

**HARTLAND CONSOLIDATED SCHOOLS
SPECIAL MEETING – BOARD OF EDUCATION
June 26, 2017**

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 12, 2017 regular meeting
 - D. Superintendent’s Report
 - Budget Hearing – 2017/2018 Budget
 - E. Call to the public
 - F. Board reports & requests

- II. Action Items
 - A. Budget Amendments
 - B. General Appropriations Act Resolution – 2017/2018 Budget
 - C. Policy Update – 5630.01
 - D. HHS Cooling Tower

- III. Discussion Items
 - A. 2017/2018 Parent/Student Handbooks

- IV. Information Items
 - A. July 19, 2017, organizational meeting, 7:00 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.E.

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, 2017 special meeting be approved, that policy be set aside allowing Item II.D. to be treated as an Action Item, and that public participation be allowed on all items. Motion by _____, supported by _____. _____
- I.C. APPROVAL OF MINUTES – JUNE 12, 2017 REGULAR MEETING (SEE ATTACHED)
(Recommended action): That the minutes of the June 12, 2017 regular meeting be approved. Motion by _____, supported by _____. _____
- I.D. SUPERINTENDENT’S REPORT
 - Budget Hearing – 2017/2018 Budget
- I.E. CALL TO THE PUBLIC
- I.F. BOARD REPORTS & REQUESTS
- II.A. 2016/17 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.B. GENERAL APPROPRIATIONS ACT RESOLUTION – 2017/2018 (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 (2017/2018) as presented. Motion by _____, supported by _____. _____
- II.C. POLICY UPDATE – 5630.01 – SECLUSION & RESTRAINT
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and Assistant Superintendent of Personnel & Student Services, adopts Board policy update 5630.01 – Student Seclusion and Restraint as presented and discussed. Motion by _____, supported by _____. _____
- II.D. HHS COOLING TOWER (SEE ATTACHED)
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, awards a contract to Samento Mechanical in the amount of \$56,680.00 for work on the high school cooling tower, as presented. Motion by _____, supported by _____. _____
- III.A. 2017/2018 PARENT/STUDENT HANDBOOKS (SEE ATTACHED)
For discussion
- IV.A. FUTURE MEETINGS
July 19, 2017, organizational meeting, 7:00 a.m., Boardroom, Educational Support Center
- IV.B. INFORMATION ITEMS
- V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting - Board of Education
June 12, 2017

Members present: T. Dumond, M. Hemeyer, C. Kenrick, C. Costa
Members absent: B. Gatewood, C. Aberasturi, K. Kaszyca
Admin. Present: S. Bacon, S. VanEpps, D. Selix, C. Hughes, M. Otis, D. Minsker, M. Cheney, A. Lashbrook, S. Livingway, A. Howerton, B. Cain, S. Pearson, S. Usher, M. Marino, L. Pumford
Guests: A. Milner, M. Assenmacher, J. Henry, M. Young, S. Young, R. Spiker, P. Kucharski, D. Burt, P. Mandeville, J. Archer, S. Parks, M. Turney, M. Conley, E. Gatien, J. Peery, A. Schneider, C. Germane, B. Schroeder, J. Schroeder, S. Majors, D. Majors, D. Rice, T. Rice, S. Pietila, T. Mears, C. Mears, L. Kuikahi, A. Kuikahi, R. Kuikahi, G. Kuikahi, K. Kuikahi, N. Williams, S. Williams, S. Furge, T. Reed, J. Fedewa, C. Drafta, F. Smith, J. Chodos, K. Germane

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 Costa, supported by Kenrick that the agenda for the June 12, 2017 regular meeting be approved, that policy be set aside allowing Item II.D. to be treated as an action item, and that public participation be allowed on all items. Motion carried 4-0. 6/12/17 AGENDA APPROVED

Motion by Hemeyer, supported by Kenrick that the minutes of the May 15, 2017 regular and special meetings be approved. Motion carried 4-0. 5/15 MINUTES APPROVED

Superintendent Hughes congratulated the Legacy and Hartland High School administration and staff on wonderful graduation ceremonies, as well as Senior Honors Night. He then introduced Steve Livingway, Principal at Hartland Middle School, who introduced Jenna Furr, the district's Literacy Coach. She talked about the district's Writer's Workshop and what that looked like at each grade level. Tonight's presentation highlighted the 8th grade "Informational Essay" Unit – Documentary Film. Three student group projects were presented and represented by their teachers – Jill Bliznik, Angela Schneider, and Matt Turney – and student leaders: Josh Archer, Ethan Conley & Drew Burton, and Colton Germane. Eighth graders were given four historical events and asked to choose one to turn into a documentary. Students were placed in groups based on their favored event. The groups were required to research the event, write a script for the documentary, and finally, using software, create a documentary incorporating their research, pertinent video clips, and source citations. The Board watched short segments of the top three documentaries while the group leaders explained their selection and how their group created the documentary. The events covered by the three selected were: the Hindenburg, the bombing of Hiroshima, and the Scopes Trial. SUPT. REPORT HAPPENINGS AT HMS

Mr. Hughes then introduced Dr. Matt Assenmacher to present awards for the recent State MITES Competition. Dr. Assenmacher introduced Jeremy Jarvinen teacher at Hartland High School and Hartland Middle School, and noted that at this year's competition in Lansing there were over 6,000 entries and Hartland had several students who captured top three awards in many categories. MITES AWARDS

Mr. Hughes introduced Scott VanEpps, Asst. Superintendent of Personnel & Student Services, who updated the Board on the district's Wellness Policy #8510, as required. Mr. VanEpps thanked the members of the district Wellness Committee, including David Minsker, Darci DelProposto, Kay Fountain, Monique Alberts, Tony Howerton, and Lisa WELLNESS COMMITTEE

<p>Archev. The committee meets several times during the year to review the policy and how best to implement it throughout the district.</p>	<p>SUPT. REPORT (CON'T)</p>
<p>During the Call to the Public, Ms. Stefanie Furge from Cromaine Library spoke regarding the “Hartland Soup” project – a type of crowdfunding event to promote community involvement.</p>	<p>CALL TO PUBLIC</p>
<p>Ms. Kenrick and Mr. Dumond commented on wonderful graduation ceremonies for both Legacy and Hartland High School. Mr. Dumond also wanted to thank all of the teachers and administrators over the past 15 years that his sons attended Hartland Schools for giving them all they need to begin their lives beyond Hartland.</p>	<p>BOARD REPORTS</p>
<p>Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of May 31, 2017, and the payment of invoices totaling \$1,636,750.57 and payroll obligations totaling \$2,906,155.63. Motion carried 4-0.</p>	<p>PAYMENT OF INVOICES</p>
<p>Motion by Kenrick, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Heather Bloom for the 2017/18 school year at the Step 1, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 4-0. Ms. Bloom was unable to attend tonight’s meeting and will be introduced to the Board at a later date.</p>	<p>NEW HIRES: BLOOM – FIS</p>
<p>Motion by Hemeyer, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Patricia Kucharski for the 2017/18 school year at the Step 1, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 4-0. Ms. Kucharski was introduced by Principal Selix.</p>	<p>KUCHARSKI – RES</p>
<p>Motion by Costa, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Nicolette Williams for the 2017/18 school year at the Step 1, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 4-0. Ms. Williams was introduced by Principal Cheney.</p>	<p>WILLIAMS - FIS</p>
<p>Motion by Kenrick, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Rebecca Spiker for the 2017/18 school year at the Step 1, BA+20 salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 4-0. Ms. Spiker was introduced by Principal Selix.</p>	<p>SPIKER - RES</p>
<p>Motion by Hemeyer, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Shauna Pietila for the 2017/18 school year at the Step 1, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 4-0. Ms. Pietila was introduced by Principal Pumford.</p>	<p>PIETILA - CSE</p>
<p>Motion by Costa, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, approves the new and revised policies as presented and discussed. Motion carried 4-0.</p>	<p>NEW & REVISED POLICIES</p>

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, authorizes the district to sign the addendum with LESA to support their acquisition of photocopier replacement equipment for use by Hartland Consolidated Schools as presented. Motion carried 4-0.

LESA COPIER
ADDENDUM

Motion by Costa, supported by Aberasturi that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Technology, approves the purchase of computer equipment totaling \$159,649.45 for Hartland High School and Creekside Elementary School as presented. Motion carried 4-0.

TECH
REPLACEMENT

Motion by Costa, supported by Hemeyer that the Board of Education discusses and determines a date, July 19, 2017, pursuant to board policy, for the July organizational meeting. Motion carried 4-0.

JULY ORG.
MEETING

The Board discussed the special update from NEOLA with revisions to Policy 5630.01 – Student Seclusion & Restraint. This will come before the Board for action at the June 26, 2017 meeting.

DISCUSSION:
POLICY 5630.01

Mr. Dumond noted the next meeting would be June 26 at 6:30 p.m. and then July 19, time to be determined.

FUTURE
MEETINGS

The meeting adjourned at 7:40 p.m.

ADJOURNMENT

Respectfully submitted,


Michelle Hemeyer
Secretary


Paula Waters
Recording Secretary

HARTLAND CONSOLIDATED SCHOOLS

Scott Bacon, Assistant Superintendent for Business and Operations

9525 E. Highland Road
Howell, Michigan 48843



Telephone (810) 626-2120
Fax (810) 626-2121

To: Hartland Board of Education
From: Scott Bacon
Re: 2017/18 Budget Adoption
Date: June 19, 2017

Attached you will find a budget document to be reviewed and presented at our upcoming school board meeting on Monday, June 26. For 2017/18, this will be the second year of our using a revised format for the budget booklet and for the additional details. In both cases the revisions were done in an effort to address some of the requests expressed previously by the Finance committee.

The revised format attempts to present the budget and projections as follows:

- Review overall budget assumptions affecting a number of revenue and expenditure categories and in some cases affecting multiple funds.
- Present a Fund Balance page that allows the reader a quick, easy reference to where we stand currently in each fund and how we expect (in monetary terms) for that to change by the end of 2017/18.
- Present the General Fund as required by law – 2015/16 actual, 2016/17 budget and 2017/18 projection – showing revenues by specific sources and expenditures by “program” assignment. A definition sheet is provided for the program categories. There are also specific notations directing the reader to additional explanations. We also provide a further breakdown of each of the program sections shown by the type of expenditures within the “programs” (salaries, benefits, supplies, etc.).
- Present each of the other funds (Athletic, Cafeteria, Debt, Capital Projects and the new Sinking Fund) and include specific notations directing the reader, if interested, to specific explanations.
- Finally, present a projection of the General Fund for a total of three years beyond the current year in order for the reader to get a perspective of our financial outlook at least a bit into the future.

Please feel free to contact me with any questions.

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 2017 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 2017-2018 on June 26, 2017; 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, 2017 at which time this Board heard public comment and considered the proposed 2017-2018 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 2017-2018 budget the proposed budget document, incorporated by reference, which includes the property tax millage rate to be levied to support the 2017-2018 budget.
2. This Board certifies that, for 2017, 17.9784 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 2017, 8.05 mills shall be levied upon all property for debt retirement purposes, as required by PA 437 of 2012, and .5 mills shall be levied upon all property for sinking fund purposes, as required by PA 319 of 2016.

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, 2018; 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.

continued

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, 2018, is as follows:

REVENUE

Local		\$ 7,681,567
State		43,491,032
Federal		431,821
Incoming Transfers & Other Transactions		<u>2,791,327</u>
TOTAL REVENUE		\$54,395,747
Est. Fund Balance, July 1, 2017	\$3,697,508	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to Appropriate		<u>\$ 3,697,508</u>
AVAILABLE TO APPROPRIATE TO GENERAL FUND		\$58,093,255

BE IT FURTHER RESOLVED, that \$54,896,522 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		\$26,940,634
Added Needs		6,174,830
Support Services:		
Pupil		\$ 1,623,714
Instructional Staff		1,299,664
General Administration		1,325,959
School Administration		3,296,217
Business		656,257
Maintenance/Operations		5,410,354
Transportation		2,812,557
Central		605,973
Other		176,853
Community Services		3,208,288
Debt Service		400,466
Capital Outlay		215,000
Outgoing Transfers & Other Transactions		<u>749,756</u>
TOTAL APPROPRIATED GENERAL FUND		\$ 54,896,522

continued

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, 2018, is as follows:

REVENUE

Local (gate)		\$ 146,964
Other Local		128,721
Incoming Transfers & Other Transactions		749,756
TOTAL REVENUE		<u>\$ 1,025,441</u>
Est. Fund Balance, July 1, 2017	\$ 181,498	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to Appropriate		<u>181,498</u>
TOTAL AVAILABLE TO APPROPRIATE ATHLETIC FUND		\$ 1,206,939

BE IT FURTHER RESOLVED, that \$994,800 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		\$ 251,866
Employee Benefits		105,526
Contracted Services		503,650
Equipment		30,060
Officials' Fees		36,198
Transportation		47,500
Capital Outlay		20,000
TOTAL APPROPRIATED ATHLETIC FUND		<u>\$ 994,800</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, 2018, is as follows:

REVENUE

Local		\$ 1,127,940
State		51,682
Federal		467,510
Incoming Transfers		5,000
TOTAL REVENUE		<u>\$ 1,652,132</u>
Est. Fund Balance, July 1, 2017	\$ 205,748	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to Appropriate		<u>\$ 205,748</u>
TOTAL AVAILABLE TO APPROPRIATE CAFETERIA FUND		\$ 1,857,880

continued

BE IT FURTHER RESOLVED, that \$1,641,706 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	\$ 516,374
Employee Benefits	243,408
Food	708,810
Supplies & Other	99,092
Capital Outlay	40,000
Outgoing Transfers	<u>34,022</u>
 TOTAL APPROPRIATED TO CAFETERIA FUND	 \$ 1,641,706

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, 2018, is as follows:

REVENUE

Local Source:		
Property Tax	\$ 9,740,625	
Other Local Source	60,399	
State Sources	72,348	
Federal Sources	658,049	
SBLF Proceeds	<u>12,624,445</u>	
 TOTAL REVENUE		 \$ 23,155,866
 Est. Fund Balance, July 1, 2017	 \$3,190,897	
Less Appropriated Fund Balance	<u>0</u>	
 Fund Balance Available to Appropriate		 <u>\$ 3,190,897</u>
 TOTAL AVAILABLE TO APPROP. DEBT RETIREMENT FUND		 \$26,346,763

BE IT FURTHER RESOLVED, that \$21,771,570 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	\$16,745,000
Interest on Debt	5,005,570
Miscellaneous	<u>21,000</u>
 TOTAL APPROPRIATED DEBT RETIREMENT FUND	 \$21,771,570

continued

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Capital Projects Fund – 2010 Bond of the Hartland Consolidated School District for the fiscal year ending June 30, 2018, is as follows:

REVENUE

Interest on Investments		\$	<u>4,000</u>
TOTAL REVENUE		\$	4,000
Est. Fund Balance, July 1, 2017	\$	785,760	
Less Appropriated Fund Balance		<u>0</u>	
Fund Balance Available to Appropriate		\$	<u>785,760</u>
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND – 2010 BOND		\$	789,760

BE IT FURTHER RESOLVED, that \$400,000 of the total available to appropriate to the Capital Projects Fund – 2010 Bond is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Remodeling, Renovation Equipment			25,000
		\$	<u>375,000</u>
TOTAL APPROPRIATED TO CAPITAL PROJECTS – 2010 BOND		\$	400,000

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Capital Projects Fund – Sinking Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2018, is as follows:

REVENUE

Property Tax Levy		\$	600,000
Interest on Investments			<u>200</u>
TOTAL REVENUE		\$	600,200
Est. Fund Balance, July 1, 2017	\$	0	
Less Appropriated Fund Balance		<u>0</u>	
Fund Balance Available to Appropriate		\$	0
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND – SINKING FUND		\$	600,200

continued

BE IT FURTHER RESOLVED, that \$125,000 of the total available to appropriate to the Capital Projects Fund – Sinking Fund hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Remodeling, Renovation	\$ 75,000
Misc. (architect, construction manager, other)	<u>50,000</u>
 TOTAL APPROPRIATED TO CAPITAL PROJECTS – SINKING FUND	 \$ 125,000

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, 2017.



Operations Department

Matt Marino, Director of Operations

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2185

Email: mattmarino@hartlandschools.us

Date: June 21, 2017
To: Scott Bacon
From: Matt Marino
Subject: HHS Cooling Tower Fill Replacement

The district conducted a public bid for replacement of the fill material in the cooling tower at Hartland High School. The current infill is being replaced due to its inability to disperse the heat load from the chiller. The inability has been caused by a buildup of scaling deposits over years of use. The bid scope is to remove the existing fill material, grind and remove any surface rust, and apply a coating to create a water tight seal on the metal base of the tower. The cooling tower was installed when the high school was built in 2003.

Three bids were received and below is a breakdown of the acceptable bids. I am recommending that the contract be awarded to Samento Mechanical for the base bid of \$44,966.00 to replace the fill material, and Option 1 - \$11,714.00 to grind and seal the base. Total project cost - \$56,680.00.

This project will be funded by the maintenance capital projects fund and the project will begin at the end of July.

Samento Mechanical	\$ 44,966.00
Option 1 (Sealing)	\$ 11,714.00
Total	\$ 56,680.00

Miller Boldt	\$ 46,240.00
Option 1 (Sealing)	\$ 13,750.00
Total	\$ 59,990.00

Included in your Board packet for the June 26, 2017 special meeting are the drafts of the Secondary, Intermediate and Elementary Parent/Student Handbooks. Following is a listing of the significant changes from 2016/2017.

District-wide Changes:

Transportation:

Bus Responsibility of Students

- #3 – ... All students leading/unloading the bus...
- #4 – ... Students must not approach the bus...

Bus Responsibilities for Parents

- #1 – **New #1** - Parents that drive their student(s)...
- #2 – **Old #1 plus new copy** – have been cancelled for any reason...
- #4 – conduct of their children **on the bus and...**
- #7 – **New #7** – Your student will not be able...

Student Nutrition:

Lunch Program

- **Elementary** – Delete “Breakfast is offered at Round...”
- **Secondary** – Add “Breakfast is offered... **Legacy High School & Hartland Middle School**
- **District-wide** – 2nd paragraph – change Parent Connect to “Parent Portal”
3rd paragraph – change to “notify parents of low and negative balances”

Secondary Handbook Changes: (See attached for specifics)



Paula Waters <paulawaters@hartlandschools.us>

Fwd: Changes to Middle School Handbook

1 message

Scott VanEpps <scottvanepps@hartlandschools.us>
To: Paula Waters <PaulaWaters@hartlandschools.us>

Tue, May 16, 2017 at 12:05 PM

Please see email and attachment. I still need to look this over for approval.

SV

----- Forwarded message -----

From: **Alice Lashbrook** <alicelashbrook@hartlandschools.us>

Date: Tue, May 16, 2017 at 8:58 AM

Subject: Changes to Middle School Handbook

To: Scott VanEpps <ScottVanEpps@hartlandschools.us>, Steve Livingway <SteveLivingway@hartlandschools.us>

Hi Scott,

Here are the changes for the Middle School portion of the handbook that we would like to see. One of them is to add an HMS Student Discipline Guideline table (attached), similar to the High School. Feel free to put it next to the High school rubric, or wherever you best see fit.

Also, pg. 14, under "MIDDLE SCHOOL ATTENDANCE POLICY"

"Parents will be notified in writing after a student accumulates five (5) absences."

The following scenarios can result in a referral being made to the attendance officer for the following attendance violations:

1. Absent more than 12 days regardless of reason unless a documented medical excuse."

The rest of that paragraph is fine.

—
Alice Lashbrook
Assistant Principal
Hartland Middle School

 **HMS Discipline Rubric.xlsx**
13K

HMS Student Discipline Guidelines

The following chart is a guideline for HMS students and parents regarding student discipline. Please note that each situation will be evaluated individually and that possible consequences are not in any specific order.

Category I	Possible Consequences
<ul style="list-style-type: none"> • Inappropriate Language • Dress Code Violation • Minor Misconduct 	<ul style="list-style-type: none"> • Detention • Teacher phone call home when appropriate • Verbal Warning and ask student to change behavior
Category II	Possible Consequences
<ul style="list-style-type: none"> • Insubordination • Disrupting the Educational Process • Disrespect to School Personnel/Students • Electronic Device Violation • Misconduct • Skipping 	<ul style="list-style-type: none"> • Suspension • School phone call home when appropriate • Administration Parent Contact • Detention
Category III	Possible Consequences
<ul style="list-style-type: none"> • Physical Fighting • Hitting/Slapping/Kicking, etc.... • Persistent Bullying • Cheating/Plagiarism/Forgery • Theft • Vandalism • Lewd or Licentious Behavior • Tobacco: Use and/or Possession/Paraphernalia 	<ul style="list-style-type: none"> • Suspension • Administration Parent Contact • Restitution/Restoration • Possible Expulsion Hearing • Referral/Contact with the Livingston County Sheriff's Department
Category IV	Possible Consequences
<ul style="list-style-type: none"> • Alcohol: Use and/or Possession • Drugs: Use and/or Possession/Paraphernalia • Physical Assault • Sexual Harrassment • Weapons Possession • Extreme Misconduct/Illegal Activity 	<ul style="list-style-type: none"> • Suspension • Expulsion Hearing • Administration Parent Contact • Referral/Contact with the Livingston County Sheriff's Department

HHS 2017/2018 Handbook Changes

P 15: Hartland High School Attendance Policy:

First paragraph should read until between the ages of 6 and 18 (not 16).

Attendance Guidelines:

Attendance Letters: All letters regarding attendance refer to the entire school year and not semester.

*new #4
Clean up for consistency*

1. When students reach 7 absences, a letter will be sent home alerting parents.
2. A second letter will be sent home at 12 absences.
3. Once your student reaches 15 absences, ~~their name will be give to the Hartland Attendance Officer for further review/action.~~

a meeting will be held w/ Admin + Attendance Improvement officer

Absences:

Remove #4. Adjust numbers after that.

P 21: Student Lockers

Remove the 5th paragraph. This information will be incorporated in the next category below (Search and seizure).

Add the first:

Lockers are a other items n searches of s violations of property and ;

Add the follow

Search and Se

In order to p administratio ability to sea time, without

Student property includes, but is not limited to, lockers, bags, vehicles, etc. Additionally, the school district may occasionally conduct a search using drug-detecting dogs. Search of student property is not limited to, but can occur for the following reasons:

1. It is suspected that a student is using his/her property for illegal purposes or where breaking the law is present.

*Driving Automobiles - pg. 19
Add BP 5771 language:
Vehicles A + B
to 1st paragraph
also reference the BP 5771.*

the 4th paragraph:

ring supplies, clothes and physical well-being, Random itive impact on deterring er maintenance of school ls and personnel.

all students, Hartland rd Policy 5771, has the may be searched at any hip or pupil consent.

2. It is believed that a student is using their property in such a way as would interfere with school discipline or the duty of school authorities.
3. It is believed that a student's property may endanger the health and safety of other persons.

The school has the right to search all student property in emergency situations.

P40: Participation in Co-curricular Activities that Run Concurrently

2nd Paragraph:

In the event that a student wished to become involved in concurrent activities, the additional activity must be school sponsored, and the programs concerned shall be in **agreement as to the attendance and participation** of student(s) affected and approved by the Athletic/Activity Director. **The coaches and/or sponsors will meet with the student to determine a solution should a conflict 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.

Hold until comm decides

*June 13
Committee
mtg.*

P 42: Tobacco Products 1st Paragraph:

Possession or use of tobacco and/or paraphernalia (including e-cigarettes, e-liquid and lookalikes) are not allowed. **This policy will be in enforced starting with the first athletic activity and remain in effect until the students athletic eligibility period is over. (This includes but is not limited to off season workouts, camps, student council training, etc.)**

P 46: Awards Last Paragraph:

Remove last sentence about gifts of appreciation being prohibited.

P 48: Testing Out

... Hartland High School offers testing out on specified dates **at the end of each semester.** Student must register for testing out with the high school's counseling office during the spring/fall prior to the testing out session. **A deposit is required for any borrowed test-prep materials that may be available.**

P 49:

Eliminate the EXPLORE and PLAN section, as we do not offer this test anymore.

College Admissions Tests

1st paragraph: ... Juniors will be taking the **SAT** exam during the spring as a 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 Eligibility Center** for collegiate athletic eligibility.

Eliminate the 2016/2017 Test Dates header. Leave the websites for SAT and ACT as is.

pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See Form 5771 F1). In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

- B. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- C. The principal may, at any time, request assistance of the police having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

Vehicles

- A. Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search.
- B. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.
- C. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

Student

- A. The personal search of a student may be conducted by the principal when s/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
 1. the student's pockets;
 2. purses, briefcases, or any other object in the possession of the student;
 3. a "pat down" of the exterior of the student's clothing and the removal of any item identified;
 4. removal of an article of exterior clothing such as a jacket.
- B. Strip searches are to be conducted only by law enforcement personnel.
- C. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

Use of Breath - Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has