agency.

### **Serious Communicable Diseases**

Serious communicable diseases are diseases of a serious concern to the community and/or the afflicted individual, the parent/guardian or responsible adult. Serious communicable diseases include, but are not limited to:

1. Hepatitis B
2. AIDS (Acquired Immune Deficiency Syndrome)
3. HTLV III Virus/LAV-human T cell lymphotropic virus/ lymphadenopathy
4. Other like diseases that may be included by the Livingston County Health Department which may present potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

The Superintendent or his/her designee shall have the power to exclude students and/or personnel from school who are suspected or diagnosed with a serious communicable disease. Upon exclusion, the Superintendent shall appoint an advisory committee to make recommendations regarding the most appropriate educational environment for the afflicted student, or work environment for an employee. The decision as to the student's placement, or an employee's placement will be made by the Superintendent or his/her designee.

### **Handling Body Fluids**

Handling body fluids will be done in a procedure and manner consistent with the guidelines provided by the Center for Communicable Diseases and the Board of Education policy on the handling of body fluids.



## **PROMOTION/RETENTION/CONFERENCES**

### **PROMOTION/RETENTION**

Grades K-4: the purpose of retention is to provide the child with additional opportunities to obtain the necessary development skills at a particular level of learning. For each student for whom retention is being considered, the following steps will take place:

1. The committee for retention of a student will consist of the student's parents, teachers and the principal. The teachers will have one total vote, the parents one total vote and the principal one vote. A simple majority vote would be used to determine if the student would be retained.
2. It will be the responsibility of the principal to document meetings held at both steps. Copies of this documentation will be included in the child's CA 60, and at Step Two, will also be sent to the parents. It is imperative that parents be informed as soon as possible, but not later than April 15, that retention for their child is being considered. The meeting at Step Two will take place not later than May 15.
3. If parents refuse the opportunity of retention, they will sign a statement to that effect to be included in the child's C.A. 60.
4. Parents shall have the right to appeal any retention decision to the Superintendent of Schools or his/her designee within ten (10) business days following the decision.

### **STUDENT PLACEMENT**

Many variables enter into a student's placement each year. Reading levels, math levels, separating certain children, recommendations from previous teachers, and providing a proper boy/girl ratio in each classroom are considered.

### **PARENT-TEACHER CONFERENCE/REPORT CARDS**

Parent-teacher conferences are held in the fall in place of report cards at the elementary buildings and an abbreviated conference schedule is held in the spring of each school year. (Teachers will contact you in the spring if they feel a conference is needed.) These conferences are by appointment, and you will be notified well in advance of your appointment. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to the child, and helpful to you. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.

Additional conferences are welcomed by the school staff. Please make appointments with teachers for any special conference in advance by calling the school or writing a note to the teacher. The principal may be called upon at any time to assist parents with problems, but the teachers should be contacted first.

## **SPECIAL EDUCATION**

The Hartland Consolidated Schools provide a variety of Special Education and related school services. These services are brought to the students and parents through the auspices of the Livingston Educational Service Agency. Parents with concerns about Special Education should contact their school principal.

## **BUS TRANSPORTATION**

School buses will pick up and deliver most of the students in the Hartland Consolidated Schools. Under normal conditions, all students can be expected to walk up to one-half (1/2) mile to a bus stop. In cases where it is impossible to implement a bus stop that meets the requirements of our district policy, students may have a greater walking distance. Post cards will be mailed home in August with each student's bus information. Although the computerized postcard mailed to your home will only list one stop address, your student should never cross the road prior to the arrival of the bus. Your student should wait on the same side of the road you reside on, until the bus is in place, with red lights activated, and the bus driver crosses them.

The only individuals authorized on a school bus are school employees, students, or school approved individuals (ex. field trip chaperones). All others, such as parents, student friends, etc., are not permitted on the school bus. Those not authorized on the bus who have questions of the driver or others on the bus should contact the Transportation Supervisor at (810) 626-2175.

Violations of the Elementary Student Code of Conduct (see pages 9-15) that occur in the area of the bus stop may, at the discretion of the building administrator or Transportation Supervisor, be handled as incidents requiring school discipline.

Students may not ride any bus other than their assigned bus. Alternate Destination and Bus Assignment Forms are available at the transportation office and online and must be submitted annually by July 1 for approval to begin the new school year.

### **Alternate Destination/Daycare**

Parents can request an alternate pick up and drop off location, providing it is located in the same attendance area and there is space available on that bus. This alternate location must be one location in the a.m. and one location in the p.m., 5 days a week only at existing bus stops. During the school year alternate destination forms must be submitted and approved 48 hours prior to any change.

### **Joint Custody**

Parents with a joint custody arrangement can request an alternate pick up and drop off at both locations, providing they are in the same attendance area and there is space available on that bus. Both parent signatures are required, with a monthly schedule and it is the parents responsibility to make sure their students knows where they are to go on a daily basis.

## **School of Choice**

Although transportation is not guaranteed, parents can request an in district bus stop by submitting a bus assignment form. The stop must be located in the same attendance area, there must be space available on that bus, and a parent/designee must agree to accompany the student to/from that location at all times.

## **BUS RESPONSIBILITY OF STUDENTS**

The following rules have been adopted by the Transportation Department and the administration as being necessary for the safety of the students and the maintenance of the buses. Transportation is a privilege; if in violation of the Student Code of Conduct, students will be in jeopardy of losing this privilege.

1. All rules and regulations as stated in the Student Code of Conduct will be in effect on all buses while students are being transported to and from school, as approved by the Board of Education and stated in the Elementary Parent-Student Handbook in the Code of Conduct/Disciplinary Action section.
2. The driver is in full charge of the bus and students. Students must obey and show respect to the driver. On field trips, the teacher, sponsor, or coach is in charge of student discipline.
3. Students must be at the bus stop 5 minutes prior to the arrival of the bus.<sup>1</sup> Buses cannot wait. All students loading/unloading the bus are required to wait for the bus on the same side of the road they reside on, 10 feet off the roadway, and be clearly visible to the bus driver through the front windshield. The bus driver needs to see the student and the student needs to see the bus driver.
4. Students are to always cross the road in front of the bus and to wait for the bus driver's safety signal before crossing. Students must not approach the bus until the bus driver has displayed the safety signal.
5. Students are to enter and leave the bus in an orderly manner, only at the front door, after the bus has come to a complete stop - except in case of an emergency. Students must not tamper with the emergency exits.
6. Students are to remain properly seated at all times and may leave the bus only at the consent of the driver. The driver has the right to assign students to certain seats for any reason.
7. Students are to keep arms and head inside of the bus windows.
8. Student conversation and behavior should not be loud or distracting to the driver. Swearing, verbal harassment, vulgar language or gestures are not permitted.
9. No eating, drinking, or chewing gum will be allowed on the bus. Life-threatening allergic reactions (anaphylaxis) may result requiring immediate medical treatment. Exception: Students with diabetes or hypoglycemia (with physician documentation on file with the school district.)
10. Due to allergies, asthma, sensitivity, and environmental illnesses that may require immediate medical intervention; perfume, cologne, hair/body sprays, deodorant, air fresheners, or any other chemical are not permitted on the bus.

11. Failure to show respect verbally (threatening, antagonizing, provoking, teasing, etc.) and failure to show respect physically (kicking, tripping, pushing, shoving, hitting, biting, spitting, etc.) to other students will not be permitted.
12. Throwing things from, into, or at the bus and/or others will not be permitted.
13. Complete silence must prevail at railroad crossings according to state law. Absolutely no talking or noise is permitted.
14. Parents must call the Transportation Office on a daily basis for permission for their student to get picked up or dropped off the bus, on the same bus route, at any place other than their designated bus stop. Students may not ride a bus other than their assigned bus. Bus passes are not permitted.
15. For those occasions that necessitate bringing athletic equipment on the bus, the following will apply: Sports equipment must be entirely enclosed in a sports bag. The sports bag can be no more than 36" in length. The sports bag must be held in the student's possession at all times and cannot take up space in the seat or in the aisle. Bringing athletic equipment on the bus will be considered a privilege and may be revoked if, in the determination of the transportation department, this privilege is abused. Equipment not allowed on buses: golf clubs, hockey and lacrosse sticks, flags on sticks, etc. The athletic department and/or coaches for those programs will attempt to assist with storage or transportation concerns. If, in the determination of the transportation department, the passenger load on a particular route or in the fleet in general has reached a point where it is deemed to be unsafe or unreasonable for athletic equipment to be transported, notification may be issued to suspend this privilege on regular bus routes.
16. Recreational items are not allowed on the bus. Examples are: skateboards, snowboards, sleds, fishing poles, etc.
17. Electronic devices such as games and music type devices with headphones may be allowed with permission of the driver. Cellular phones or any other type of communication device capable of texting, talking, taking pictures or displaying images, video or any type of messaging must be turned off at all times while on the bus. Laser pens and pointers are absolutely forbidden at all times.
18. Guns, weapons, sharp or dangerous objects, matches/lighters, tobacco, e-cigarettes, alcohol, illegal substances, fireworks, or flammable items are not permitted on the bus.
19. Students are to help keep the bus clean at all times.
20. Glass projects, glass or breakable containers, live animals/insects are not permitted on the bus. Students with larger musical instruments must sit in the front of the bus.
21. When long-term absence is anticipated, parents are encouraged to notify the Transportation Department by calling 810-626-2175.
22. Students must recognize that transportation is a privilege and not a right.

Infractions of the above rules could result in disciplinary action. Disciplinary actions include the issuance of a Violation Ticket, short or long term suspension from the bus, short or long-term suspension from school, expulsion from school and the filing of charges with law enforcement authorities.

Buses are equipped with video equipment and students may be monitored at any time to

insure a safe bus ride and to help with discipline. Due to confidentiality laws, parents are not permitted to view videotapes from buses. Parents may request another administrator to view the tape on their behalf.

<sup>1</sup> Michigan Association of Pupil Transportation recommendation

### **Consequence for Misconduct on the School Bus**

The bus driver and/or the Transportation Supervisor shall exercise discretion in implementing any disciplinary actions with respect to the misconduct noted. A student who misbehaves on the bus may receive one of the following.

**Verbal Warning** - The driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or change the student's assigned seat.

**Green Ticket/Level 1** - A green violation ticket will be issued and sent home with the student to the parent/guardian, with a copy to the principal. The driver will make one documented attempt to contact the parent or guardian. The ticket will contain a description of the misconduct. The student will not be allowed to board the bus again until the ticket is signed by the parent/guardian and returned to the driver by the student.

**Yellow Ticket/Level 2** - A yellow violation ticket will be issued and sent home with the student to the parent/guardian, with a copy to the principal. The driver will make one documented attempt to contact the parent or guardian. The ticket will contain a description of the misconduct. The student will lose his/her privileges up to three (3) days. The ticket must be signed by the parent/guardian and returned to the driver when transportation resumes.

**Pink Ticket/Level 3:** A pink violation ticket will be issued for additional offenses that warrant a bus suspension of greater duration, which could be up to and including the balance of the school year. Under certain exceptional and unusual circumstances, the seriousness or grossness of these offenses may warrant immediate suspension of bus riding privileges. Whenever a bus driver issues a pink bus violation ticket, the driver will make one documented attempt to contact the parent or guardian. It is also the responsibility of the student to notify his/her parent or guardian of the ticket and/or suspension. The Transportation Supervisor will be involved in all suspensions and will make the final determination. The ticket must be signed by the parent/guardian and returned to the driver when transportation resumes.

**Suspension of Transportation Privileges** - Students who disobey transportation rules shall be subject to suspension of their bus riding privileges, including alternate destination and field trips. The school administration may exercise discretion in the immediate suspension of privileges depending upon the particular circumstances of individual cases. All student suspensions will be carried over to the following school year. Suspensions to be imposed for serious violations are set forth below.

**Fighting, Pushing, Tripping** - three (3) days, or up to one (1) month (20 actual) school days or until the end of the school year, at the discretion of the Transportation Supervisor.

Destruction of Property - one (1) week up to one (1) month (20 actual school days), or until the end of the school year, and/or the filing by the administration of a criminal complaint with proper authorities, at the discretion of the Transportation Supervisor. Parents/guardians of student involved will be financially responsible for damages.

Tobacco/E-cigarettes - one (1) month (20 actual) school days up to the remainder of the school year, at the discretion of the Transportation Supervisor.

Lighting Matches or Lighters - one (1) month (20 actual) school days up to the remainder of the school year, at the discretion of the Transportation Supervisor.

Physical Abuse - Any student guilty of physically abusing a school bus driver in any manner shall have transportation privileges suspended.

**Bus Misconduct Categories** - When students receive violation tickets, the offenses will fall into the following categories:

**Violation of Safety Procedures**

Not crossing in front of the bus  
Not waiting for the safety signal  
Not standing a safe distance from roadway  
Tampering with the emergency exits  
Not remaining seated  
Changing seats while the bus was moving  
Putting head or hands out of the window  
Not keeping the aisle clear

**Unacceptable Language or Behavior**

Swearing  
Vulgar language or gestures  
Sexual harassment

**Bringing Prohibited Items on the Bus**

Gun	Knives
Weapons	Matches
Alcohol	Tobacco
Glass	Live animals
Laser pens	Sharp objects
Fireworks	
Illegal or controlled/regulated substances or paraphernalia	
Recreational equipment	

**Violation of Driver or Bus Rules**

Not sitting in assigned seat  
Not riding the assigned bus

Exiting the bus without permission  
Use of cell phones

**Eating, Drinking, Littering**

Chewing gum  
Eating  
Drinking  
Throwing things on or from the bus

**Destruction of Property**

Writing on seats  
Cutting or poking holes in seats  
Breaking windows or mirrors  
Throwing things at the bus  
Burning of Seats

**Loud, Rude, Discourteous, Annoying**

Teasing  
Antagonizing  
Provoking  
Threatening  
Rude to the driver or students  
Yelling or screaming  
Loud and distracting conversation

**Fighting, Pushing, Tripping**

Shoving	Kicking
Hitting	Biting
Spitting	Punching
Throwing objects at driver or students	

**Other**

## **RESPONSIBILITY FOR DAMAGES**

Parents of students will be financially responsible for damages to school buses which result from any misbehavior on the bus (i.e., torn or ripped seats, broken windows and mirrors, scratched paint, etc.).

### **Appeal Process and Restrictions**

Because of the safety-sensitive nature of school bus transportation, bus drivers are vested with discretion in the issuance of tickets and determining to suspend a student from the bus. The Transportation Supervisor will be involved in all bus suspensions and make the final determination. There shall be no appeal for a warning. In cases of suspension from the bus, a parent or guardian may appeal to the Transportation Supervisor within 24 hours (with the exemption of Saturday or Sunday) of the suspension notice. To schedule an appeal, the parent/guardian must contact the transportation office at 810-626-2175. The Transportation Supervisor will determine whether or not a student may continue to ride the bus, in an assigned seat, pending the outcome of the appeal.

The supervisor, or his/her designee, shall schedule an appeal meeting within fourteen (14) days of the request.

Appeals may be directed at any findings relative to a student's guilt of violation(s) of the rules and regulations governing Student/Bus Conduct or at any disciplinary action taken.

First Level:	Transportation Supervisor
Second Level:	Director of Operations
Third Level:	Assistant Superintendent of Business and Operations
Fourth Level:	Superintendent
Fifth Level:	Board of Education

## **BUS RESPONSIBILITIES OF PARENTS**

1. Parents that drive their student(s) to the bus stop must park in a location that is a minimum of 20 ft. in front of the bus and is completely and clearly visible to the bus driver at all times. Parents should park vehicles on the same side of the roadway as the bus. For additional information, please visit the Transportation webpage at [www.hartlandschools.us](http://www.hartlandschools.us)
2. To ascertain and insure that their children arrive at the bus stop 5 minutes prior to the arrival of the bus in the morning. Once the alternating lights are deactivated on the bus, they may not be reactivated and it is parents' responsibility to transport their student to school. Students or parents should never try to catch the bus once the lights have been cancelled for any reason. Never assume the bus driver is aware that your student has missed the bus, call the transportation office at 810-626-2175 so that dispatch can notify the bus driver.
3. Parents must accompany their kindergarten students to and from their stop or they will be returned to the Transportation Center and you must pick them up there.

4. To accept joint responsibility with the school authorities for proper conduct of their child(ren) on the bus and at the bus stop location.
5. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.
6. To be familiar with and support all transportation rules as published.
7. Your student will not be able to accept your texts or messages while on the bus. Emergencies or important messages should be called into the transportation office at 810-626-2175 and dispatch will contact the bus driver to relay information if necessary.
8. To provide, if possible, house number discernible from the traveled roadway for a person with normal vision. Mail box numbers are acceptable if numbers are clearly visible on both sides.
9. Inform the Transportation Department when absence from school is expected by calling 810-626-2175.

## **EMERGENCY DRILLS/WEATHER RELATED CLOSINGS**

### **FIRE, TORNADO AND LOCKDOWN DRILLS**

Necessary fire, tornado and lockdown drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and directions for fire and tornado drills are posted in each classroom. Also, instructions for guest teachers regarding all drills are found in the substitute teacher folder.

### **ROAD CLOSURES**

Every attempt will be made to keep schools open and buses running on school days. On days when the dirt roads are muddy or snow covered to the extent that buses cannot make it through, all routes will be run on main roads only. Students that live on a road identified as one on which the buses cannot travel, must go to the nearest road with an available bus stop.

### **EARLY SCHOOL CLOSING**

In the event of an early closing in the Hartland Schools (prompted by severe weather, failure of a heating plant, loss of electrical power, etc.), the procedures described below will be followed. Make certain you have discussed with your child, procedures they should follow if school should ever be dismissed early.

1. Central Office will release information regarding the closing to all schools and the media. Radio station, WHMI 93.5FM, and Hartland's Cable TV channel 22, will carry reports of late buses, main roads only, or school cancellations.
2. Listen to WHMI Radio (93.5FM), which will provide current information. (Please do **NOT** call the schools. Telephone lines must be available for out-going calls.)
3. Dismissals and bus runs will occur as follows: High school students, middle and intermediate school students, elementary students, then students who walk.



4. Elementary students (K-4) who cannot be dropped at their regular stops will be taken to the Hartland Educational Support Services Center at 9525 E. Highland Rd.
5. Intermediate and Secondary students (5-12) who cannot be dropped at their regular stops will be dropped no further than one-half (1/2) mile of their stop. (If they cannot be dropped within 1/2 mile of their stop, they will be taken to the Hartland Educational Support Services Center at 9525 E. Highland Rd.).
6. Students who have been scheduled to be picked up by their parents will be held at their respective buildings until the scheduled pick-up time and then taken to the Hartland Educational Support Services Center at 9525 E. Highland Rd. if pick-up does not occur.
7. All scheduled school "evening activities" (including Community Education) will be canceled when an early school closing is prompted by severe weather.

## **DELAY OF SCHOOL STARTING TIME DUE TO INCLEMENT WEATHER**

### **Delay of School - (One Hour)**

All students will ride the same bus with the same type of pick-up structure, as under normal circumstances other than that bus will arrive at the regular pick-up spot approximately one (1) hour later than usual. No structure changes will exist other than the time element. Under a one-hour delay, morning and afternoon kindergarten classes will be held.

### **Delay of School - (Two Hours)**

Under a two-hour delay, all students will be picked up as usual, except two (2) hours later than on a regular schedule. Under a two-hour delay, there will be NO A.M. KINDERGARTEN, and p.m. kindergarten will begin at the usual time unless otherwise stated.

Radio station WHMI 93.5FM will carry reports of late buses, main roads only, or school cancellations. Many metro-Detroit television stations also broadcast school cancellations. Also, whenever possible information will be on Hartland Township's Cable Channel 22.
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## **HARTLAND CONSOLIDATED SCHOOLS ACCEPTABLE USE POLICY**

Hartland Consolidated Schools (HCS) offers students access to a computer network for educational purposes. In addition, HCS offers students access to the Internet. Internet access is intended to promote, enhance, and support educational goals and objectives. To gain access to the HCS network and the Internet, all students under the age of 18 must obtain parental permission. A copy of the HCS Acceptable Use Policy must be signed and returned to the school which the student attends every time a student changes building levels. Students 18 and over may sign their own forms.

### **Internet Services**

Access to the Internet expands classroom and library media resources. These enable students to explore thousands of libraries, databases, and other information resources. These resources can be used for individual and group projects, collaborations, curriculum materials and idea sharing.

### **Internet Responsibilities**

With access to the Internet comes responsibility. HCS has installed an Internet filtering application to help protect students from inappropriate material while they are accessing Internet resources at school. Filtering is effective but not perfect. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. Students are responsible for appropriate behavior when using electronic resources. When signing the Acceptable Use Policy the students and parent agree to abide by the policies set forth by HCS.

HCS is held harmless and released from liability for ideas and concepts that students gain by their use of the Internet.

### **District Network Services**

Each student is provided with a network account, which allows the student access to district network services. This access to network services is provided for students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. The student's network account provides for a limited amount of personal storage space on the HCS network for files related to their school work, which should be maintained by clearing out older files periodically.

It is important for students to keep passwords secure and private. However users should be aware that teachers and administrators have the right to review files to maintain system integrity and to be sure that the system is being used according to the HCS district policy.

### **District Network Access Responsibilities**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will only use their personal user ID to log in to the HCS network (some elementary students will use classroom IDs). When signing the AUP users agree to comply with district rules and policies.

HCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school and HCS are not responsible for any damages incurred, including, but not limited to, the loss of data stored on HCS resources, to personal property used to access HCS resources, or for the accuracy, nature or quality of information stored on HCS resources.

### **Restrictions**

The following activities are not permitted on the HCS electronic resources:

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
- Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, and IM clients).
- Transmitting obscene, abusive or sexually explicit language.
- Damaging or vandalizing computers, computer systems, computer networks or computer files.
- Debilitating, disabling or altering computers, systems or networks.
- Creating, downloading, or distributing computer viruses or parts of computer viruses.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
- Using another person's account, password, folder, work or files.
- Intentionally wasting computer network or printer resources.
- Using the HCS network for commercial purposes.
- Violating local, state or federal statutes.

### **Consequences for Improper Use**

Inappropriate use of the HCS network will result in the restriction or cancellation of the users account. Violations of the AUP may lead to disciplinary and/or legal action, including but not limited to suspension or expulsion, or criminal prosecution by government authorities.

**Hartland Consolidated Schools  
Acceptable Use Policy Agreement**

**Student User Agreement**

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the HCS network and the Internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken.

Student Name: (print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent Agreement**

As parent or legal guardian of the student above, I have read and understand the HCS Acceptable Use Policy.

\_\_\_\_\_ I grant permission for my child to access networked computer services and Internet resources. I understand that he/she is expected to use good judgment and follow rules and guidelines when using the HCS network and Internet resources. I agree to comply with the HCS Acceptable Use Policy.

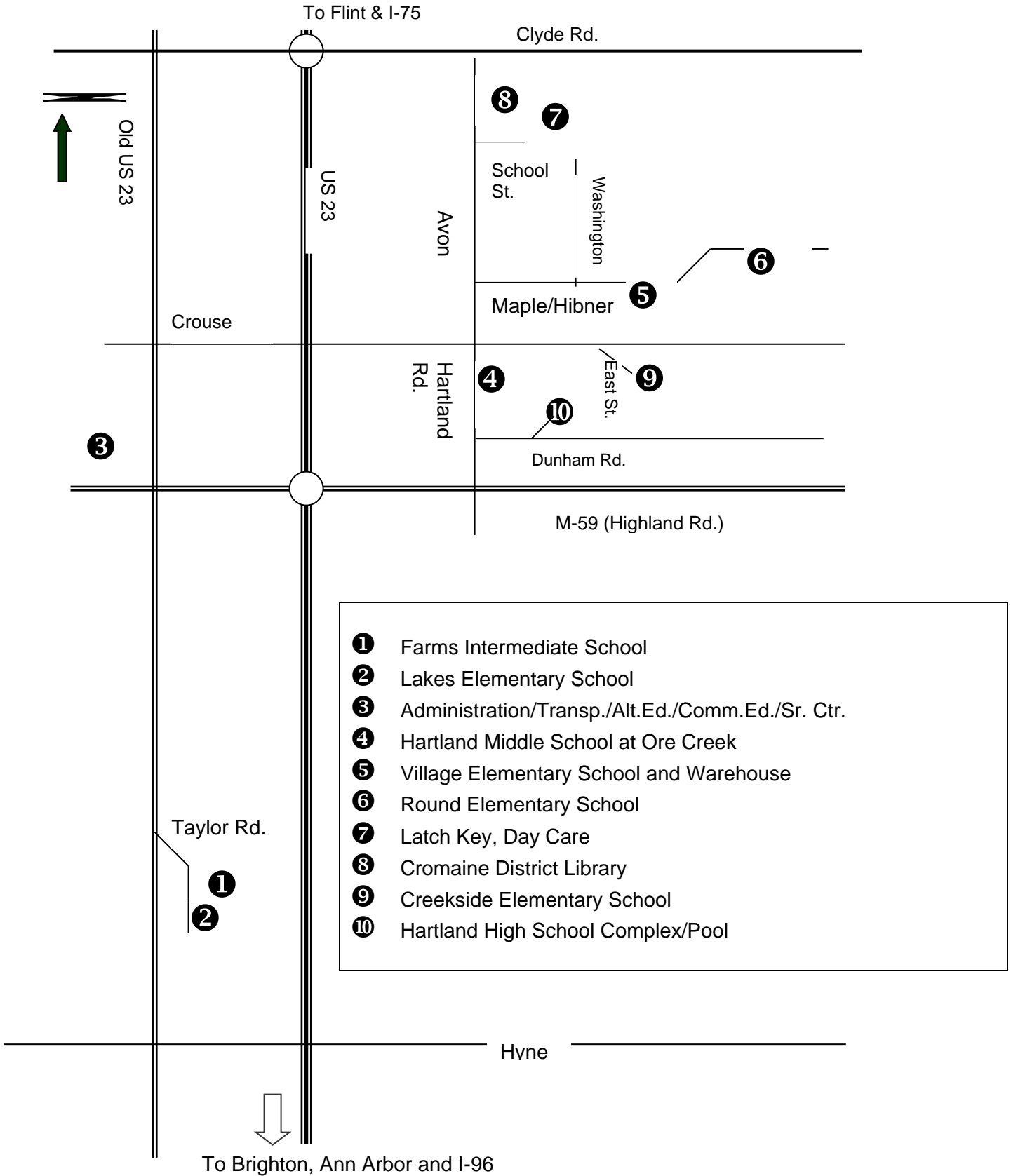
\_\_\_\_\_ I do not grant permission for my child to access Internet resources while at school. I understand that my child will still have access to the HCS network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the HCS Acceptable Use Policy.

Parent Name: (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Hartland Consolidated Schools District Map



# **HARTLAND COMMUNITY**

## **SPECTATORS' CODE OF CONDUCT**



**Parents or spectators are not allowed on the field or playing area at any time**

**Be positive. Negative or profane language is strictly prohibited.**

**Respect the Referees and Game Officials.**

**No coaching from the sidelines by parents or spectators.**

**No alcohol or tobacco is allowed at youth or school activities.**

**Help keep the area clean. Please use receptacles.**

**GOOD SPORTS ARE WINNERS!**

**Be generous when you win,  
be graceful when you lose!**