

**HARTLAND CONSOLIDATED SCHOOLS  
SPECIAL MEETING – BOARD OF EDUCATION  
June 26, 2013**

**AGENDA**

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Center
  - A. Pledge of Allegiance
  - B. Approval of agenda/items for discussion
  - C. Approval of minutes – June 10, 2013 regular meeting
  - D. Call to the public
  - E. Superintendent’s Report
    - Budget Hearing – 2013/2014 Budget
  - F. Board reports & requests
  
- II. Action Items
  - A. Budget Amendments
  - B. General Appropriations Act Resolution – 2013/2014 Budget
  
- III. Discussion Items
  - A. Parent/Student Handbooks
  
- IV. Information Items
  - A. July 18, 2013, organizational meeting, 7:30 a.m., Boardroom, Educational Support Center
  - B. Information Items
  
- V. Adjournment

***This meeting is a meeting of the Board of Education in public for the purpose of conducting the business of Hartland Consolidated Schools and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in Agenda Item I.D.***

**DETAILED AGENDA**

- I. CALL TO ORDER
- I.A. PLEDGE OF ALLEGIANCE
- I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION  
(Recommended action): That the agenda for the June 26, 2013 special meeting be approved and that public participation be allowed on all items. Motion by \_\_\_\_\_, supported by \_\_\_\_\_.  
\_\_\_\_\_
- I.C. APPROVAL OF MINUTES – JUNE 10, 2013 REGULAR MEETING (SEE ATTACHED)  
(Recommended action): That the minutes of the June 10, 2013 regular meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- I.D. CALL TO THE PUBLIC
- I.E. SUPERINTENDENT’S REPORT  
▪ Budget Hearing – 2013/2014 Budget
- I.F. BOARD REPORTS & REQUESTS
- II.A. 2012/2013 BUDGET AMENDMENTS (SEE ATTACHED)  
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves budget amendments for the General Fund, Capital Projects Fund, Debt Retirement Fund, Athletic Fund and Food Service Fund as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- II.H. GENERAL APPROPRIATIONS ACT RESOLUTION – 2013/2014 (SEE ATTACHED)  
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the General Appropriations Act Resolution (2013/2014) as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- III.A. PARENT/STUDENT HANDBOOKS (SEE ATTACHED)  
For discussion
- IV.A. FUTURE MEETINGS  
July 18, 2013, organizational meeting, 7:30 a.m., Boardroom, Educational Support Center
- IV.B. INFORMATION ITEMS
- V. ADJOURNMENT

Hartland Consolidated Schools  
Regular Meeting - Board of Education  
June 10, 2013

Members present: T. Dumond, M. Hutchinson, C. Kenrick, B. Gatewood, K. Kaszyca, C. Sinelli  
Members absent: C. Aberasturi  
Admin. Present: J. Sifferman, S. Bacon, L. Mayes, S. VanEpps, C. Hughes, L. Smither, M. Otis, K. Evenson, D. Minsker, M. Cheney, B. Mainka, A. Lashbrook, K. Gregory, J. Reck, C. Chanavier, A. Howerton, L. Pumford, B. Cain,  
Guests: A. Keller, S. Barton, S. Hilstrom, A. Avrand, M. Hubert

President Dumond called the meeting to order at 6:30 p.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

Motion by Kaszyca, supported by Kenrick that the agenda for the June 10, 2013 regular meeting be approved, and that public participation be allowed on all items. Motion carried 6-0. 6/10/13 AGENDA APPROVED

Motion by Kenrick, supported by Gatewood that the minutes of the May 13, 2013 regular meeting be approved. Motion carried 6-0. 5/13/13 MINUTES APPROVED

There was no response to Call to the Public. CALL TO PUBLIC

Superintendent Sifferman introduced Scott Usher, Technology Director, who updated the Board and public on the many new facets added this year, including Safari Montage, a door access security system, 320 new iPad devices, 30 new Kindle devices, a Virtual Desktop Integration (VDI) pilot at Farms that will go district-wide by 2014/15 and stretch technology bond dollars an additional 7-10 years, a Student Information System (SIS) upgrade to MI Star, and the replacement of the dual-touch Smart Boards district-wide to "multi-touch" equipment. Mr. Usher noted that all of this was accomplished with just the small 6-person team that currently comprises the Technology Department. While they were tackling these issues, they also closed more than 1,700 work orders across the district for 2012/13. For 2013/14 the district will be using a Website Hosting Solution to revamp its web site. The Technology department is working with Chuck Hughes on an efficiency plan and there will be increased focus on training. Ms. Sifferman noted that the district was currently in the process of realigning some departments and personnel to provide additional assistance for technology next year. SUPT. REPORT

Ms. Sifferman then introduced Mike Hubert, Assistant Superintendent at LESA, who reviewed LESA's General Fund Budget for 2013/14, which was coming before the Board for their approval.

Ben Mainka, Principal, Kate Gregory, Asst. Principal, Alice Lashbrook, Asst. Principal, Chris Chanavier, Dean of Students, and Jason Reck, Athletic Director, all spoke regarding the initiatives that occurred at Hartland High School this year. They focused on the new vision statement: Hartland High School: The Premier Learning Experience, and the foundation beliefs and building principles they and their staff have formulated in order to attain that vision.

Ms. Hutchinson noted she had attended the recent Senior Center Advisory Board meeting. They hired a new program director to replace the retiring Alice Andrews. They also noted they would like to see more interaction between the Senior Center and schools. Mr. Kaszyca asked for an update on the Common Core curriculum. Mr. Hughes BOARD REPORTS

noted that the current budget proposal does not include funding for Common Core, however we will continue to follow best practices as we have been doing. Regardless what standards the legislature decides to use, we will be fine. Mr. Dumond thanked both Legacy and Hartland High School for two incredible graduation ceremonies. He noted he was extremely proud of all of our students.

BOARD REPORTS  
(CONTINUED)

Motion by Kaszyca, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of May 31, 2013, and the payment of invoices totaling \$2,661,011.07 and payroll obligations totaling \$2,486,627.01. Motion carried 6-0.

PAYMENT OF  
INVOICES

Motion by Hutchinson, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent, approves the LESA Budget for 2013/14 as presented. Motion carried 6-0.

LESA BUDGET  
APPROVED

Motion by Kaszyca, supported by Sinelli, that the Board of Education discusses and determines a date, July 18, 2013, 7:30 a.m., pursuant to Board policy, for the July organizational meeting. Motion carried 6-0.

7/18/13-JULY  
ORG. MEETING

Mr. Dumond noted that the Board was currently in the process of rescheduling the June 24 special meeting, possibly to June 26.

MTG. UPDATE

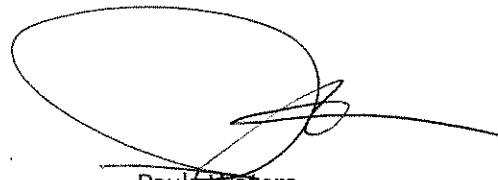
The meeting adjourned at 8:15 p.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hutchinson  
Secretary



Paula Waters  
Recording Secretary

# GENERAL APPROPRIATIONS ACT RESOLUTION

## Hartland Consolidated Schools Livingston County, Michigan

A special meeting of the Board of Education of the Hartland Consolidated Schools was held in the board room of the Hartland Educational Support Service Center on the 26th day of June 2013 at 6:30 p.m.

The meeting was called to order at 6:30 p.m., by

Present:

Absent:

The following preamble and resolution were offered by Member  
and supported by Member

### **WHEREAS,**

1. This Board previously resolved to conduct a hearing regarding the proposed budget for the fiscal year 2013-2014 on June 26, 2013; and
2. This Board caused notice of such hearing to be published, which notice included the statement that the "property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing;" and
3. Such a hearing was conducted on June 26, 2013 at which time this Board heard public comment and considered the proposed 2013-2014 budget and proposed property tax millage rate to be levied to support the proposed budget.

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board hereby adopts as its 2013-2014 budget the proposed budget document, incorporated by reference, which includes the property tax millage rate to be levied to support the 2013-2014 budget.
2. This Board certifies that, for 2013, 18 mills shall be levied for operating purposes upon non-homestead and non-qualified agricultural property, and 0 mills for operating purposes shall be levied upon homestead and qualified agricultural property. Further, this Board certifies that, for 2013, 7.6 mills shall be levied upon all property for debt retirement purposes.

continued

BE IT FURTHER RESOLVED, that this resolution shall be the general appropriations act of the Hartland Consolidated School District for the fiscal year ending June 30, 2014; A RESOLUTION to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all income received by the Hartland Consolidated School District.

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2014, is as follows:

REVENUE

Local	\$ 7,601,304
County	-0-
State	36,926,431
Federal	565,793
Incoming Transfers & Other Transactions	<u>1,164,987</u>

TOTAL REVENUE	\$ 46,258,515
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Est. Fund Balance, July 1, 2013	\$4,675,527
Less Appropriated Fund Balance	<u>-0-</u>

Fund Balance Available to Appropriate	<u>\$4,675,527</u>
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AVAILABLE TO APPROPRIATE TO GENERAL FUND	\$ 50,934,042
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BE IT FURTHER RESOLVED, that \$48,509,528 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:	
Basic Programs	\$24,618,119
Added Needs	5,109,217

Support Services:	
Pupil	\$ 886,657
Instructional Staff	1,806,228
General Administration	1,266,972
School Administration	3,025,200
Business	1,014,924
Maintenance/Operations	4,835,934
Transportation	2,232,824
Central	151,078
Other	124,121

continued

Community Services	2,535,020
Capital Outlay	129,300
Outgoing Transfers & Other Transactions	<u>773,934</u>
TOTAL APPROPRIATED GENERAL FUND	\$ 48,509,528

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the athletic fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2014, is as follows:

REVENUE

Local (gate)	\$	125,705
Other		118,445
Federal		-0-
Incoming Transfers & Other Transactions		<u>642,327</u>
TOTAL REVENUE	\$	<u>886,477</u>
Est. Fund Balance, July 1, 2013	\$	51,570
Less Appropriated Fund Balance		<u>-0-</u>
Fund Balance Available to appropriate		<u>51,570</u>
TOTAL AVAILABLE TO APPROPRIATE ATHLETIC FUND	\$	938,047

BE IT FURTHER RESOLVED, that \$888,161 of the total available to appropriate in the athletic fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:		
Salaries	\$	270,010
Employee Benefits		83,904
Contracted Services		442,229
Equipment		26,410
Officials' Fees		33,288
Transportation		<u>32,320</u>
TOTAL APPROPRIATED ATHLETIC FUND	\$	<u>888,161</u>

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the cafeteria fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2014, is as follows:

continued

REVENUE

Local		\$ 916,632
State		53,785
Federal		470,780
Incoming Transfers & Other Transactions		<u>-0-</u>
TOTAL REVENUE		\$ 1,441,197
Est. Fund Balance, July 1, 2013	\$ 109,007	
Less Appropriated Fund Balance	<u>-0-</u>	
Fund Balance Available to Appropriate		\$ <u>109,007</u>
TOTAL AVAILABLE TO APPROPRIATE CAFETERIA FUND		\$ 1,550,204

BE IT FURTHER RESOLVED, that \$1,440,771 of the total available to appropriate to the cafeteria fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:		
Salaries		\$ 456,466
Food		631,306
Supplies & Other		92,615
Employee Benefits		177,149
Outgoing Transfers		<u>83,235</u>
TOTAL APPROPRIATED TO CAFETERIA FUND		\$ 1,440,771

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the debt retirement fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2014, is as follows:

REVENUE

Local Source:		
Property Tax		\$ 8,119,107
Other Local Source		4,200
State Sources		-0-
Federal Sources		1,013,421
Incoming Transfers & Other		<u>5,226,972</u>
TOTAL REVENUE		\$14,363,700

continued



Est. Fund Balance, July 1, 2013	\$ 530,104	
Less Appropriated Fund Balance	<u>-0-</u>	
Fund Balance Available to Appropriate		\$ <u>530,104</u>
TOTAL AVAILABLE TO APPROP. DEBT RETIREMENT FUND		\$14,893,804

BE IT FURTHER RESOLVED, that \$14,589,618 of the total available to appropriate in the debt retirement fund is hereby appropriated in the amounts and for the purposes set forth below:

#### EXPENDITURES

Redemption of Principal	\$ 8,972,000
Redemption of Energy Note	-0-
Interest on Debt	5,482,973
Interest on Energy Note	-0-
Miscellaneous	<u>134,645</u>
TOTAL APPROPRIATED DEBT RETIREMENT FUND	\$14,589,618

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the capital projects fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2014, is as follows:

#### REVENUE

Sale of Bonds	\$	-0-
Misc. Receipts		-0-
Interest on Investments		10,000
Incoming Transfers & Other Transactions		<u>-0-</u>
TOTAL REVENUE	\$	10,000
Est. Fund Balance, July 1, 2013	\$ 4,054,844	
Less Appropriated Fund Balance	<u>-0-</u>	
Fund Balance Available to Appropriate		\$ 4,054,844
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND		\$ 4,064,844

continued

BE IT FURTHER RESOLVED, that \$1,646,834 of the total available to appropriate to the capital projects fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Remodeling/Renovation/Construction	\$ 371,600
Equipment	200,000
Site Development	925,234
Misc. (architect, construction manager, other)	150,000
Arbitrage	-0-
Outgoing Transfers	<u>-0-</u>
TOTAL APPROPRIATED TO CAPITAL PROJECTS	\$ 1,646,834

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect July 1, 2013.

III.A. Parent/Student Handbooks  
Prepared by: Scott VanEpps  
June 26, 2013

Included in your Board packet for the June 26, 2013 special meeting are the drafts of the Secondary, Intermediate and Elementary Parent/Student Handbooks. Following is a listing of the significant changes from 2012/2013.

**There are no changes to the Elementary or Intermediate Handbooks (other than updating Board information and dates)**

**Secondary Handbook Changes: (See attached for specifics)**

- “Attachment A” after Page 7 – HHS Discipline Rubric
- Under “Procedures” – changes to “C.”
- Revisions – Attendance Guidelines
- Revisions – Traffic & Parking Regulations
- Revisions – Bus information for LEGACY
- Additions – Hartland Middle School regulations

## Hartland High School Discipline Rubric

1. Hartland High School students who attend school sponsored activities after school hours on or off campus are subject to the same rules that apply during the school day.
2. School officials will evaluate each situation and act accordingly based on the information available. This means administration has the ability to go above and beyond the consequences listed for the situation.

Category I	First Violation	Second Violation	Third Violation	Fourth + Violation
<ul style="list-style-type: none"> <li>• Public Display of Affection</li> <li>• Inappropriate Language</li> <li>• Dress Code Violation</li> <li>• Minor Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning and ask student to change behavior</li> <li>• Teacher phone call home when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Hour Detention</li> <li>• Teacher calls home when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Hour Detention</li> <li>• Teacher calls home when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• 1-5 Day Out of School Suspension</li> <li>• Administration Parent Contact</li> </ul>
<p><b>Category II</b></p> <ul style="list-style-type: none"> <li>• Insubordination</li> <li>• Disrupting the Educational Process</li> <li>• Cheating/Plagiarism</li> <li>• Forgery</li> <li>• Disrespect to School Personal/Students</li> <li>• Electronic Device Violation</li> <li>• Misconduct</li> </ul>	<p><b>First Violation</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Detention</li> <li>• Teacher phone call home when appropriate</li> </ul>	<p><b>Second Violation</b></p> <ul style="list-style-type: none"> <li>• 2 Hour Detention</li> <li>• Teacher phone call home when appropriate</li> </ul>	<p><b>Third Violation</b></p> <ul style="list-style-type: none"> <li>• 1-5 Day Out of School Suspension</li> <li>• Administration Parent Contact</li> </ul>	<p><b>Fourth + Violation</b></p> <ul style="list-style-type: none"> <li>• 1-10 Day Out of School Suspension</li> <li>• Possible Expulsion Hearing</li> <li>• Administration Parent Contact</li> </ul>
<p><b>Category III</b></p> <ul style="list-style-type: none"> <li>• Physical Fighting</li> <li>• Hitting/Slapping/Kicking, etc...</li> <li>• Persistent Bullying</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Lewd or Licentious Behavior</li> <li>• Tobacco: Use and/or Possession</li> </ul>	<p><b>First Violation</b></p> <ul style="list-style-type: none"> <li>• 1-5 Day Out of School Suspension</li> <li>• Administration Parent Contact</li> <li>• Restitution/Restoration</li> </ul>	<p><b>Second Violation</b></p> <ul style="list-style-type: none"> <li>• 3-10 Day Out of School Suspension</li> <li>• Administration Parent Contact</li> <li>• Restitution/Restoration</li> </ul>	<p><b>Third Violation</b></p> <ul style="list-style-type: none"> <li>• 5-10 Day Out of School Suspension</li> <li>• Administration Parent Contact</li> <li>• Possible Expulsion Hearing</li> <li>• Restitution/Restoration</li> </ul>	<p><b>Fourth + Violation</b></p> <ul style="list-style-type: none"> <li>• 10 Day Out of School Suspension</li> <li>• Administration Parent Contact</li> <li>• Expulsion Hearing</li> <li>• Restitution/Restoration</li> </ul>
<p><b>*Category IV</b></p> <ul style="list-style-type: none"> <li>• Alcohol: Use and/or Possession</li> <li>• Drugs: Use and/or Possession</li> <li>• Physical Assault</li> <li>• Sexual Harassment</li> <li>• Weapon Possession</li> <li>• Extreme Misconduct/Illegal Activity</li> </ul>	<p><b>First Violation</b></p> <ul style="list-style-type: none"> <li>• 5-10 Day Out of School Suspension</li> <li>• Expulsion Hearing</li> <li>• Administration Parent Contact</li> <li>• Referral/Contact with the Livingston County Sheriff's Department</li> </ul>	<p><b>Second Violation</b></p> <ul style="list-style-type: none"> <li>• 5-10 Day Out of School Suspension</li> <li>• Expulsion Hearing</li> <li>• Administration Parent Contact</li> <li>• Referral/Contact with the Livingston County Sheriff's Department</li> </ul>	<p><b>Third Violation</b></p> <ul style="list-style-type: none"> <li>• 10 Day Out of School Suspension</li> <li>• Expulsion Hearing</li> <li>• Administration Parent Contact</li> <li>• Referral/Contact with the Livingston County Sheriff's Department</li> </ul>	<p><b>Fourth + Violation</b></p> <ul style="list-style-type: none"> <li>• 10 Day Out of School Suspension</li> <li>• Expulsion Hearing</li> <li>• Administration Parent Contact</li> <li>• Referral/Contact with the Livingston County Sheriff's Department</li> </ul>

\*Category IV violations may result in law enforcement intervention. In addition, depending on the situation, a more significant penalty than what is listed may result.

Page 11 Under Procedures

C. Administrators are charged with keeping students safe, and if they have reasonable suspicion to believe 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 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.

## **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, in one hour or more, will result in 1-2 hours of Career and Employability Skills Training after school.
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. Attendance incentives to promote good attendance will be utilized throughout the year.
5. If a student exceeds 10 absences within a semester, the following procedures will occur:
  - A meeting with an administrator will be scheduled.
  - The purpose of the meeting will be to determine how to improve attendance and will result in an attendance contract.
  - Violations of the attendance contract may result in loss of social and extracurricular participation.
  - If attendance is still not improving, a meeting will be called with parents to determine if the traditional classroom setting is an appropriate placement.
  - Excessive truancy and/or violations of school-initiated attendance contracts may result in an "I" or Incomplete due to lack of accessible student achievement information available to the teacher.

## **Attendance Incentive Policy**

A student may be eligible to participate in random drawings for exclusive parking in the student lot if the following criteria are met:

- The student currently has a valid drivers license.
- The student has not received an assignment of ISS or OSS in any class during the semester.
- The student does not have any parking fines at the time of the drawing.
- The student may have no more than 3 absences in a semester class at the time of drawing. This includes excused absences and unexcused absences. Please refer to the attendance policies regarding absences, early dismissals and tardies/late arrivals. (Administrative approved school related activities do not count against the attendance incentive policy.)
- The student may have no more than 3 tardies in a full semester class at the time of drawing.

A student may only win this a perfect attendance award once per school year and receive an opportunity to participate in a special off-campus event.

- A student who has 0 absences and 0 tardies per semester will be rewarded with a special off campus event.

**Tardies:**

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.
3. Multiple tardies per class result in the following school disciplinary actions:

0-3 Tardies	Teacher Warning/Teacher Assigned Consequence
4-6 Tardies	1 Hr Detention, Administrative Meeting, Parent Contact
7-9 Tardies	Career and Employability Skills Training after school
10+ Tardies	In School Suspension

*This will replace the current Attendance Guidelines and Attendance Appeals in the Parent-Student Handbook.*

### **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 students 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 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 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 guards 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, parked in an unauthorized spot or location, or illegally parked will be issued a parking fine, a parking ticket, or towed at the owner's expense. School parking fines are \$25, and parking tickets for illegally parked vehicles vary depending on the offense.
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. In addition, 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.



## 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 parent and student, must be submitted to the transportation department in advance.

## BUS RESPONSIBILITIES OF STUDENTS

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.



Scott VanEpps <scottvanepps@hartlandschools.us>

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## Code of Conduct

1 message

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**Kate Gregory** <kategregory@hartlandschools.us>  
To: Scott VanEpps <scottvanepps@hartlandschools.us>

Fri, May 31, 2013 at 3:40 PM

Hi Scott,  
Ben asked me to send the rest of the changes.

P. 50 - The top percentage should be 77% not 76%

P 51 (Updated dates)

### SAT

October 5  
November 2  
December 7  
January 25  
March 8  
May 3  
June 7

### ACT

September 21  
October 26  
December 14  
February 8  
April 12  
June 14

Thanks for the deadline extension! We used it to the last minute 🙏

—

Kate Gregory  
Assistant Principal  
Hartland High School



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## Re: Handbook Changes

1 message

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**Anthony Howerton** <anthonyhowerton@hartlandschools.us>

Tue, Jun 4, 2013 at 3:32 PM

To: Scott VanEpps <scottvanepps@hartlandschools.us>

Cc: Steve Livingway <stevlivingway@hartlandschools.us>

Just two additions that we have had in our general HMS rules for years in the student planners but need to be added to the Secondary Parent-Student Handbook:

1. Backpacks are not allowed in the classroom without permission from the classroom teacher.
2. No gum is allowed at Ore Creek. Students are issued a one-hour detention if they chew gum at school.

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Tony Howerton  
Assistant Principal  
Hartland Middle School at Ore Creek  
Phone: 810-626-2400  
E-Mail: anthonyhowerton@hartlandschools.us

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On Tue, Jun 4, 2013 at 1:40 PM, Scott VanEpps <scottvanepps@hartlandschools.us> wrote:

I definitely need your changes. Thanks.

Scott

On Tue, Jun 4, 2013 at 10:21 AM, Steve Livingway <stevlivingway@hartlandschools.us> wrote:

We will submit by the end of today if it is not too late. Thank you.

Steve Livingway  
Principal,  
Hartland Middle School at Ore Creek  
3250 N. Hartland Rd.  
Hartland, MI 48353  
(810) 626-2400

On Tue, Jun 4, 2013 at 10:02 AM, Scott VanEpps <scottvanepps@hartlandschools.us> wrote:

I received handbook changes from the high school. Did you have changes to submit?

Scott