

**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 2016

## **SUPERINTENDENT'S MESSAGE**

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.

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.

**Janet Sifferman**  
**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

**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 |

**BOARD OF EDUCATION**

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Vice President..... Kevin Kaszyca

Treasurer ..... Bill Gatewood

Secretary ..... Cyndi Kenrick

Trustee ..... Charlie Aberasturi

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**SECONDARY PARENT/STUDENT HANDBOOK**  
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**2016/2017 SECONDARY**  
**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.

## **STUDENT APPEARANCE**

A student's appearance must be neat, clean, decent, and appropriate. Dress or grooming which could constitute a health or safety hazard or which could be considered unkempt, unclean, indecent, or inappropriate will not be allowed. Building principals or their designees are authorized to establish rules and regulations governing student appearance in their buildings and to make judgments of student appearance relative to these rules and regulations.

Appropriate dress for secondary students prevents the wearing of hats, bandannas, any objects or clothing with spikes, cut-offs, mini-apparel, see-through clothing (including holes), tube tops, halter tops, half T-shirts or tank tops, and bare midriffs. Mini-apparel shall be understood to be any clothing item that is shorter than finger-tip length or that is determined inappropriate by administration. Leggings or tights are not considered yoga pants and are prohibited unless accompanied by a skirt, dress or shirt that meets the standards listed. Pants or shorts should appropriately cover undergarments to avoid the appearance of "sagging". Any clothing or personal possessions, which have designs, which advocate and/or advertise the use of drugs, alcohol, tobacco or violence of any type, are not permitted in the schools. Students who are in violation of these rules and regulations will be sent to the school office to correct their appearance before returning to class. This policy applies to all school related functions.

### **Additional requirements for grades 7 – 8:**

- No skin-tight clothing such as spandex and/or yoga pants
- All tops must have a sleeve (cap sleeves are allowed)
- Shoes must have hard rubber or leather soles
- Closed toe shoes must be worn in science lab classrooms (OSHA)
- Clothes resembling pajamas and slippers are not allowed

Students who are in violation will be sent to the school office to correct their appearance. Additional offenses will result in afterschool detention.

## **STUDENT CODE OF CONDUCT**

### **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 en route to and from school.

### **II. SCHOOL RULES AND REGULATIONS**

The primary objective of the Hartland Consolidated Schools is to provide the means for assisting each of its students in becoming responsible self-controlled individuals who are able and willing to assume their roles as contributing members of American society. The

Hartland Consolidated School District expects support of all parents and guardians of all students to accomplish the primary objective stated in the preceding paragraph.

The school environment is a miniature community requiring the establishment of rules and regulations for the protection of the rights of all its members. An important aspect of the growth process is to gain a respect and appreciation for the rules and regulations of conduct in the school community. Violations of these school rules and regulations that are harmful to the rights and privileges of others cannot be condoned or tolerated.

The immediate objective of these rules and regulations is to maintain a school climate of effective learning conditions. The ultimate objective is to establish school discipline, which enhances student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

The Board of Education establishes the following list of behaviors which are never appropriate in the elementary, intermediate and secondary schools or in association with the extracurricular activities of those schools and, therefore, **items marked with an asterisk (\*)** are considered to be serious violations of the Student Code of Conduct and **may result in immediate recommendation for expulsion**. Civil authorities may be involved if deemed appropriate.

- 1.\* Use and/or possession (or concealment) of dangerous or illegal weapons, objects, or substances capable of inflicting bodily harm, or using any object as a weapon which may cause bodily harm including but is not limited to, knives/blades under three inches. In addition, use and/or possession of any object which may be in violation of Board Policy #5772 -Weapons.<sup>1</sup>
- 2.\* Striking a teacher, school employee, or other person lawfully permitted by the building principal to be on the school premises, as stated in Board Policy #5517 – Harassment of Students.
- 3.\* Threatening the life of any person (student or staff) verbally or physically, or in writing, on school property or at a school related event, as stated in Board Policy #5517 – Harassment of Students.
- 4.\* Arson (includes the willful intent to set a fire).
- 5.\* Falsely activating a fire alarm or initiating or causing to be initiated, any false report of a threat to the safety of the school community (i.e. bomb threat, severe weather threat, etc.).
- 6.\* Willful destruction and/or defacement of personal/school property
- 7.\* Controlled Substances - the possession, use, sale (attempted, intent or distribution), or being under the influence of a chemical (that being; any regulated, controlled, illicit, or psychoactive substance, or possession of a look-alike substance or paraphernalia).<sup>2</sup>
- 8.\* Stealing, extortion or attempted extortion, and/or possession of stolen property
- 9.\* Possession, use of, or sale of explosive materials or devices
- 10.\* Possession, use of, or sale of inflammable materials or devices
- 11.\* Lewd or licentious behavior

12. Fighting, which could include acts of pushing, pulling, tripping, etc.
13. Insubordination or the refusal to comply with directives of school authorities.
14. Disrespect to school personnel
15. Use of and/or possession of tobacco and/or paraphernalia (including e-cigarettes, e-liquid and lookalikes) are not allowed. This is a violation of Public Act 368 of the State of Michigan. Appropriate authorities will be notified, and a citation will be issued.
16. Disrupting the educational process
17. Use of profanity and/or obscenity
18. Using racist, prejudiced or sexist language and/or behavior
19. Harassment in the form of bullying and/or hazing. (HCS Board Policy 5517.01)
20. Tardiness - being outside of assigned area at the appointed time
21. Truancy (full or partial day) to include skipping
22. Gambling
- 23.\* Engaging in behavior which is unsafe and/or dangerous
24. Cheating or using any manner of deceit or falsification in completing or recording of any schoolwork
25. Falsification of information to school personnel in notes, official forms, required reports, etc.
26. Lying to school personnel
27. Being outside of assigned areas without proper authorization
28. Threatening any person with acts of violence or bodily harm, as stated in Board Policy #5517 – Harassment of Students.
29. Students are not allowed to take food or drink out of the lunchroom during the school day unless it is part of a teacher approved class activity or approved by the principal.
30. Violating any school rule or performing any act which might be considered detrimental to the health or welfare of children or adults or damaging to school property.
31. Sexual harassment is prohibited. Sexual harassment may include unwelcome sexual advances; request for sexual favors; or other verbal 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 guidance counselor. 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 subject to sexual harassment, shall report the incident(s) to the grievance officer, building principal or guidance counselor.
32. Students are not permitted to go out to lunch at any time during the school day.
33. Recreational items are not allowed in school and such items may include, but are not limited to: roller blades, skateboards, snowboards, sleds, cards, hockey and lacrosse sticks, etc.

**Regulations specific to Hartland Middle School (grades 7-8)**

1. Backpacks are not allowed in the classroom without permission from the classroom teacher.
2. No gum is allowed at Hartland Middle School. A one-hour suspension will be issued to students who chew gum at school.

**The degree of severity will determine if any offense (listed or unlisted in this section) warrants a recommendation for expulsion.**

<sup>1</sup> See Weapons Policy #5772, on page 11    <sup>2</sup> See Controlled Substances, page 8

**II.a. ELECTRONIC DEVICE/CELL PHONE POLICY – GRADES 9–12 ONLY**

Electronic devices may be used before and after school, during passing time, and during a student’s lunch period. Electronic devices may be used during instructional/class time at the discretion of the classroom teacher.

Any cell phone causing a disruption during instructional/class time will be confiscated and sent to the main office. Disruption can include phone ringing, beeping, vibrating, texting, etc. Electronic devices brought to school can be subject to a reasonable search.

Cameras/video, including cell phone cameras/video, shall not be used without specific prior consent from a building administrator. At no time may cameras/video be used in locker rooms and bathrooms. Laser pens and pointers are absolutely forbidden at all times.

Students violating this policy will have the items confiscated and may face progressive discipline. Discipline will be as follows:

- 1<sup>st</sup> offense – Pick up at the end of the school day or parent pick up and/or one-hour after-school detention
- 2<sup>nd</sup> offense – Pick up at the end of the school day or parent pick up and/or two-hour after-school detention
- 3<sup>rd</sup> offense – Pick up at end of school day or parent pick up and/or ISS.

Confiscated items shall be claimed only by parents from the school office during regular office hours (7:00 a.m. – 4:00 p.m.).

**II.b. ELECTRONIC DEVICE/CELL PHONE POLICY – GRADES 7-8 ONLY**

In order to limit the disruptions to your child’s education, no personal electronic devices are allowed during school hours. Examples may include, but are not limited to: cell phones, games, MP3 players/iPods, electronic devices (electronic devices are allowed if used in conjunction with classroom instruction and with the permission of the classroom teacher). The only place these devices are allowed is in the student’s locker and they must be turned off. We ask parents to contact their child with any messages by calling the office. Laser pens and pointers are absolutely forbidden at all times.

Students violating this policy will have the items confiscated and may face progressive discipline. Discipline will be as follows:

- 1<sup>st</sup> offense – Pick up by a parent at the end of the school day (2:30 – 4:00); one-hour after-school detention
- 2<sup>nd</sup> offense – Pick up by a parent at the end of the school day (2:30 – 4:00); two-hour after-school detention
- 3<sup>rd</sup> offense – Pick up by a parent at the end of the school day (2:30 – 4:00); one day in-school suspension

Cameras/video or other recording devices, including cell phone cameras/video, shall not be used without specific consent from a building administrator. At no time may cameras/video be used in locker rooms and bathrooms. Use of a camera/video at school without permission may result in disciplinary action such as a detention or suspension.

### **II.c. SECONDARY SCHOOL LUNCHROOM RULES**

The rules below will be followed in the secondary school lunchrooms:

1. Food and drink are to be consumed only at the tables provided in the lunchroom.
2. Students are responsible for cleaning the area where they sit.
3. Coats are not allowed to be worn through the lunch line.
4. Students must remain in the lunchroom during the lunch period unless they have written permission to leave.
5. Throwing food in the lunchroom may result in up to five (5) days out of school suspension.
6. Stealing food or any other items from the cafeteria may result in suspension up to five days out of school and restitution.
7. Commercial food deliveries are prohibited.

### **III. DISCIPLINARY ACTIONS**

The Board of Education establishes the following types of disciplinary action, which may be invoked at the discretion of school officials when students commit violations of the Student Code of Conduct.

1. Student warning
2. Parent notification
3. Exclusion from extracurricular activities (including but not limited to: dances, athletics, field trips, and graduation.)
4. Afternoon Detention - Monday through Friday: Students are required to remain after school under the supervision of school officials with parental permission from 2:30 p.m. to 5:30 p.m. Academic work is to be done by the student and will be assigned if the student does not bring in work. Transportation will be the responsibility of the parent/guardian.
5. In-School Suspension: Students are required to attend school under regular hours but are excluded from all classroom and extracurricular activities for the specified day.

6. Out-of-School Suspension: The exclusion of a pupil from all school activities for a period of one to ten days with removal of privilege of attendance.
7. Indefinite Suspension: The exclusion of a pupil from all school activities pending action by the Board of Education or disposition of civil authorities.
8. Expulsion: The act of unconditional or unlimited denial of regular school attendance to a pupil. The right to expel pupils from school is reserved by law to the Board of Education.
9. Restitution-Restoration or payment for stolen or damaged property of the school district or individuals associated with it.
10. In cases of cheating or using any manner of deceit or falsification in completing or recording of any schoolwork, there will be a loss of grade.

School officials will consider the context of the situation when disciplining students. There are circumstances under which any of the violations indicated can lead to a recommendation for exclusion from school by way of suspension or expulsion. School officials will be considerate of a student's rights when implementing disciplinary actions and will strive to observe the tenets of due process.

#### **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 students.
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 the school, the student will be provided with notice of the violation with which he or she 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 the disciplinary actions stated in Section III, Disciplinary Actions, 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 has been conducted.
2. The student has been informed of the alleged violation.
3. The student has been 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 had been clearly understood.

## V. SUSPENSION PROCEDURES

When an administrator feels that the disciplinary action should be a suspension from school (in-school or out-of-school suspension):

1. The student shall be informed of the duration of the suspension and any conditions of reinstatement.
2. No student is to be sent out of the building on suspension during school hours unless the parent, guardian, or their designee has been contacted and agrees to the student leaving.
3. The parent or guardian shall be notified of the suspension.
4. The parent or guardian shall be given written notification of the reason for suspension, conditions of reinstatement, and a description of the appeal procedure.
5. The student shall be responsible for obtaining his/her homework assignments by the end of his/her first full day of suspension. **For credit**, the homework must be completed and turned in on the first day the student returns to school. All tests must be made up the day the student returns.

In the event the teacher is unable to give all or partial homework assignments for the time to be missed, the student shall have one day for every day missed to make up that work which was not available. If the student fails to turn in the homework, he/she will be given one (1) day for every day absent to make up the missed work for **no credit**.

## VI. APPEAL PROCEDURE

At any step in the disciplinary process, a student and/or the student's parents or guardian have the right to appeal any disciplinary action taken by school officials. Appeals may be directed at any findings relative to a student's guilt in violation of the Student Code of Conduct or at any disciplinary action taken. The student and/or the student's parents, or guardian should appeal to the school officials as follows:

- Building Principal
- Board of Education Hearing Officer - the appeal must be in writing and submitted to the Hearing Officer within five (5) days of an action. The Hearing Officer will take action not more than four (4) days from receiving the request.
- Superintendent of Schools - the appeal request must be in writing and submitted within five (5) days of any action taken by the Hearing Officer.
- 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.

In the appeal process, the school official to whom the appeal has been made has the authority to set aside any disciplinary action that may have been imposed if it was appropriate to do so. All school administrators are charged with informing students and/or their parents of their rights to appeal in cases involving disciplinary action.

The principal and/or his/her designee, has the authority to exclude a student by way of suspension.



## **VII. 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 certified letter as to when and where the hearing will take place.
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 on the findings 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 verbally or in writing to the Superintendent of Hartland Schools.
7. The superintendent shall uphold or overturn 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.

## **CONTROLLED SUBSTANCES**

### **Philosophy**

The Hartland Consolidated School District recognizes the serious societal problem posed by substance abuse, which includes mood-altering substances, i.e., drugs and alcohol, and dependency which does not respect any group or age. The Hartland Consolidated Schools accepts the responsibility for providing a safe and healthy environment for students and staff. It is recognized that the presence of substance abuse issues in the schools are a deterrent to the educational processes as well as a serious health threat. The ultimate goal is the establishment of a chemical-free environment within which to work and learn.

In dealing with the complicated legal, ethical, and social problems related to substance abuse, the Hartland Consolidated Schools seeks to demonstrate both firmness and compassion. The district strives to employ cooperative efforts with parents and other community institutions for the provision of prevention, education, and intervention of chemical use, abuse, and dependence within the school environment.

All efforts to provide programming and implement policy regarding use/abuse of substances shall be in compliance with the requirements of the Drug-Free Schools and Communities Act of 1986 Amended (DFSCA), State and Federal Rules regarding Confidentiality, and School Policy #5530. Ultimately, however, the decision to resist or discontinue use of alcohol or other drugs lies with the individual. If such a commitment is not made by the individual, despite cooperative efforts to assist that decision-making process, the Hartland Consolidated School District will stand firm in its efforts to strive for and maintain an environment free of drugs and drug involved persons.

### **Procedures**

- A. The first violation of the Student Code of Conduct pertaining to controlled substances for the possession, use, or being under the influence of a chemical (that being; any regulated, controlled, illicit, or psychoactive substances) or possession of a look alike substance, or paraphernalia on school property or at school-sponsored event(s) shall be handled as follows:
1. A discipline referral will be made to the building administrator
  2. An administrative inquiry shall be conducted
  3. The civil authorities may be contacted
  4. The student will be suspended for 10 days for the disruption of the educational process. A hearing will be conducted by the District Hearing Officer.
  5. The building administrator shall recommend one of the following options:
    - a. Pursuit of expulsion, as defined in “VII. Expulsion Hearing Procedures” in the Secondary Parent-Student Handbook, pages 9-10.
    - b. Option "b", does not preclude pursuit of expulsion hearing
      - (1) The student will participate at family’s expense in an assessment by a certified substance abuse counselor approved by the school.
      - (2) The student will enroll, fully participate and complete an alcohol/drug education program recommended by the district.
      - (3) The student and his/her family will follow the treatment program prescribed by the assessment at parent expense.
      - (4) Upon providing proof of completing step 1 above, the student may return to school after five (5) days.
      - (5) At such time as student does not comply with steps 2 or 3 above, the last five days of the ten-day suspension will be implemented.
  6. The building administrator shall decide whether or not to grant option (b) as outlined above.
    1. Any student who is granted option "b" shall be immediately placed upon strict

behavioral probation if the student returns to school. In addition, it is understood that the substance abuse counselor, administrator or school board may require any student involved in substance abuse to satisfactorily participate in support services established for them during the probationary period.

- B. The act of selling, delivering, or dispensing illegal and/or unauthorized mood-altering chemicals (drugs and alcohol) will result in automatic administrative recommendation for expulsion to the district hearing officer and a referral to the civil authorities.
- C. Administrators are charged with keeping students safe. If they have reasonable suspicion that a student is under the influence of alcohol, they may request a student to submit to a PBT (Breathalyzer). Every reasonable attempt will be made to contact the parents of the student(s) being given a PBT. In the event that a student refuses to submit to a PBT, the administrator will respond in one of the following ways:
  - 1. Contact 911 and have the student taken to the hospital (if they determine the student may be in danger.) And/or,
  - 2. Determine the student is in violation of the HHS Substance Abuse Policy. School discipline will then occur based on the procedures listed above.

### **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 student who poses 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.

### **PHYSICAL AND VERBAL ASSAULT**

**(Re: Board Policies: 5516,5517, 5517.01, 5610.01)**

#### **Purpose**

The Board of Education of Hartland Consolidated Schools, as both an employer and 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 verbal or physical assaults upon school employees, volunteers, contractors or students.

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**

Any student in grades 6-12 who physically assaults (intentionally causing or attempting to cause physical harm through force or violence) a school employee, volunteer, or contractor through force or violence shall be permanently expelled, subject to potential reinstatement after 180 school days.

Any student in grade 6-12 who intentionally causes or attempts to cause physical harm through force or violence to another student shall be expelled for up to 180 school days.

Any intentional threat or offer (whether by act, oral or written) by a student in grades 6-12 to do physical harm to a school employee, volunteer, or contractor by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented, shall be expelled for up to 180 school days.

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

**DANGEROUS ITEMS (POSSESSION/USE OF A WEAPON OR OBJECT) –  
Board Policy #5772**

The possession of weapons is strictly prohibited. In addition, the use of an object to threaten, harm, or harass another student is also prohibited. A pupil who possesses a weapon or uses an object to threaten, harm, or harass another person is subject to expulsion unless School District officials, in their discretion, impose a lesser penalty. The prohibition against possession of weapons and the use of an object to threaten, harm or harass another person applies to incidents which occur on School District property, in vehicles used by the School District to transport students, at School District sponsored functions, events, or activities, on property adjacent to the School District property and while students are in route to or from school or School District functions, events and activities.

Although the use of an object to threaten, harm or harass another person is prohibited, it is not possible to identify all the objects that could be used for such purposes in violation of this prohibition. Examples may include, but are not limited to, padlocks, pens, pencils, laser pointers, scissors, jewelry, knives, and other objects.

**WEAPON-FREE SCHOOL ZONE - Board 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 is defined as a playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

## **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 instrument 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 a school building or on school grounds, 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 policy authorities.

## **Board of Education Responsibilities**

The parent/guardian of a student who was in grade five (5) or below at the time of the expulsion may petition for reinstatement of the student at any time after the expiration of 60 school days after the date of the 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 five (5) 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 grounds) may initiate a petition for reinstatement of the student at anytime, but the student shall not be reinstated before the expiration of ten school days after the date of expulsion. The parent/guardian of a student who was in grade six (6) or above 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.

## **STUDENT ATTENDANCE POLICY**

### **MIDDLE SCHOOL ATTENDANCE POLICY**

The office will make daily attendance checks by calling the home of the absent student. Parents are required to call the middle school office to report impending absences. When a student returns to school, they must present a written note from their parent or guardian stating the reason for their absence. The excuse must be presented within three (3) days of the student's return to school or a detention will result. Hartland Middle School believes that regular school attendance is essential to a quality education. The State of Michigan requires that all middle school students attend school regularly.

- Parents will be notified in writing after a student accumulates ten (10) semester absences.

The following scenarios can result in a referral being made to the attendance officer (Livingston Educational Service Agency) for the following attendance violations:

1. Absent more than 10 days regardless of reason unless a documented medical excuse
2. Habitually truant from school
3. Numerous explained absences where there is reasonable doubt of the truthfulness of the excuses

### **Advance Approval of Absences at the Middle School**

The school should be notified by phone or in writing at least five (5) days in advance of any extended absence (absence of three (3) or more days).

Parents who are willing to assist their child with schoolwork, during the absence period are requested to contact their child's teacher and/or building administrator before the absence period begins to secure the assignments which the student is expected to miss. During this contact, the teacher and/or building administrator will clarify the goals and expectations for the assigned work.

If the contact described above does not take place, children may be given work that is related to the assignments covered during the absence when they return to school. This work may or may not be the same as the assignments missed during the absence.

## **HARTLAND HIGH SCHOOL ATTENDANCE POLICY**

The Hartland Board of Education believes that regular school attendance is essential to a quality education. The State of Michigan requires that all students between the ages of 6 and 16 attend school regularly. A student who reaches the age of majority while attending Hartland High School must continue to follow the school attendance policy. When a student is absent, the school requires an explanation from the parent or guardian for each absence. The school may require a physician's verification of illness when it is deemed necessary to confirm a student's absence.

Attendance at school is critical for the successful evaluation of student learning. In the event that a student is consistently absent from the course, a teacher would not be able to accurately assess learning. A student's incomplete academic achievement information will result in a No-Credit (NC) for the course(s). These guidelines explain the procedures regarding attendance and loss of credit due to absences. A student can and will be referred to the attendance officer (Livingston Educational Service Agency) for the following attendance violations:

1. not properly enrolled in school;
2. absent 10 consecutive days without notification;
3. habitually truant from school;
4. five unexplained absences in one semester;
5. numerous explained absences where there is reasonable doubt of the truthfulness of the excuses.

Any questions regarding the attendance policy or its interpretation should be brought to the attention of the building administrator.

### **Attendance Guidelines**

Absences:

1. All absences must be verified by a telephone call or a note from a parent within 48 hours of the absence. The attendance phone line (810-626-2205) operates 24 hours a day.
2. Any absence not excused within 48 hours will be coded as an unexcused absence.
3. If a student must leave school during the regular school hours, parental/guardian permission must be presented (regardless of student age) prior to the student's signing out. Please refer to the section on Early Dismissal Procedure.
4. At 7 absences, notification will be sent home to parents making them aware of possible loss of credit for the course(s).
5. If a student exceeds any combination of 15 absences and tardies per semester, he/she will lose credit for the course(s). The following procedures will then occur for credit to be restored:
  - Students in violation of the attendance limit will be required to make up the time over 15 absences/tardies per class.
    - One absence over 15 limit = 1 hour of makeup time

- One tardy over 15 limit = ½ hour of makeup time
- Administration will notify students of any makeup hours at the end of each semester.
- Students may ask for a meeting with administration if they feel there is a discrepancy in their attendance.
- Makeup time will be in predetermined supervised locations at the end of the school day. Students will be required to study, do school work, or read during makeup hours. Sleeping or any non-academic work will not be permitted. Failure to follow makeup session rules will result in dismissal for the session with makeup voided for that session.
- If a student loses credit in multiple classes and only partially completes the makeup time, the makeup time earned will be used to reinstate the credit in some of those courses (dependent on the number of hours needed to restore credit in a specific class.)
- If a student exceeds the maximum of 15 hours allotted for make-up time, they may receive NCs in all or some of their courses depending on their overage.

### **Tardies:**

Student tardies are recorded on an hour-by-hour basis. The following guidelines are in place for each progress period:

1. A student is considered tardy if s/he enters the classroom without a valid pass within the first five minutes (10 minutes for first hour) after class has begun. An unexcused absence is recorded after this period of time.
2. A student coming into the building after the beginning of first hour must sign in at the Main Office. Signing into the office does not excuse the tardy and a parent phone call, note or sign-in is still required.

### **Make-up Work Guidelines**

Students will be held accountable for all work missed based upon these guidelines:

Excused Absence - The student is responsible to get all the work the first day back. For routine assignments, the student will be given 2 days per day missed up to one full week to complete assignments. Long-term assignment dates need not be adjusted and tests announced in advance need not be postponed (unless student was absent when new material was presented). For extremely long absences, other arrangements may be made. This procedure also applies to unexcused absences.

In-school Suspension - The student must do all assigned work and turn it in prior to leaving on the day of suspension.

Out-of-school Suspension - The student is responsible to get all work that is missed. The work must be made up and is due the first day back in class. Exceptions for extended time can be made at the discretion of the teacher and administration.



Pre-arranged Absences - All work due will be submitted on the day of return unless prior arrangements have been made agreeable to the teacher. This also applies to school-related absences. All students should establish "homework buddies" in each class to call to obtain assignments on days of absence. Parents may contact the school for help in obtaining assignments for students who will be absent more than two consecutive days.

### **Pre-arranged Absences**

This involves the student accompanying his/her parents or guardians on a business trip or a vacation which the parents consider necessary. All family trips must be arranged at least five days in advance through the Assistant Principal's office using a trip form that must be signed by all of the student's teachers and returned to the Assistant Principal before leaving on a trip.

PLEASE NOTE: Pre-arranged absences will count toward the 15 allowable attendance days for the semester.

### **Early Dismissal Procedure**

1. No student is permitted to leave the school grounds during the school day without a "Permit to Leave Building" pass.
2. The student must present a note from the parent/guardian with the reason for early dismissal and then sign out in the Main Office. (Phone calls are also accepted.)
3. No student will be allowed to leave campus without the permission of parents. In case of illness, arrangements will be attempted for care or transportation home. No person becoming ill at school will be allowed to go home unless a parent is at home or some responsible person who is listed on the emergency card can be reached. Each person must report to the Main Office if they intend to go home during the school day; calls to parents will be made through this office.
4. Students leaving school for a doctor's/dentist's appointment are to furnish documentation upon returning to school.
5. Hartland High School has a closed campus policy. Students are not to leave school during their lunch period or any other time except by proper checking out procedures. Students leaving without proper authorization risk losing driving/parking privileges.
6. Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance and compliance with school rules. (Policy #5780)

### **Off-Campus Programs**

Students who are enrolled in any type of off-campus program (Shared Time, Online, DEEP, etc.) may not be on campus during their off-campus time unless given prior approval from administration. The conditions of this approval will always include a designated space for students to report. At no time should students who are not participating in physical on-site classes be roaming the hallways or in other areas not designated by the administration.

### **Suspensions**

Suspension from school for any period of time also means suspension from all vocational classes (at any shared time location), from all school functions, athletic practice and/or participation, and from driver education classes or driving.

### **Attendance and Extracurricular Activities**

No student will be allowed to participate in any activity, sport, or club on a day in which the student has been absent for any part of the school day unless the absence is excused by a school administrator before the activity begins. When a student plans on missing an entire school day and then participating in an activity, the student must present the sponsor of the club or coach of the sport with a pre-excused absence signed by a school administrator prior to the day in question. A student who is absent with an unexcused absence for any part of the school day will not be allowed to participate in the next scheduled activity. Sponsors/coaches must impose disciplinary action as specified by the Board of Education when students violate this rule. When a student is being disciplined for chronic truancy under the Student Code of Conduct, the disciplinary actions will be concurrent.

### **Assemblies**

Assemblies at Hartland High School are an integral part of the educational process. School spirit, student unity, and program excitement are generated from assemblies that are conducted on campus. It is strongly encouraged that students stay and participate in school assemblies. When a student is absent during an assembly, he/she will be marked absent for the hour of the assembly.

## **CHAIN OF COMMAND AND STUDENT RESPONSIBILITY PROTOCOL**

Hartland High School has an expectation that students will take responsibility for their own learning. Communicating with teachers is key to student success. If an issue or questions arises pertaining to a particular class, the student should:

1. First talk to the teacher in an attempt to resolve it.
2. If the student feels further discussion is needed, s/he should then make an appointment with their counselor.

\*\*It is important for students for follow this protocol.\*\*

If a parent feels that further discussion is needed, the teacher should then be contacted by the parent.

## **STUDENT DAMAGES**

A student and/or the student's parents or guardian may be held responsible for replacement and/or repair costs when school-owned and/or personal property is damaged.

## **LUNCH PROGRAM**

Each school participates in the National School Lunch Program. Breakfast is offered at Hartland High School. 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".

Parents may pay for student meals online via Parent Connect. Email [pc@hartlandschools.us](mailto:pc@hartlandschools.us) to obtain a pin and password. In the sub 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 in the Ore Creek office or given to a high school cashier. Envelopes are picked up and deposited into your child's account daily.

Student Nutrition has an automated phone system to notify parents once per week if your child's balance is negative. No ala carte, except milk, can be purchased if child has a negative balance.

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.

## **DRIVING AUTOMOBILES**

Driving an automobile to school is a privilege. It should be clearly understood that the privilege of driving or parking on school property may be revoked at any time if the vehicle is used during a violation of school rules or operated in an unsafe manner on school property. Driving is limited to upper classmen (juniors/seniors). Driving is also limited to students who currently hold a valid driver's license and have a vehicle to drive when purchasing the space. Unregistered vehicles may be towed from the premises, and the driver will assume the costs of such removal.

### **Vocational Classes**

It should be clearly understood that students who participate in high school vocational education classes may, from time to time, leave the school site to participate in off-campus class activities. Travel to and from these sites will be via school transportation. Students participating in shared-time programs must provide their own transportation.

### **Traffic and Parking Regulations**

The following rules and regulations apply to all students attending Hartland High School. Any student found in violation of any rule or regulation regarding student automobiles and parking lot privileges will be subject to disciplinary action as provided for in the Student Code of Conduct and subject to temporary or permanent removal of his/her

parking lot sticker. Hartland High School is participating in the STOPPED Program in cooperation with the Sheriff's Association. Parking privileges require students to sign up for this program in order to park on campus.

1. Students who drive to school must fill out the Student Driving Permit Form and have it signed by a parent or legal guardian. The form is to be returned to the office. The office will issue a numbered permit tag as well as an assigned parking space and number tag. The STOPPED tag is to be affixed in a clearly visible area in the upper left corner of the windshield. The number tag is to be hung on the rearview mirror.
2. During the school day, no student shall enter the parking lot without written permission from the office or security.
3. Students who leave the premises prior to the end of the school day to participate in the co-op program, or to attend a class at another facility will receive a special pass from the office.
4. Students must drive safely and carefully.
5. Students are to treat the security guard with respect.
6. Parking tags are issued to one vehicle and are not transferable to other students.
7. Under some circumstances, it may be necessary for a student to drive an unregistered vehicle to school. When this occurs, the student must sign in at the main office identifying the name of the driver and the automobile description.
8. Student cars must not interfere with or block school buses.
9. Students must park in their assigned student parking spaces.
10. The school is not responsible for loss of personal property or damage to vehicles on school property.
11. Cars without parking tags, parking in an unauthorized spot or location, or illegally parked will be issued a parking fine, issued a ticket or towed at the owner's expense. Fines for parking are as follows:

|                      | 1 <sup>st</sup> Violation | 2 <sup>nd</sup> Violation | 3 <sup>rd</sup> Violation | 4+ Violation          |
|----------------------|---------------------------|---------------------------|---------------------------|-----------------------|
| Registered Drivers   | \$30                      | \$40                      | \$50                      | \$50 and possible tow |
| Unregistered Drivers | \$50                      | \$50 and Possible tow     | \$50 and Possible tow     | \$50 and Possible tow |

12. In the event that a vehicle needs to be towed, school administration will make every effort to locate and contact the vehicle's owner to avoid towing a car unnecessarily. This may also be given through written notification on traffic tickets as students accrue multiple violations. Additionally, signs will be located in the parking lot with the phone number and contact information of the towing company.
13. Only registered drivers are permitted to park on school property. Violators will be subject to discipline and/or loss of future parking privileges.
14. Registered drivers who are assigned a parking space and leave that space vacant for 2 consecutive weeks or more without administrative approval are subject to losing the parking space for the rest of the year. Refunds for the parking space will be

determined on a case-by-case basis.

15. The assigned parking number tag will be collected at the end of the school year. If you misplace the tag, there will be a \$5.00 charge to replace the tag.
16. Unpaid parking fines at the end of the current school year may prohibit students from purchasing parking the following school year.
17. After the seniors leave at the end of the school year, parking will be available for purchase for the last couple of weeks of school at a discounted rate. During this time, there will not be assigned parking.
18. Multiple parking infractions or other types of misconduct may preclude a student's ability to drive or receive parking privileges in future years.

### **POSTING OF ADVERTISEMENTS & ANNOUNCEMENTS**

Advertisements and announcements may be posted on school property only under the following conditions:

1. If the material is related to a school function and has been approved by the advisor for that activity and/or the building principal, it may be posted throughout the building.
2. If the material is for a non-school function it must be approved by the Superintendent, and may be posted only in a designated area of the building.
3. All materials posted in the buildings must conform to the standards of the Student Code of Conduct and be in good taste.

### **STUDENT LOCKERS (Board Policy 5771)**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. No charge for the use of the lockers is made except when lockers are damaged.

Do not share your combination with anyone. If you think someone else knows your combination, tell an administrator. **DO NOT STORE VALUABLES IN LOCKERS.**

As students are assigned lockers, they must realize that the responsibility for the condition of the locker rests with them. When the administration is made aware that a locker is damaged, they will locate the student in question and discuss the matter, also parents will be notified. As a result of such behavior, the student will be disciplined and restitution will be made. Students assigned lockers must not share lockers with anyone but their locker partner or change lockers without permission from the principal or his/her designee. Students found to be sharing lockers with anyone but their locker partner or changing lockers will be referred to the assistant principal for discipline.

Although school authorities will respect the rights of the students in their lockers and property, it should be made clear to all that lockers are the property of the school. Lockers are assigned to students for the purpose of storing supplies, clothes and other items necessary for the students' education and physical well-being.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property

and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the public school principal and his/her designee to search lockers and locker contents at any time, without notice and without parental/guardianship or pupil consent. Additionally, the school district may occasionally conduct a search using drug-detecting dogs. Search of students' lockers are not limited to, but can occur for the following reasons:

1. It is suspected that a student is using his/her locker for illegal purposes or where evidence of breaking the law is present.
2. It is believed that a student is using his/her locker in such a way as would interfere with school discipline or the duty of school authorities. This allows for periodic locker checks for the purpose of insuring that library books and other school property are returned.
3. It is believed that a student is using his/her locker to endanger the health and safety of other persons.

The school has the right to search all lockers in emergency situations. Examples of emergency are - bomb threats, actual knowledge of weapons and so forth.

### **LIBRARY BOOK LOAN POLICY**

Library books are loaned to students on a need basis and are required to be returned by the due date which will fall on the 1st or 15th of the month. Reference books are loaned on an overnight only basis.

In order to maintain the library materials' accessibility for all students, it is imperative materials are returned on time. Those students failing to return materials are subject to disciplinary action up to and including suspension from school. Students with overdue library materials may have their library privileges suspended until all materials have been returned.

Seniors not returning library materials or making restitution will not participate in graduation activities until such time as the materials are returned or restitution has been made.

### **TEXTBOOKS**

Textbooks are provided free of charge for all students. Textbooks remain the property of the Hartland Consolidated Schools. The schools may require a refundable deposit on textbooks.

1. Students are responsible for the care and return of all textbooks checked out to them.
2. Students who lose or damage a text beyond normal use will be charged for the replacement cost.

### **STUDENT RECORDS**

1. Records shall consist of the cumulative record folder, which includes but is not limited to identifying data, academic work completed, level of achievement (grades, standardized achievement test scores, state or federally mandated tests), attendance data, scores and standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family information and verified reports of serious or recurrent behavior patterns
2. The Hartland Consolidated Schools shall release student records:
  - a. When proper written consent for the release of such records has been obtained.
    - (1) Consent must be given by the student's parents or guardians, unless the student is 18 years old or older.
    - (2) Consent must specify the records to be released and to whom they are to be released.
  - b. When under compulsion of the law (i.e. by court order or subpoena).
  - c. When school officials of other districts have a proper educational reason for examining the information.
  - d. To the Michigan Department of Education and to federal education agencies when the records will be used to generate data which, when released, will not lead to the identification of individuals.
3. Within ten (10) school days of filing a written request to do so with the principal, parents shall have access to all records, files and data directly relating to their children. Parental access shall be in the presence of school officials.
4. Within ten (10) days of filing a written request to the building principal to discuss and review any items included in the student records, parents are entitled to challenge the inclusion of any item. The principal may remove the item in question if he/she feels that removal is justified.
5. Parents may appeal any decision of the principal to the Superintendent or his/her designee, by filing a written request within 21 working days of the principal's decision. The review by the Superintendent must take place within five (5) working days of receipt of the request.
6. Any decision made by the Superintendent may be appealed to a committee of the Board of Education by filing a written request which sets forth the particulars of the request within 21 working days of the Superintendent's decision. The appeal will take place at the next regularly scheduled meeting of the Board of Education, which occurs at least ten (10) days after receipt of the request. The hearing shall be open or closed as the parents desire and they shall be entitled to legal representation.

### **WITHDRAWAL FROM SCHOOL**

All students/parents are required to follow the withdrawal procedure of their school so that transfer of records can be expedited.

### **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.

### **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. As defined, medication shall include all prescription, nonprescription 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 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 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. All nonprescription and homeopathic medicine orders must be accompanied by School Medication Administration Authorization Form signed by the parent only.
4. 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.
5. Discontinuation of a medication shall be accompanied by written authorization from both the licensed prescriber and parent/guardian.
6. New authorization is required at the beginning of each school year. All authorizations will be kept according to state confidentiality laws.
7. All prescription medications shall be dispensed only from containers properly



- labeled by a pharmacist.
8. Nonprescription medications shall be in the original manufacturers' containers with the expiration date and manufacturers' label clearly visible.
  9. If the seal is broken on any medication vial or package, the parent or guardian shall affirmatively state that the vial/package contains the medication identified on the label.
  10. Medications shall be brought to school by the parent/guardian unless other safe arrangements are necessary and have been made.
  11. Medications shall arrive at school properly prepared for administration (doses requiring half tablets shall be cut at home).
  12. All medications shall be stored in a locked cabinet with access limited to those designated to administer medications.
  13. 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.
  14. 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.
  15. 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
  16. Parent/guardian shall be responsible for providing supplies necessary 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, 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 and 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 follow 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 before 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 Hartland Consolidated Schools' staff as deemed necessary.

### **IMMUNIZATION GUIDELINES**

#### ***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<br/>(including all 7<sup>th</sup> grade students)</b>   |
| Diphtheria, Tetanus,<br>Pertussis                                 | <b>4</b> doses DTP or DTaP,<br>one dose must be<br>on/after 4 years   | <b>4</b> doses D and T <b>OR</b> 3 doses Td if<br>1 <sup>st</sup> given on/after 7 yrs. 1 dose<br>Tdap for 11 or older upon entry<br>into 7 <sup>th</sup> grade or higher |
| Polio   | <b>4</b> doses, if dose 3<br>administered on/after 4<br>years, only 3 doses<br>required                                   | <b>3</b> doses  |
| Measles*, Mumps*,<br>Rubella*                                     | <b>2</b> doses on/after 12<br>months  | <b>2</b> doses on/after 12 months   |
| Hepatitis B*  | <b>3</b> doses  | <b>3</b> doses  |
| Meningococcal   | <b>None</b>   | <b>1</b> dose – children 11 or older upon<br>entry into 7 <sup>th</sup> grade or higher   |
| Varicella * (Chickenpox)  | <b>2</b> doses if given on/after 12 months of age <b>OR</b> current lab<br>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 child 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 officers to recognize the exemption.

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

## **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 adults. 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 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.

## **RELEASING STUDENTS**

Persons seeking to take students off the school grounds must have approval of the building principal or principal's designee. Students can only be released by the building principal or principal's designee.

Only parents, guardians, or their authorized representatives may take a student off the school grounds. All parents have the right to take their students out of school unless they are restrained from doing so by a court order. Copies of restraining orders must be on file in the school office before school officials will deny parents access to their child.

## **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, when possible, in advance of the day of the visit.

### **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. Postcards 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 Secondary Student Code of Conduct that occur in the area of the bus stop may, at the discretion of the building administrator and 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 child knows where they are to go on a daily basis.

### **LEGACY**

Parents can request transportation for students attending LEGACY. Students that ride the transfer bus from Legacy to the middle school must ride home on their assigned bus. A bus assignment form and rules form, signed by the parents and student, must be submitted to the transportation department in advance.

### **Schools 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 RESPONSIBILITIES OF STUDENTS**

The following rules have been adopted by the bus drivers 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 Secondary Level Parent-Student Handbook.
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 designated bus stop 5 minutes prior to the arrival of the bus<sup>1</sup>. **Buses cannot wait.** Students must stand ten feet back from the road.
4. It is recommended that students wait for the bus to arrive on the same side of the street as they reside. Students are to always cross the road in front of the bus and to wait for the driver's signal before crossing.
5. Students are to enter or 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 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 the bus windows.
8. Student conversation and behavior should not be loud and distracting to the driver. Swearing, 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 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. Students that ride a transfer bus to the middle school must ride home on their assigned bus. High school students that miss their transfer bus may not walk to the middle school to board their bus. They must call a parent or emergency contact person for transportation.
  16. 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.
  17. Recreational items are not allowed on the bus. Examples are: skateboards, snowboards, sleds, fishing poles, etc.
  18. 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.
  19. Guns, weapons, sharp or dangerous objects, matches/lighters, tobacco, e-cigarettes, alcohol, illegal substances, fireworks, or flammable items are not permitted on the bus.
  20. Band instruments must be small enough that the student can hold them on their lap or it may be resting on the floor between their legs. They cannot take up seat space or block aisles. Large instruments will have to be transported by parents. The following instruments are not allowed on buses: baritone horns, base clarinets, cellos, drums (and cases), euphoniums, guitars, tenor or baritone saxophones or tubas.
  21. Glass projects, glass or breakable containers, live animals/insects are not permitted on the bus.



22. When long-term absence is anticipated, parents are encouraged to notify the Transportation Department by calling 810-626-2175.
23. 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 ensure 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 Assoc. of Pupil Transportation recommendation

### **CONSEQUENCES 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 give the student an 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:

1. 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.
2. 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 complain with proper authorities, at the discretion of the Transportation Supervisor. Parents/guardians of student involved will be financially responsible for damages.
3. 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.
4. 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.
5. Physical Abuse – Any student guilty of physically abusing a school bus driver in any manner shall have transportation privileges suspended for the remainder of the school year, and charges will be filed with civil authorities.

**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

#### **Destruction of Property**

Writing on seats  
Cutting or poking holes in seats

Breaking windows or mirrors  
Throwing things at the bus  
Burning of seats

#### **Unacceptable Language or Behavior**

Swearing  
Vulgar language or gestures  
Sexual harassment

#### **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

### **Items Prohibited on the Bus**

Guns  
Knives  
Weapons  
Matches  
Alcohol  
Glass  
Live animals  
Laser pens  
Sharp objects  
Fireworks  
Illegal substances or paraphernalia  
Recreational equipment

### **Loud, Rude, Discourteous, Annoying**

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

Provoking  
Threatening  
Kicking  
Hitting  
Throwing objects at driver or students

### **Eating, Drinking, Littering**

Chewing gum  
Eating  
Drinking  
Throwing things on or from the bus

### **Fighting, Pushing, Tripping**

Shoving  
Spitting  
Biting  
Punching

### **Other**

## **RESPONSIBILITY FOR DAMAGES**

Parents of students will be financially responsible for damages to school buses that 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 the appeal meeting within two (2) scheduled school 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 or Director of Operation  |
| Second Level: | Building Principal or Transportation Review Officer |
| Third Level:  | Assistant Superintendent of Business and Operations |
| Fourth Level: | Superintendent                                      |
| Fifth Level:  | Board of Education                                  |

### **BUS RESPONSIBILITIES OF PARENTS**

1. To ascertain and insure that their children arrive at the bus stop 5 minutes prior to the bus arrival in the morning. Once the alternating lights are deactivated on the bus, they may not be reactivated and it is the parents' responsibility to transport their student to school, not another bus stop. Students or parents should never try to catch the bus once the lights have been cancelled.
2. To provide necessary protection of their children when going to, from and at the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. To be familiar with and support all transportation rules as published.
6. 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.
7. Inform Transportation Department when absence from school is expected by calling 810-626-2175.

### **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 buses cannot travel must go to the nearest road with an available bus stop for pick up.

### **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:

1. Central Office will release information regarding the closing to all schools and the media.
2. Listen to WHMI Radio (93.5 FM), which will provide current information. When possible, information will also be put on Hartland's Cable Channel 22. (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 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. All scheduled school "evening activities" (including Community Education) will be canceled when an early school closing is prompted by severe weather.

Radio station WHMI 93.5 FM will carry reports of late buses, main roads only, or school cancellations.

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

#### **Delay of School - 1 Hour**

All students will ride the same bus with the same type of pick-up structure as under normal circumstances except that the 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.

#### **Delay of School - 2 Hours**

Under a two-hour delay, all students will be picked up as usual, except two (2) hours later than on a regular schedule.

### **ATHLETICS/CO-CURRICULAR ACTIVITIES**

#### **PHILOSOPHY OF ATHLETICS**

An athletic program should involve as many students as possible through intramural and interscholastic activities.

Participating in interscholastic athletics is to be considered a privilege that carries with it responsibilities to the school, the team, the community, the family and the student.

Attempts will be made to provide each student in the Hartland Schools with an opportunity to participate in extracurricular sports on a voluntary basis. This participation contributes to making the individual a better person and citizen.

To participate in interscholastic athletics, students must meet the eligibility requirement of the Michigan High School Athletic Association and the Hartland Board of Education.

#### **GOALS OF INTERSCHOLASTIC ATHLETICS**

Participation in the best possible interscholastic athletic program is encouraged in order to give the young men and women of Hartland Schools an opportunity to develop:

1. A basis for ethical standards and sportsmanship
2. A desire to excel

3. A respect for the rights and property of others
4. Fundamental skills in sports
5. Appropriate values with respect to conforming to rules

### **ATHLETIC EQUIPMENT ON REGULAR BUS ROUTES**

Athletics is seen as an integral part of the overall school experience and therefore, subject to our primary concerns for safety and respect for all students using Hartland transportation, the school district understands that some level of accommodation is appropriate regarding the transporting of athletic equipment.

Understanding that available space is frequently a problem on our school buses, we would prefer that athletes make arrangements to have the bulk of their equipment transported to and from school by some other means (i.e. private transportation). Additionally, to lessen the need for regularly transporting athletic equipment, the school district will make every effort to provide suitable storage on-site for students' personal in-season athletic equipment so it can be left overnight and/or during the school day.

For those occasions which necessitate bringing athletic equipment on the bus the following will apply:

1. Sports equipment must be entirely enclosed in a sports bag.
2. The "sports bag" can be no more than 36" in length.
3. 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.
4. 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.
5. It is clear that some athletic equipment will not meet the criteria noted above (ex. golf clubs, hockey and lacrosse sticks, etc.). The athletic department and/or the coaches for those programs will attempt to assist with storage or transportation concerns.

If, by 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 to continue allowing athletic equipment to be transported, notification may be issued to suspend this privilege on regular bus routes.

### **ELIGIBILITY FOR PARTICIPATION IN HIGH SCHOOL AND MIDDLE SCHOOL INTERSCHOLASTIC ATHLETICS AND CO-CURRICULAR ACTIVITIES**

#### **Purpose of the Policy**

The policy is intended to recognize the importance of academic performance within the realm of extra-curricular activities. Its purpose is to provide a positive incentive for Hartland students to maintain a reachable and successful educational standard.

## **Statement of Policy**

**Semester Eligibility:** To be eligible to participate in extracurricular activities/athletics in the Hartland Consolidated Schools a student shall:

1. Have a previous semester grade point average of 2.0
2. Have passed 6 of 7 previous semester hours.

Students will be provided the opportunity to participate as long as eligibility standards are maintained throughout the school year. If a student does not meet the standards listed above, that student is deemed ineligible. The period of ineligibility continues until the requirements listed above are met, or the student is granted academic probation (see Academic Probation).

Students having two E's, NC's, I's, or any combination are ineligible to participate. The athletes can practice but cannot play in any scrimmages or in any contests until further notice. The coach will be notified and he/she will notify his/her student and parent. Students are ineligible to participate in extracurricular activities for a minimum of one week, effective the next Monday thru Sunday.

**Academic Probation:** Students who fail to meet the 2.0 GPA guideline for eligibility, may participate in extra-curricular activities during only one academic semester during their high school career if they have earned at least a 1.5 to 1.99 GPA and continue to pass 6 of 7 classes.

**Maintaining Eligibility in High School:** Must demonstrate passing grades in six of seven classes on mid-marking progress reports (middle school) and/or the six-week report card (high school). In the event that students are deemed ineligible at any time during the season they must pick up a "Progress Report" from the counseling or athletic office, have it signed by all teachers on the last class day of the week (usually a Friday) and return the progress report to the Athletic Director (athletics) or Assistant Principal (academic club activities). If the student demonstrates passing grades in 6 of 7 classes he/she will be able to resume participation under probation beginning on Monday of the next week. The student will be monitored weekly and if the student fails to pass 6 of 7 classes at any time he/she will be ineligible for the next week and remain so a week at a time until passing grades in 6 of 7 classes is achieved.

Note: it is the student's responsibility to follow this procedure not the responsibility of the coach or administration.

**Maintaining Eligibility in Middle School:** Students must maintain a passing grade (A, B, C, or D) in all classes. If a student receives a failing bi-weekly grade or a failing progress report in only one class, he/she may be placed on academic probation. At the time a student has brought all classes to a passing grade, he/she will again be eligible to participate immediately. A student failing two classes will not participate in any way. If a student receives a failing grade or a failing progress report in only one class, he/she may be put on academic probation. The student will have two weeks to raise the one failing grade to a passing grade. A student on academic probation will be permitted to

participate in extracurricular activities. If a student does not achieve a passing grade within the two weeks of probation (ten school days) he/she will become ineligible to participate on the 11<sup>th</sup> school day. At the time that the student earned passing grades in all classes, he/she will be eligible after sitting out for one week.

Eligibility Review Committee: In the event that a student fails to meet the eligibility requirements and has already used their academic probation period they may apply, in writing, to the Eligibility Review Committee for a review of special circumstances. The committee will be comprised of the building principal, athletic director, head coach/sponsor and the student's counselor. The committee will meet as needed to review each individual petition.

Eligibility Standards – Behavior/Citizenship: It is a privilege for students to represent the Hartland Consolidated School District in extracurricular activities / athletics. The administrator will determine what steps are necessary to correct problematic behavior, which may include suspension or removal from all extracurricular activities for the remainder of the season or activity.

Eligibility Appeals Process: The enforcement of eligibility is the responsibility of the school administration. Any appeal of eligibility status should be processed in writing through the administration organization beginning with the Athletic Director (athletics) or the Assistant Principal (all other activities), and moving through the school Principal, the Hearing Officer designated by the Superintendent, and the Superintendent of Schools.

Student Transfers: Students transferring into the Hartland Consolidated School District must meet all MHSAA standards to be eligible for participation in extracurricular activities. Effective beginning the first day as a Hartland student, they must maintain their eligibility under the eligibility standards established by the Hartland Consolidated School District.

### **Participation in Co-Curricular Activities that Run Concurrently**

Students shall be afforded the opportunity to experience various school sponsored co-curricular activities whenever feasible, keeping the best interest of the pupil at the forefront. Program directors will explain commitment expectations to participants in a manner which is clearly understood. The purpose of co-curricular involvement is to provide character building opportunities which enhance citizenship qualities.

In the event that a student wishes to become involved in concurrent activities, the additional activity must be school sponsored, and the programs concerned shall be in agreement in writing as to the attendance and participation of student(s) affected and approved by the Athletic/Activity Director. The student athlete will declare a primary activity that will take priority if conflicts occur. The student(s) partaking in more than one school sanctioned endeavor must recognize the additional obligation and must meet their commitments to both teams. Failure to meet the agreed upon obligations will result in being dropped from the secondary sport.



## **RULES FOR INTERSCHOLASTIC ATHLETES AND CO-CURRICULAR PARTICIPANTS**

\* The word "coach" will also mean "sponsor" where appropriate.

The rules governing interscholastic athletes and co-curricular participants are set forth below. The rules are in addition to the rules established in the Student Code of Conduct. The rules governing Hartland athletes begin at the time a student enrolls in high school and apply until that athlete graduates. Athletic participation is a privilege. Student athletes are required to conform to athletic policies all through their high school career to promote the philosophies consistent with our mission. A student may be disciplined for violation of the Student code of Conduct and Rules for Interscholastic Athletes and Co-Curricular Participants arising out of the same incident.

The responsibility for the enforcement of the Rules for Interscholastic Athletes and Co-Curricular Participants rests with the coaches of the various teams. Coaches are responsible for reviewing with the participants. Administrators or coaches will be available to answer any questions pertaining to the athletic/co-curricular section of the Parent/Student Handbook. The student will be required to sign a statement indicating that he/she is familiar with the athletic/co-curricular section of the Parent/Student Handbook before the season begins.

In disciplining participants who violate the rules, the coaches must impose any disciplinary action specified by the Board of Education. When no disciplinary action has been specified or when the Board has established disciplinary parameters, the coaches may exercise discretion when disciplining participants for violations of the rules.

### **Attendance**

No student will be allowed to practice or participate in a contest or activity on a day in which the student has been absent for any part of the school day unless the absence is excused by a school administrator before the activity begins and parental contact is made. When a participant plans on missing an entire school day and then participating in a practice or a contest, the student must present the coach of the activity with a pre-excused absence signed by a school administrator prior to the day in question. A student who is absent with an unexcused absence for any part of a school day will not be allowed to participate in the next scheduled contest.

Coaches must impose disciplinary action as specified by the Board of Education when students violate this rule. When a participant is also being disciplined for chronic truancy under the Student Code of Conduct, the disciplinary actions will be concurrent.

### **Participation in Gender Specific Sports**

When available, students will participate in the athletic activity specific to their gender. (e.g. girls participate in girls swim only). If there are no comparable offerings for females, they may participate on a male-specific team, but males may not participate on female-specific teams, in accordance with the MHSAA regulations.

### **Athletic Team Tryouts**

All athletic teams that limit the number of participants will hold tryouts for all Hartland High School students. Tryouts will adhere to the guidelines in the Hartland Coach's Manual and MHSAA tryout guidelines. Coaches and the Athletic Department will post times and locations for tryouts. Students must attend the scheduled tryout sessions. Consideration for extended or separate tryouts will only be given to students who have a family emergency. Injuries and illness will not be the basis for an exception unless preapproved by the coach and Athletic Director.

### **Grooming**

The hair shall be cut and/or worn in such a manner that it will not affect the vision or the performance ability of an athlete in the sport in which the athlete is participating. The coach of a team sport shall determine uniform dress for the contest day.

Coaches may exercise discretion when disciplining participants for violation of this rule. When a participant is also being disciplined for violations of school rules related to dress and grooming, the disciplinary actions will be concurrent.

### **Stealing or Damaging Property**

Stealing or deliberately damaging property shall not be tolerated at any time. An individual stealing from fellow students, the Hartland Consolidated School System or from any school system with which Hartland is competing, or deliberately damaging the property of same, must make repayment in full before being allowed to participate in interscholastic athletics or co-curricular activities at Hartland again.

Stealing or deliberately damaging property will result in a minimum of two (2) weeks' suspension with a maximum of suspension for the remainder of the season. This rule will also apply to stealing or damaging property outside of the school situation. The duration of the suspension will be determined by the coach within the framework established by the Board of Education.

When a participant is also being disciplined for stealing or for the willful destruction and/or defacement of personal/school property under the Student Code of Conduct, the disciplinary actions will be concurrent.

### **Tobacco Products**

Possession or use of tobacco and/or paraphernalia (including e-cigarettes, e-liquid and lookalikes) are not allowed. This policy will be enforced during the school year. The 'school year' begins with the first scheduled school sponsored event that the student participates in after the last day of school of the preceding year (examples include athletic camps, student council training, etc...) and ends with the last official day of the current school year.

First Offense (tobacco) - Suspension from participation for 25% of consecutive contests from the date the decision is made. The suspension will be calculated based on the number of contests or activities scheduled for the extra-curricular activity and shall be rounded up or down depending on the standard decimal point location (.4 = down and .5

= up). Students must show support of their team by attending all practices and remain in good standing with their coach/sponsor unless dismissed by the coach/sponsor and athletic director. Failure to do so will result in losing the privilege to participate in extracurricular activities in the future. It is understood that the imposed suspension will be carried over to the next extracurricular activity in which the student participates if time is not available to carry out the suspension. Students will forfeit all honors that may accompany their participation in the extracurricular activity which they are suspended from, including team captain, earning a varsity letter, most valuable player, etc.

Second Offense (tobacco) - The consequences will be determined by a committee made up of the building principal, athletic director, and head coach/sponsor. The minimal consequence for a second tobacco offense will include all of the sanctions present in those listed under First Offense (tobacco).

### **Alcohol and Drugs**

Possession or use of alcoholic beverages, or the use of/or distribution of behavior altering and/or performance enhancing drugs and/or paraphernalia is not allowed. This policy will be enforced during the school year. The 'school year' begins with the first scheduled school sponsored event that the student participates in after the last day of school of the preceding year (examples include athletic camps, student council training, etc...) and ends with the last official day of the current school year. If the violation takes place on school property or at a school related event, the penalties of the Secondary Parent-Student Handbook are in addition to those listed below.

First Offense (alcohol and drugs) - Suspension from participation for 25% of consecutive contests from the date the decision is made. The suspension will be calculated based on the number of contests or activities scheduled for the extra-curricular activity and shall be rounded up or down depending on the standard decimal point location (.4 = down and .5 = up). Students must show support of their team by attending all practices and remain in good standing with their coach/sponsor, unless dismissed by coach/sponsor and athletic director. Failure to do so will result in losing the privilege to participate in extracurricular activities in the future. It is understood that the imposed suspension will be carried over to the next extracurricular activity in which the student participates if time is not available to carry out the suspension, which may include the subsequent school year. Students will forfeit all honors that may accompany their participation in the extracurricular activity which they are suspended from, including team captain, earning a varsity letter, most valuable player, etc... Students must work with the school district's substance abuse coordinator/counselor to set up and follow through on recommendations that arise from a substance abuse evaluation through a certified substance abuse agency/counselor approved by the school district, at no cost to the district. The failure to follow through on all recommendations will result in losing the privilege to participate in extracurricular activities in the future.

Second Offense - Note: To be used if the second offense takes place within 180 school days of the first offense. In the event that the second offense takes place after 180 school

days from the first offense then it is expected that the consequences revert back to those falling under the first offense for alcohol and drugs.

Suspension from participation in extracurricular activities for 180 school days from the date the decision is made. Students will not be permitted to attend practices and functions as a member of the team or organization. Students must work with the districts substance abuse coordinator/counselor to set up and follow through on recommendations that arise from a substance abuse evaluation through a certified substance abuse agency/counselor approved by the school district, at no cost to the district. The failure to follow through on all recommendations will result in losing the privilege to participate in extracurricular activities in the future.

Third Offense - The student shall lose the privilege of participation in extracurricular activities for the remainder of his/her high school career if a third offense for alcohol and drugs occurs, regardless of the time span between the first and third offense.

Self Disclosure - Any student involved in extracurricular activities who by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to an administrator a need for assistance for alcohol or substance abuse prior to any reports, charges or complaints under the Secondary Parent-Student Handbook shall be required to follow the substance abuse assessment/treatment procedures outlined in the substance abuse policy. Under such circumstances, the student will not be charged with a violation of the Secondary Parent-Student Handbook, unless it is determined that the student has used this self-disclosure opportunity primarily to avoid a penalty under the substance abuse policy. This self-disclosure exemption is available to a student only once during his/her high school career.

### **Attitude**

Any participant causing dissension or attitude problems among team members may be suspended or dismissed from that team. Coaches may exercise discretion when disciplining students for violation of this rule.

### **Dropping or Changing a Sport**

An athlete should develop the traits of perseverance and commitment, not only in a contest, but also in a sport. An athlete dropping a sport after the team has been selected will not be allowed to compete in one-fourth of the contests of the succeeding season in which the athlete participates.

### **Hazing**

Any participant involved in an activity, willfully or forced, which endangers the safety of a student; produces mental or physical discomfort, cause embarrassment, fright, humiliation, ridicule, degrades the student or is distractive to the educational process is strictly prohibited and may be subject to discipline under the student code of conduct.

### **Conduct**

Any participant displaying conduct unbecoming a student or that brings undue notoriety to Hartland Schools or the community could be dismissed or suspended from the sport or

co-curricular activity. Discretion shall be exercised when disciplining students for violation of this rule. When a participant is also being disciplined for violations of school rules relating to conduct under the Student Code of Conduct, the disciplinary actions will be concurrent.

### **Equipment Policy**

All participants will be responsible for uniform/equipment issued to them by the school district. The student will be required to pay the replacement cost for any uniform/equipment not returned or returned in poor condition at the end of the season. Any athletic uniform/equipment that is not appropriate for the school setting shall not be permitted.

### **Coaches' Rules**

Each coach will provide every participant a written copy of student conduct, team rules and expectations. The parents will sign and return this form prior to participation.

### **SUSPENSION OF ATHLETIC/CO-CURRICULAR PRIVILEGE**

In cases involving the suspension of the student's athletic or co-curricular privilege, the suspension will begin on the effective date and continue for the specified period of time. During the period of suspension from the activity, the student may be allowed to practice with the team, allowed to be with the team during any scheduled contests, but will not be allowed to participate in the contests.

### **Appeal Procedure**

Any participant who has been disciplined by a coach for violation of the rules as stated above may appeal the coach's action. When disciplinary actions have been specified by the Board of Education, the only question which may be reviewed during the appeal procedure is whether or not there was a violation of the rules. When disciplinary actions are left to the discretion of the coach, the question of whether or not there was a violation of the rule and the question of the appropriateness of the coach's disciplinary action are both subject to review. Appeals will follow the procedure outlined below.

Any athlete or participant wishing to appeal disciplinary action imposed by a coach may request such an appeal by submitting the request in writing to the Athletic Director or Assistant Principal within five (5) school days of the imposition of the disciplinary action. The appropriate administrator will convene a meeting between the student and the coach who imposed the disciplinary action in an effort to resolve the appeal. If the appeal cannot be resolved in the meeting between the student and the coach, the administrator will convene a meeting with the student, the coach and the student's parents.

If the appeal cannot be resolved by the Athletic Director or Assistant Principal, the student and/or the student's parents, or guardian should appeal to the school officials in the following order:

- Building Principal

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

In the appeal process, the school official to whom the appeal has been made has the authority to set aside any disciplinary action that may have been imposed if it is appropriate to do so. The disciplinary action shall remain in effect unless set-aside during the appeal procedure.

All school administrators are charged with informing students and/or their parents with their rights to appeal in cases involving disciplinary action.

### **College Athletic Standards (NCAA)**

Students who are considering participating in college athletics should make an appointment to see their guidance counselor to choose classes that will meet the NCAA eligibility standards.

### **Awards**

Each coach shall decide on the requirements for awards prior to the beginning of that season. The coach shall also submit those requirements to the school administrator and principal for approval. Presentation of awards for interscholastic athletics shall be as follows:

- |             |   |
|-------------|---|
| Jr. Varsity | -Certificates   |
| Varsity     | -Certificates   |
|             | -Block H for first varsity award                      |
|             | -Sport pin for each first varsity award in each sport |
|             | -Service bar for each succeeding varsity award        |

At the varsity level, three plaques will be awarded to outstanding participants in each sport each year. One plaque will be given in recognition of an athlete's academic performance. Gifts of appreciation to coaches from team members are prohibited.

### **Injury Procedure**

Every effort is made by the physical education and athletic departments of the Hartland Consolidated Schools to assure that Hartland athletes practice and compete in safe and injury-free circumstances.

Hartland coaches are trained to monitor the physical conditions of their athletes to insure to the fullest extent possible that participation is injury free.

When injury does occur, the coaches are trained to respond quickly and appropriately. Parents will be notified whenever serious injury occurs. When parents cannot be contacted, the coaches will secure appropriate emergency medical assistance.

## **HARTLAND HIGH SCHOOL GENERAL INFORMATION**

**Grading System** – All students receive a point value in classes. The point value for each of their classes will combine to create an overall grade point average. Grade point average is a result of adding the points for each course, then dividing by the total number of courses.

Point Values:

|          |          |          |
|----------|----------|----------|
| A = 4.0  | B- = 2.7 | D+ = 1.3 |
| A- = 3.7 | C+ = 2.3 | D = 1.0  |
| B+ = 3.3 | C = 2.0  | D- = 0.7 |
| B = 3.0  | C- = 1.7 | E = 0.0  |

Symbols may also be used to describe the achievement level of students.

|    |   |
|----|---|
| P  | Pass with Credit (No point value)       |
| S  | Pass – No Credit (No point value)       |
| F  | Fail – No Credit (No point value)       |
| NC | No Credit (No point value)              |
| I  | Incomplete – No Credit (No point value) |

### **Weighted Grade Scale – AP Classes**

The following grading scale point system will be used in Advanced Placement classes:

|          |          |          |
|----------|----------|----------|
| A = 5.0  | B- = 3.7 | D+ = 2.3 |
| A- = 4.7 | C+ = 3.3 | D = 2.0  |
| B+ = 4.3 | C = 3.0  | D- = 1.7 |
| B = 4.0  | C- = 2.7 | E = 0.0  |

### **Retaking a Course**

In the case of a student retaking a course, the original grade and the repeated grade will be shown on the student's transcript. The GPA (grade point average) will be based on all grades earned.

### **High School Incomplete Grade Policy**

Each student shall be encouraged to complete all course work by the end of the respective semester. In the event that there are extenuating circumstances that prohibit a student from completing work within the semester grading period, the following procedures will occur:

1. A reasonable deadline for work shall be imposed by the teacher (usually not more than 2 weeks.)
2. Students will fully complete the work for grading by the teacher.
3. If the student is unable to complete the coursework, other accommodations cannot be made, and there is not enough achievement evidence for a teacher to accurately assess the student's learning, an NC (No Credit) will be issued for the course.

## **Work Completion and the Expectation of Participation in Learning**

Students at Hartland High School are held to high levels of expectation for the completion of work and exhibition of effort in their classes. Students are expected to complete classwork on time and with accuracy. Effort, task completion, and taking pride in doing your best are some of the fundamental skills that translate into the professional and vocational setting. At school, student work is the foundation for achievement evidence gathered by the teacher to derive a grade. In the event that there is insufficient information for a teacher to accurately assess a student's level of learning, and the teacher has data and documentation to show that there is a lack of said evidence, the teacher has the option of issuing an NC (No Credit) for the course. This would require the student to complete the course again until work is completed and enough evidence is available for the teacher to make a judgment on student learning and provide a grade.

## **Graduation Requirements**

- 4 Credits required in English
  - 3 Credits required in social studies
  - 3 Credits required in science
  - 4 Credits required in math
  - 0.5 Credit required in physical education\*
  - 0.5 Credit required in health
  - 1 Credits required in visual, performing or applied arts
  - 2 Credits required in World Language
  - 0.5 Credits Online learning experience
- In addition, students must complete all state testing

## **Testing Out**

Public Act 335 (1993) requires all high schools in Michigan to provide an opportunity for students to test out of any course, except those in which the student is enrolled. Hartland High School offers testing out on specified dates during the months of August and January. Students must register for testing out with the high school's counseling office during the spring/fall prior to the testing out session. Materials are available for pickup during a specified time period and a deposit is required for all borrowed test-prep materials.

Students who achieve a C+ (77%) or better by testing out will be allowed to skip that course and may not be allowed to receive credit for a lower-level course in that subject area. Credit earned from testing out will be noted as a "Pass" and will not be included in the computation of the student's GPA.

Further information and registration materials can be obtained from the high school counseling office.

## **PSAT/NMSQT**

PSAT is available to 11th graders in the fall of their junior year. This practice SAT also serves as the qualifying exam for the National Merit Scholarship program. College-



bound students are urged to sign up for and take the test to help acquaint them with the test-taking procedure which they will experience when they apply for college admission. Top scores are recognized statewide and nationally.

### **EXPLORE and PLAN**

This is a practice ACT and career interest inventory given to all freshmen and sophomores. It will give the students the experience of taking a test similar to the ACT and enable them to predict areas of needed improvement.

### **College Admission Tests**

Most four-year colleges and some community colleges require a test for admission. The two most common choices are the SAT and the ACT. All Michigan colleges accept either the SAT or ACT scores for admission. Juniors will be taking the ACT exam during the spring as component of their state-mandated testing sequence. Scores from the spring assessment can be used for college applications and can be submitted to the NCAA Clearinghouse for collegiate athletic eligibility.

Juniors should know that spring standardized testing puts them in prime consideration for the State of Michigan financial aid programs. Students may take the admissions exams during the fall of their senior year, but they may lose out on lucrative financial aid opportunities if they wait too long. Registration for both the ACT and SAT can be done online or applications can be picked up in the high school's Career Center.

## **FOR ALL COLLEGE TESTING THE HARTLAND SCHOOLS CODE NUMBER IS 231-900**

### **2016/2017 TEST DATES**

**SAT:** Please visit [www.collegeboard.org](http://www.collegeboard.org) for more information on test dates and locations.

**ACT:** Please visit [www.act.org](http://www.act.org) for more information on test dates and locations.

## **HARTLAND CONSOLIDATED SCHOOL 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:

1. Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
2. Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, and IM clients).
3. Transmitting obscene, abusive or sexually explicit language.
4. Damaging or vandalizing computers, computer systems, computer networks or computer files.
5. Debilitating, disabling or altering computers, systems or networks.
6. Creating, downloading, or distributing computer viruses or parts of computer viruses.
7. Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
8. Using another person's account, password, folder, work or files.
9. Intentionally wasting computer network or printer resources.
10. Using the HCS network for commercial purposes.
11. 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.

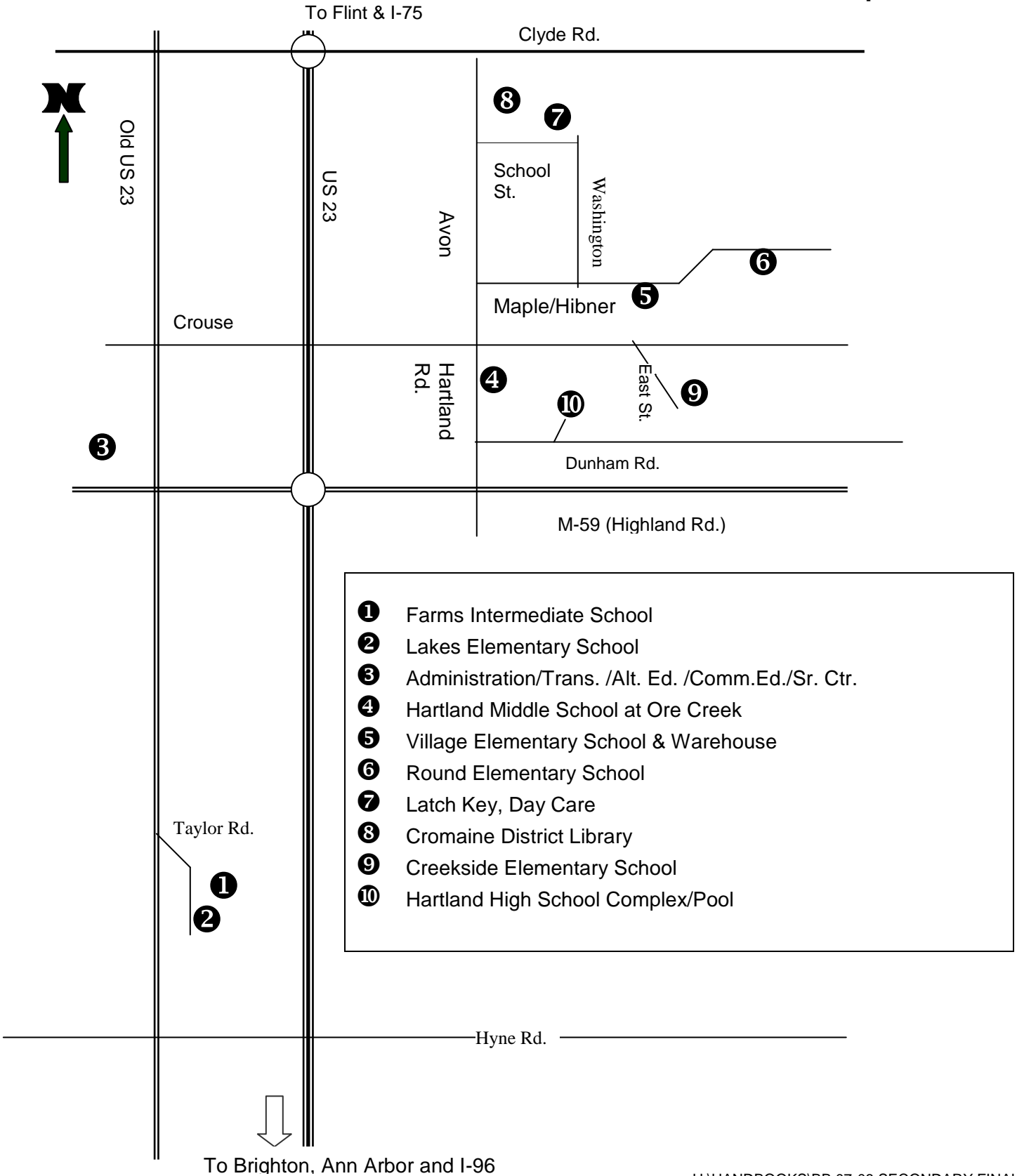
Parent Name: (print) \_\_\_\_\_

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

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

# Hartland Consolidated Schools

## District Map



- ① Farms Intermediate School
- ② Lakes Elementary School
- ③ Administration/Trans. /Alt. Ed. /Comm.Ed./Sr. Ctr.
- ④ Hartland Middle School at Ore Creek
- ⑤ Village Elementary School & Warehouse
- ⑥ Round Elementary School
- ⑦ Latch Key, Day Care
- ⑧ Cromaine District Library
- ⑨ Creekside Elementary School
- ⑩ Hartland High School Complex/Pool

# **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!**