

# Hartland Consolidated Schools



**Intermediate**  
**Parent/Student Handbook**  
**2024/2025**

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

# STATEMENT OF COMPLIANCE WITH FEDERAL LAW

## NOTICE OF NONDISCRIMINATION

The Hartland Consolidated School District complies with all Federal Laws, Michigan Laws, and regulations of the U.S. Department of Education. The Board of Education does not discriminate on the basis of race, color, national origin, ancestry, religion, sex (including sexual orientation or gender identity), genetic information, disability, age, height, weight, marital status, military status, English speaking status, or any other legally protected category, in all general education, special education, career & technical education programs and activities (co-curricular and extra-curricular, including employment opportunities.

If a person believes that s/he has been discriminated/retaliated against or denied equal opportunity or access to the District's programs, activities, or services, including employment, the person may contact the District's Title IX Coordinators located at 9525 E. Highland Road, Howell, Michigan, 48843.

The Board designates the following individuals to serve as Compliance Officers for Title IX and Anti-Harassment:

Mrs. Kate Gregory

810.626.2111

[kategregory@hartlandschools.us](mailto:kategregory@hartlandschools.us)

Mrs. Carol Hayes

810.626.2150

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Ms. Anna Kulas Rosenthal

810-626-2129

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### Applicable Legislation:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990 (ADA) as amended
- State of Michigan Civil Rights Legislation
- Elliott-Larsen Civil Rights Act
- Persons with Disabilities Act 220 of 1976

### Applicable Board Policies:

- 1422 & 1422.02
- 1623
- 2260 & 2260.01
- 2266
- 1662
- 5517

## HCS 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.

## SUPERINTENDENT'S MESSAGE

The intent of the Parent-Student Handbook is to establish an environment where all students and staff have the opportunity to focus on the learning process in the Hartland Consolidated Schools, with limited distractions. A free, appropriate, and equitable education is desired for every student, without exception. It is expected that students, parents and staff review this code of conduct and understand that it is a component of our district's safe schools plan.



### **Hartland Consolidated Schools believes in...**

**Reason:** the power of our mind to seek to understand and think logically. By developing reasoning skills, our students and staff are better able to think critically in both the academic and social environments in which they find themselves. We support a well-rounded educational experience.

**Respect:** respecting the abilities, qualities, achievements, differences, and similarities of all, including ourselves. HCS provides the best possible educational experience for students by eliminating barriers in our policies, practices and procedures that may limit the opportunity for full participation in all that we offer. Hartland Schools strives to be a safe and welcoming place for all students. We will not accept discrimination or harassment in any form. We will not direct or compel students to personally confirm that any person or group is superior or inferior based on sex (including sexual orientation or transgender identity), disability, age, height, weight, English speaking status, race, class, ethnicity, religion, color, national origin, or ancestry.

We are **ALL** Hartland Eagles!

**Responsibility:** students, staff and parents taking responsibility for their own actions and behaviors. We expect that everyone extends that responsibility to working with individuals, groups, community members and others. This collective responsibility supports Hartland Schools' effort toward cultivating a positive culture where we learn and grow together. Engaging in rational discussions that promote community is important to the development of each person. Being responsible means demonstrating accountability for our own actions and representing our school district in a positive manner, without exception.

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

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

Administration/Educational Support Building .....	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
Student Nutrition Department.....	626-2868
Community Education .....	626-2150
Hartland Senior Activity Center .....	626-2135

**INTERMEDIATE PARENT/STUDENT HANDBOOK**  
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# **FARMS INTERMEDIATE PARENT-STUDENT HANDBOOK**

## **PARENT INVOLVEMENT PLAN**

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

### **Volunteers**

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

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

## **BUILDING SECURITY**

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

## ATTENDANCE

### ATTENDANCE POLICY

Attendance in school is required by State law and **parents are required to explain in writing the reason for each of their child's absences.** This may be accomplished by sending in a note with the child when he/she returns to school, or by emailing the attendance secretary.

Parents will be notified in writing when a student has accumulated 5 days and 10 days of absences. Should absences continue to be a problem a referral may be made to the Livingston County Attendance Officer for further action. Parents will be contacted by school administration when a student accumulates 15 absences.

### Advance Approval of Absences at the Intermediate 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(s) 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(s) 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.

### TARDY POLICY

Students are expected to be in the classroom when school begins. Students not present at the time a teacher records classroom attendance may be marked absent for that hour. It is the responsibility of the parent and the student to see that the student arrives to school on time. We do not count the students tardy if they ride the bus and buses arrive late.

Students who are chronically tardy to school will be issued detentions as appropriate. If the problem continues, a referral will be made to the Livingston County Truancy officer, who will conduct an investigation.



## **ARRIVAL AND DEPARTURE BY STUDENTS**

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

If the Intermediate bus runs are staggered in the morning, early drop students will report directly to the multi-purpose room until dismissed to class upon the arrival of the later busses.

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

In extreme weather, children will be permitted to wait in the building. Parents picking up students must park in the parking lot and sign their children out in the main office before leaving the building.

## **RELEASE DURING SCHOOL HOURS**

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the principal's office only, and must be called for at the office. A sign-out sheet will be located in the office. Students will be released only to parent and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity.

## **MOVING OUT OF DISTRICT**

Please contact the school by phone or by note when you move from the area. The teacher and school secretary need to be notified of your new address, date of leaving, and name of new school to be attending so that our records will be accurate. If your child has a balance, either positive or negative, through the Food Service Department please contact the Food Service Department at 810-626-2867 or 2868.

## **STUDENT APPEARANCE**

A student's appearance and dress should be conducive to an educational environment that is comfortable, safe, and inclusive while allowing for autonomy and self-expression without interrupting the educational process. Dress or grooming which could constitute a health or safety hazard or which could be considered inappropriate will not be allowed.

Building principals or their designees are authorized to establish rules and regulations governing student appearance and to make judgements of student appearance relative to these rules and regulations. 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. All

situations will be evaluated on a case-by-case basis. This policy applies to all school-related functions. Persistent violations of this policy may result in disciplinary action.

Students must wear:

- A top that does not show a bare midriff
- Pants or shorts that do not have holes above the knee, see-through or sheer fabric from the mid-palm length and above. Dresses or skirts must be fingertip length.

Students may NOT wear clothing, jewelry, or personal items that:

- Advocate or advertise the use of drugs, alcohol, tobacco, or violence
- Contain images or language that are explicit in nature
- Create a hostile or intimidating environment

Students may NOT wear:

- Hats except for those worn for a religious purpose
- Tank tops with a strap less than 3 inches in width
- Flags as capes
- Costumes, except on designated days
- Items that interrupt the educational process

This dress code applies to all school-related functions. Additional requirements are permitted when necessary to ensure safety in certain academic settings (e.g., physical activity, science).

## **CELLULAR PHONES**

If a child chooses to bring a cell phone or electronic device to school, he/she is not allowed to use the cell phone during the school day. As always, students will be allowed to use office and classroom telephones when it is necessary to communicate with parents during the school day. Parents who have urgent messages for their children may call the office to have them delivered to students. Students who bring a cell phone or electronic device to school must adhere to the following rules:

1. Before entering the building, cell phones and electronic devices must be turned off and stored in a student's backpack or locker. Cell phones may not be used again until the student exits the building at the end of the day.
2. Cell phones or electronic devices may not be used in any manner that disrupts the school environment, or otherwise disrupts school activities or functions.
3. Cell phones or electronic devices may not be used to threaten, harass, intimidate, or bully students or staff.

Cellular telephones that are not turned off and stored in the student's locker will be confiscated. They will be kept in the office until a parent is able to pick them up.

## **ACTIVITIES/LUNCH/MISCELLANEOUS**

### **AFTER-SCHOOL ACTIVITIES**

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

### **STUDENT PICTURES**

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

### **BICYCLES**

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

### **LUNCH PROGRAM**

Farms Intermediate School participates in the National School Breakfast and Lunch Programs. 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 website ([www.hartlandschools.us](http://www.hartlandschools.us)) to Departments, Student Nutrition Department, then Menus and Documents.

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

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

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

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

## **LUNCHROOM PROCEDURES AND EXPECTATIONS**

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

1. Students are expected to stay seated while eating lunch.
2. Students are expected to talk in normal tones to their friends at lunch.
3. Students may obtain help from supervisors by raising their hands.
4. Students are not allowed to sell, trade or give away their lunch.
5. All students are expected to eat a lunch unless they have a note from parents indicating differently. No student may buy ala Carte items unless they eat a lunch.
6. Students are expected to leave the table, bench and floor clean after eating.
7. Proper lunchroom manners are expected.
8. No food or object is to be thrown or tossed.
9. Students are not to borrow or lend money for lunch or food.

## **RECESS/COLD WEATHER POLICY**

Farms Intermediate School will provide students with the opportunity for outdoor and indoor recess each day after lunch. Games and activity equipment will be available. On days when the weather is extremely cold or rainy, students will stay inside for this lunch recess period.

In an attempt to let parents know when children are allowed to be outdoors, the following guidelines are provided:

1. Students may be outside when the wind-chill factor is above 15 degrees Fahrenheit.
2. When the wind-chill factor is less than 15 degrees Fahrenheit, but greater than zero degrees Fahrenheit, the length of the outdoor recess may be limited.  
The intent in this shortened activity period during marginal weather conditions is to allow students to release some energy.
3. When the wind-chill factor is less than zero degrees Fahrenheit, the children will remain indoors.

## **PARENT-TEACHER GROUPS**

Farms Intermediate School has a Parent-Teacher Organization. We urge all parents to become active participants in this group, as the group's success is dependent on an active and large membership. Our parent groups have made many valuable contributions to Hartland Consolidated Schools. Their support will provide our students with many special events, activities and equipment.

## **SCHOOL SUPPLIES**

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear.

## **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 that govern visitors 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.

## **FIELD TRIPS**

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

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

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

## **STUDENT LOCKERS**

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 may be disciplined, and restitution may be made. Students who are assigned lockers must not share lockers or change lockers without permission from the principal or his/her designee. Students found to be sharing or changing lockers will be referred to the assistant principal for discipline.

Although school authorities will respect the rights of the students and 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 he/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 ensuring 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.

### **MONEY AND OTHER VALUABLES**

We discourage parents from allowing children to bring large amounts of money to school. Valuable equipment such as electronic devices, i.e., iPods, computer games, calculators, etc. are not permitted unless there is a special occasion, and prior permission of teacher and parent is granted. Students are not to exchange money or property during school time.

### **LOST AND FOUND**

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

## **STUDENT CODE OF CONDUCT**

### **LEGAL BASIS FOR SCHOOL DISCIPLINE**

Adoption of a code of student conduct is one element of a school district's safe schools plan. A school district is required by law to adopt a code, as set forth in the Revised School Code, MCL 380.1312(8): "A local school district . . . shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises." The code of student conduct will be administered fairly, without partiality or discrimination.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

1. That the primary intent of society in establishing the public schools is to provide an opportunity for learning.
2. That the students have rights of citizenship as delineated in the Michigan and the United States Constitutions and their amendments.
3. That education is one of these citizenship rights in Michigan.

## **STUDENTS' RULES AND REGULATIONS**

Hartland students, in all of their diversity, must be educated in a safe and supportive environment that fosters academic success and healthy development. The Hartland Consolidated School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community - including students, parents, educators, and other school personnel - must assume a responsible role in promoting behavior that enhances academic and social success.

Courteous, respectful, responsible, appropriate, civil, and lawful behavior fosters a positive school culture. The Board of Education established the following list of behaviors which are never appropriate. Moreover, items marked with an asterisk (\*) are considered to be serious violations of the student code of conduct and may result in a recommendation for expulsion. Law enforcement may be involved if deemed appropriate. (List of behaviors follow)

- 1.\* Violation of State laws and/or local ordinances including but not limited to: Abuse of fire alarms, safety equipment, bomb threats, lighting fires or burning or attempting to burn any building or any property belonging to the school or property belonging to persons employed by the school or students attending the school.
- 2.\* Threatening the life of, or making threatening comments about, a student of staff member verbally, physically, or through writing or drawing pictures on school property or at a school-related event.
- 3.\* Striking, attempting to strike, threatening to strike, or becoming physically aggressive towards a teacher or any school employee or volunteer
- 4.\* Willful destruction and/or defacement of personal/school property
5. Theft and/or possession of stolen property
- 6.\* Possession, use of, or sale of inflammable materials or devices
- 7.\* Fighting, or any physically aggressive behavior, which could include acts of pushing, pulling, hitting, kicking, tripping, etc.
8. Insubordination or the refusal to follow reasonable instruction.
9. Use of profanity, obscenity, and/or inappropriate language or comments
10. Disrespect to school personnel
11. Lying to school personnel
12. Verbal assault or harassment toward a student or staff member

13. Disrupting the educational process, inciting others to disrupt or interfere with the educational process.
14. Leaving school property without authorization.
15. Disruptive behavior, horseplay.
16. Cheating or using any manner of deceit or falsification in completing or recording of any schoolwork
17. Truancy - failure to attend class
18. Gum Chewing is not allowed on school grounds
- 19.\* Engaging in behavior which is unsafe and/or dangerous
20. Physical intimidation toward students or adults
21. Forgery - fraudulently writing the name of another person.
22. Tardiness - being outside of assigned area at the appointed time
23. Indecency - offending commonly recognized standards of health, safety, and good taste, in behavior and dress
24. 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.
25. 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.
26. Individual students are not allowed to sell or trade goods of any kind on school property
27. Electronic devices which are not intended for curriculum program activities are not to be used during school hours. Examples may include, but are not limited to: games, music type devices and cellular phones. Laser pens and pointers are absolutely forbidden at all times. Recreational items are not allowed in school and such items may include, but are not limited to: roller blades, skateboards, snowboards, sleds, cards, hockey sticks, and lacrosse sticks, "Heelie" type shoes, etc.
- 28.\* 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 assistant principal. 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 assistant principal.
- 29.\* Possession, use or threatening the use of any weapon or dangerous object(s) or substances capable of inflicting bodily harm.
30. Use of and/or possession of tobacco or vape paraphernalia. This is a violation of Public Act 368 of the State of Michigan. Appropriate authorities will be notified, and a citation will be issued.
- 31.\* Controlled Substances - the possession, use, sale, attempted sale, attempted purchase, 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>1</sup>

32.\* Persistent disobedience. Repeated disregard for rules and policies.

33. Teasing or bullying toward a student or staff member

34. Dangerous/harmful acts involving food allergens.

35. Violation of District computer and network services in accordance with the Hartland Schools Acceptable Use Policy (AUP).

36.\* Racial slurs or ethnic intimidation

<sup>1</sup> See Controlled Substances, pg. 14

## Farms School Discipline Rubric

1. Students who attend school sponsored activities during or after school hours on or off campus are subject to the code of conduct.
2. School officials will evaluate each situation and act accordingly based on the information available. The administration has the ability to go above and beyond the consequences listed.

Category I	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Inappropriate Physical Contact</li> <li>● Failure to Follow Direction</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Parent Contact</li> <li>● Possible detention</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Detention</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Detention or Suspension as determined by administration</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Detention or Suspension as determined by administration</li> </ul>
Category II	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>● Insubordination/ Misconduct</li> <li>● Persistent Disobedience</li> <li>● Disrespect to School Personnel/Students</li> <li>● Disrupting the Educ. Process</li> <li>● Academic Dishonesty</li> <li>● Electronic Device Violation</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Verbal Warning</li> <li>● Possible Detention</li> <li>● Possible Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Detention</li> <li>● Possible Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 Day Out of School Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-10 Day Out of School Suspension</li> <li>● Possible Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>
Category III	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>● Hitting/Slapping/Kicking, etc.</li> <li>● Bullying (Verbal/Cyber)</li> <li>● Theft</li> <li>● Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Detention</li> <li>● Possible Suspension</li> <li>● Restitution, if necessary</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 1-3 Day Out of School Suspension.</li> <li>● Restitution, if necessary</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 5-10 Day Out of School Suspension</li> <li>● Restitution, if necessary</li> <li>● Possible Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 10 Day Out of School Suspension.</li> <li>● Restitution, if necessary</li> <li>● Possible Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>
Category IV	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>● Physical Fighting</li> <li>● Dangerous/Threatening Behavior</li> <li>● Threatening Language</li> <li>● Lewd or Licentious Behavior</li> <li>● Tobacco/Vape</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-5 Day Out of School Suspension</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 3-5 Day Out of School Suspension.</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 5-10 Day Out of School Suspension.</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 10 Day Out of School Suspension</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>
Category V	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>● Illegal Substances</li> <li>● Physical Assault</li> <li>● Harassment (All Types)</li> <li>● Weapon Possession</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Referral/Contact with LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Referral/Contact with LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Administration Parent Contact</li> <li>● Referral/Contact with LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10 Day Out of School Suspension.</li> <li>● Expulsion Hearing</li> <li>● Administration Parent Contact</li> </ul>

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

## **ANTI HARASSMENT and SEXUAL HARASSMENT**

The Hartland Consolidated School Board prohibits harassment of any kind, including discriminatory harassment, sexual harassment, and any and all forms of unlawful harassment, in all schools and facilities within the district. The district regards sexual harassment as improper, immoral, and illegal, and such actions are not tolerated. Federal law including Title IX of the Educational Amendments of 1973 defines sexual harassment as unwanted sexual advances, requests for sexual favors, or unwanted visual, verbal, or physical conduct of a sexual nature. The term “sexual harassment” means sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

In accordance with Board Policy 1662, 2266, 5516, 5517, 5517.01, and 5610, the district shall maintain an environment for all employees and students that is free from all forms of bullying, cyberbullying, harassment, hazing, and sexual harassment. These policies are to inform students and parents about bullying, harassment, hazing, and sexual harassment and the procedures to be followed in dealing with both. District investigations and reports of harassment may be subject to disclosure by the U.S. Department of Justice and may not be protected by FERPA and FOIA rules and regulations.

When in the service of the Board, employees will demonstrate responsible behavior and care for the physical, emotional, and mental well-being of our students, staff, and volunteers. In the event an employee or student has knowledge about conduct deemed illegal, immoral, or inappropriate and jeopardizes the welfare of students, staff, or volunteers, the person shall promptly report the concern to school officials or an immediate supervisor.

The Board designates the following individuals to serve as Compliance Officers for Title IX and Anti-Harassment for the District:

Kate Gregory	Carol Hayes	Anna Kulas Rosenthal
9525 E. Highland Road	9525 E. Highland Road	9525 E. Highland Road
Howell, MI 48843	Howell, MI 48843	Howell, MI 48843
810.626.2111	810.626.2141	810-626-2129

### **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 posed 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**

**(Reference Board Policy numbers: 5516, 5517 and 5517.01)**

### **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 assault upon school employees, volunteers, contractors or students.

School property includes 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.

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

### **Purpose**

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

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

School property 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 club, bludgeon, blackjack, sand club, metallic knuckles, knife with a blade over three inches long, karate sticks, stars, numb chucks or similar martial arts weapons or other objects or instruments to inflict injury or physical harm upon another person. This also includes any destructive device which includes any explosive, incendiary, or poison gas, bomb, grenade, rock 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 police 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 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 any time, but the student shall not be reinstated before the expiration of 10 school days after the date of expulsion. The parent/guardian of a student who was in grade six (6) or above at the time of the expulsion may petition for reinstatement of the student at any time 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.

## **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 2030. 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 events) 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 up to 10 days for the disruption of the educational process unless the student's parents agree to option "b" found below.
  5. The building administrator shall recommend one of the following options:
    - a. Pursuit of expulsion, as defined in "Expulsion Hearing Procedures" in the Intermediate Parent-Student Handbook. It is at the discretion of the School Administrator to request a hearing with the District Hearing Officer even if Option "b" is desired by the parent.
    - b. Option "b"
      - (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 the school-sponsored Insight classes.
      - (3) The student and his/her family shall follow the treatment program prescribed by said counselor.
      - (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 10-day suspension will be implemented.
      - (6) If steps 1, 2, and 3 above are not followed, the student will be required to appear before the district hearing officer at an expulsion hearing.
  6. The building administrator shall decide whether or not to grant option (b) as outlined above.
  7. Any student who is granted option "b" shall be immediately placed upon strict behavioral probation for at least 90 school days. 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.

8. It is understood that the student and his/her parents may elect an expulsion hearing in lieu of accepting option “b”. Students selling, delivering, or dispensing illegal and/or unauthorized mood-altering chemicals (alcohol and other drugs or substances represented as controlled substances) shall not be permitted to by-pass an expulsion hearing.
- B. Selling, delivering, or dispensing illegal and/or unauthorized mood-altering chemicals (drugs and alcohol) automatically results in recommendation for expulsion and referral to civil authorities.
  - C. On the second violation of the Student Code of Conduct for the possession, use, or being under the influence of a controlled substance, the student will be required to appear before the district hearing officer at an expulsion hearing.

### **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 and in compliance with MCL 380.1310(c)(d), relating to Restorative Practices and the “seven factors” referenced by law.

1. Student warning - may be written or verbal.
2. Parent notification - may be written or verbal.
3. Exclusion from extracurricular activities - may be immediate.
4. Detentions: Before or after school - up to two hours on a day school is in session under the supervision of school personnel. Parent notification and acknowledgment must be obtained prior to detention.
5. In-School Suspension: Isolation from peers (one hour or all day). Daily class work made available. Credit will be given for completed work. Removal from co-curricular activities could occur.
6. Out-of-School Suspension: Removal from school for up to ten (10) days. Removal from co-curricular activities. Suspension is considered an unexcused absence. Students who are under suspension from school are not allowed on school property for any reason during the length of the suspension.
7. Incurability: The Livingston County Probate Court (Juvenile Division) will be advised of any situation which the administration feels comes within the jurisdiction of that court.
8. Expulsion: Recommendation to the Hartland Board of Education to exclude student from school for a period longer than ten (10) days up to permanent removal from the Hartland Consolidated Schools.

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.

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

1. A thorough and impartial investigation of the incident has been conducted.
2. The student and parents have 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 by the student.

### **SUSPENSION PROCEDURES**

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

1. The student shall be informed of the specific charges which are thought to be a basis for disciplinary action to be taken against him/her and an appointment will be made for a meeting with a school administrator.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.

4. If the parent(s) or guardian(s) are dissatisfied with this action, they may appeal to the district hearing officer to review the decision. The next level of appeal is the superintendent.
5. On any appeal or in any expulsion hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed for that offense.
6. 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**.

### **EXPULSION HEARING PROCEDURES**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be issued by an administrator from the student's school with a copy to the district hearing officer.
2. The student and his/her parent or guardian shall be notified by the hearing officer as to when and where the hearing will take place by certified letter.
3. The student, parent or guardian may be represented by legal counsel at the hearing at parent expense.
4. At the hearing the student shall be given an opportunity to present his/her version of the situation. He/she will be allowed to give testimony on his/her behalf.
5. The hearing officer will make a determination 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.

### **STUDENT APPEAL PROCESS**

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 in the following order:

- Building Principal - the appeal must be in writing and submitted to the Principal within three (3) days of an action.
- 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 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 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.

### **HEALTH/IMMUNIZATION/COMMUNICABLE DISEASE REGULATIONS**

#### **SCHOOL HEALTH REGULATIONS**

The school district is charged with keeping current health records for all students. In accordance with State health regulations, all students must be immunized from communicable diseases. Proof of immunization must be provided at the time of registration (see Immunization section for detailed information).

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

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

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

of fever-reducing medications.

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

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

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

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

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

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

## **NOTIFICATION OF MEDICAL PROBLEMS**

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

## **MEDICATION**

If it becomes necessary for a child to take medication at school, arrangements can be made with the office. Students are not permitted to keep medication of any kind on their person, in their lunch boxes, in their desks or in their coat storage area. As defined, medication shall include all prescription, non-prescription and homeopathic medicine whether by oral, inhalant, injection, topical, drop or infusion.

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

1. No employee of the Hartland Schools shall administer any medication or treatment to a pupil without specific written orders signed by a licensed prescriber and by the student's parent or guardian. No student shall self-administer a medication except in the case of metered dose or dry powder inhalers, epinephrine auto-injector, or epinephrine inhaler.
2. All prescription orders shall include:
  - a. Name of the medication
  - b. Dosage
  - c. Time to be given
  - d. Length of time the medication will be prescribed

- e. Side effects of medication
  - f. Reason for the medication to be given
  - g. Route of administration (oral, inhalant, etc.)
3. Any change in prescription, including time or dose changes, requires a newly signed authorization from the licensed prescriber and the student's parent or guardian.
  4. Discontinuation of a medication shall be accompanied by written authorization from both the licensed prescriber and parent/guardian.
  5. New authorization is required at the beginning of each school year. All authorizations will be kept according to state confidentiality laws.
  6. All prescription medications shall be dispensed only from containers properly labeled by a pharmacist.
  7. Nonprescription medications shall be in the original manufacturers' containers with the expiration date and manufacturers' label clearly visible.
  8. If the seal is broken on any medication vial or package, the parent/guardian shall affirmatively state that the vial/package contains the medication identified on the label.
  9. Medications shall be brought to school by the parent/guardian unless other safe arrangements are necessary and have been made.
  10. Medications shall arrive at school properly prepared for administration (doses requiring half tablets shall be cut at home).
  11. All medications shall be stored in a locked cabinet with access limited to those designated to administer medications.
  12. Each school building shall have non-licensed staff members designated as primary and back up personnel to administer medications under the supervision of the school nurse. Each employee shall receive standardized training by the school nurse on all policies and procedures related to this responsibility annually.
  13. Unused medications shall be picked up by the parent/guardian. No medications or supplies shall be stored in the school buildings over the summer. Any medications not picked up by a designated time shall be disposed of.
  14. Any medical treatments to be performed in school shall have specific instructions written by the physician. Instructions shall include:
    - a. Reason for the treatment
    - b. Who may perform the treatment
    - c. Time to be performed
    - d. Supplies required
    - e. Necessary training
  15. Parent/guardian shall be responsible for providing necessary supplies to perform treatment.

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

Self-possession means that under the direction of a licensed prescriber, the student may carry medication on his/her person to allow for immediate and self-determined administration. Self-administration means that the student is able to consume or apply

medication in the manner directed by the licensed prescriber without additional assistance or direction. In accordance with PA 73 of 2004, students shall be allowed to self-possess and self-administer metered dose inhalers and dry powder inhalers, epinephrine inhalers and/or epinephrine auto-injectors during school hours, on school transportation, or at any school sponsored activity.

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

1. Provide the school with a written emergency care plan that contains specific instructions for the student's needs, that is prepared by a licensed prescriber which shall include:
  - a. Name of student
  - b. Name of medication
  - c. Dosage/number of inhalations
  - d. Time to be administered - as needed dosage must include time span between doses
  - e. Instructions on administration, i.e., time required between inhalations; if more than one inhalant is prescribed, the order in which the inhalers should be taken; need for use of a spacer
  - f. Changes in any of the above including discontinuation of medication shall be accompanied by written orders from the licensed prescriber
2. Written permission from the parent/guardian requesting the school to allow student to self-possess and self-administer, AND written permission from physician or other health care provider to possess and self-administer.
3. Student demonstration of proficiency in use of inhaler or epinephrine auto-injector 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 follows a progressive plan for students with diabetes. As the student's abilities, skills and independence develops, school staff intervention and supervision decrease. 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**

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

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

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

Varicella * (Chickenpox)	2 doses if given on/after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease
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\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

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

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

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

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

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

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

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

**Section 9215**

1. A child is exempt from the requirements of this part (school immunizations) to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.
2. When a school administrator is presented with other than a medical exemption from immunization requirements on an entering student, the administrator must obtain the consent of the director or local health officer to recognize the exemption.

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 adult. Serious communicable diseases include, but are not limited to:

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

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

## **Handling Body Fluids**

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

## **PROMOTION/RETENTION/CONFERENCES**

### **PROMOTION/RETENTION**

The purpose of retention is to provide the child with additional opportunities to obtain the necessary development skills at a particular level of learning. Retention is recognized as a viable alternative for improving student academic performance. For each student for whom retention is being considered, the following steps will take place:

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

### **STUDENT PLACEMENT**

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

### **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.

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

Parent-teacher conferences are held in the fall and an abbreviated conference schedule is held in the spring of each school year. (Teachers will contact you in the spring if they

feel a conference is needed.) We hope you will make a special effort to attend, as a conference with your child's teachers is of great importance to the child, and helpful to you. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.

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

## **STANDARDS FOR WRITTEN WORK**

### **Originality**

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

### **Seeking Help from Parents**

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

### **Citations**

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

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

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

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

### **Final Copies**

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

- Typed copies must be double-spaced and use a standard size font.

- Spelling, punctuation and appearance are very important.
- All written work should have a heading (name, class, date) on the first page.

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

### **BUS TRANSPORTATION**

School buses will pick up and deliver most of the students in the Hartland Consolidated Schools. Under normal conditions, elementary and intermediate students can be expected to walk up to one-half (1/2) mile to a bus stop, and secondary students can be expected to walk up to one (1) mile. Post cards will be mailed home in August with each student's bus information. Although the computerized postcard mailed to your home will only list one stop address, your student should never cross the road prior to the arrival of the bus. Your student should wait on the same side of the road you reside on until the bus is in place with red lights activated and the bus driver crosses them.

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

Violations of the Intermediate Student Code of Conduct that occur in the area of the bus stop may, at the discretion of the building administrator or Transportation Supervisor, be handled as incidents requiring school discipline.

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

#### **Alternate Destination/Daycare**

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

#### **Joint Custody**

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

## **School of Choice**

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

## **BUS RESPONSIBILITIES OF STUDENTS**

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

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

biting, spitting, etc.) to other students will not be permitted.

12. Throwing things from, into, or at the bus and/or others will not be permitted.

13. Complete silence must prevail at railroad crossings according to state law.

Absolutely no talking or noise is permitted.

14. Parents must call the Transportation Office on a daily basis for permission for their student to get picked up or dropped off the bus, on the same bus route, at any place other than their designated bus stop. Students may not ride a bus other than their assigned bus. Bus passes are not permitted.

15. For those occasions that necessitate bringing athletic equipment on the bus, the following will apply: Sports equipment must be entirely enclosed in a sports bag. The sports bag can be no more than 36" in length. The sports bag must be held in the student's possession at all times and cannot take up space in the seat or in the aisle. Bringing athletic equipment on the bus will be considered a privilege and may be revoked if, in the determination of the transportation department, this privilege is abused. Equipment not allowed on buses: golf clubs, hockey and lacrosse sticks, flags on sticks, etc. The athletic department and/or coaches for those programs will attempt to assist with storage or transportation concerns. If, in the determination of the transportation department, the passenger load on a particular route or in the fleet in general has reached a point where it is deemed to be unsafe or unreasonable for athletic equipment to be transported, notification may be issued to suspend this privilege on regular bus routes.

16. Recreational items are not allowed on the bus. Examples are: skateboards, snowboards, sleds, fishing poles, etc.

17. Laser pens and pointers are absolutely forbidden at all times. Cell phones and electronic devices, whether for personal or recreational use, are permitted on school transportation as follows:

On school transportation, such devices may be used in "silent mode" provided the use of such devices, as determined by the bus driver, in no way disrupts, poses a safety concern or otherwise violates the District's Parent/Student Handbook and applicable Board policies.

Cell phones and electronic devices may NOT be used in a manner which is potentially unsafe, illegal, or otherwise violates the District's Parent/Student Handbook and applicable Board Policies. Prohibited uses include but are not limited to:

1. Using the device to create video or audio recordings of students and/or staff;
2. Using the device to take photographs of students and/or staff;
3. Using the device in any manner that disrupts the bus environment, or otherwise disrupts school activities or functions;
4. Using the device to send, receive or possess text or e-mail messages interpreted as indecent or sexually suggestive content;
5. Using the device to watch video or browse websites that are interpreted as indecent or sexually suggestive content;

6. Using the device to make or receive phone calls, except for emergency use;
7. Using the device to threaten, harass, intimidate, or bully.

Students shall not use cell phones or electronic devices which include headphones when loading and unloading from the school bus. A student's focus should always be on the bus driver and the safe entry/exit to and from the bus.

Under all circumstances, students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Hartland Consolidated Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

The Transportation Supervisor and/or the bus driver may, at his or her discretion, impose further restrictions upon student use of personal electronic devices, including but not limited to prohibiting the possession of personal electronic devices on the school bus.

18. Guns, weapons, sharp or dangerous objects, matches/lighters, tobacco, e-cigarettes, alcohol, illegal substances, fireworks, or flammable items are not permitted on the bus.
19. 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.
20. Glass projects, glass or breakable containers, live animals/insects are not permitted on the bus. Students with larger musical instruments must sit in the front of the bus.
21. When long-term absence is anticipated, parents are encouraged to notify the Transportation Department by calling 810-626-2175.
22. Students must recognize that transportation is a privilege and not a right.

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

Buses are equipped with video equipment and students may be monitored at any time to ensure a safe bus ride and to help with discipline. Due to confidentiality laws, parents are not permitted to view video tapes from buses. Parents may request another administrator to view the tape on their behalf.

<sup>1</sup>Michigan Association 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 change the students assigned seat.

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

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

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

### **Suspension of Transportation Privileges**

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

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

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

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



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

Physical Abuse - Any student guilty of physically abusing a school bus driver in any manner shall have transportation privileges suspended for the remainder of the school year, and charges will be filed with civil authorities as appropriate.

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

**Destruction of Property**

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

**Eating, Drinking, Littering**

Chewing gum  
Eating  
Drinking  
Throwing things on or from the bus

**Violation of Safety Procedures**

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

**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

**Bringing Prohibited Items on the Bus**

Gun	Glass
Knives	Live animals
Weapons	Laser pens
Matches	Sharp objects
Alcohol	Fireworks

**Bringing Prohibited Items on the Bus (cont.)**

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

**Unacceptable Language or Behavior**

Swearing  
Vulgar language or gestures  
Sexual harassment

**Fighting, Pushing, Tripping**

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

## **RESPONSIBILITY FOR DAMAGES**

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

## **Appeal Process and Restrictions**

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

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

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

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

## **BUS RESPONSIBILITIES OF PARENTS**

1. Parents that drive their student(s) to the bus stop must park in a location that is a minimum of 20 ft. in front of the bus and is completely and clearly visible to the bus driver at all times. Parents should park vehicles on the same side of the roadway as the bus. For additional information, please visit the Transportation webpage at [www.hartlandschools.us](http://www.hartlandschools.us).
2. To ascertain and ensure 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. Students or parents should never try to catch the bus once the lights have been cancelled for any reason. Never assume the bus driver is aware that your student has missed the bus, call the transportation office at 810-626-2175 so that dispatch can notify the bus driver.
3. To provide necessary protection of their students when going to, from and at the bus stop.
4. To accept joint responsibility with the school authorities for proper conduct of their

students on the bus and at the bus stop location.

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

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

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

Necessary fire and tornado drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and directions for fire drills are posted in each classroom.

### **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.

### **EARLY SCHOOL CLOSING**

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

1. Central Office will release information regarding the closing to all schools and the media. Radio station WHMI 93.5 FM will carry reports of late buses, main roads only, or school cancellations.
2. Listen to WHMI Radio (93.5 FM) which will provide current information. (Please do **NOT** call the schools, as lines must be available for outgoing 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 (2) mile of their stop. (If they cannot be dropped within 2 miles of their stop, they will be taken to the Hartland Educational Support Services Center at 9525 E. Highland Rd.).
6. Students who have been scheduled to be picked up by their parents will be held at their respective buildings until the scheduled pick-up time and then taken to the Hartland Educational Support Services Center at 9525 E. Highland Rd., if the pick-up does not occur.
7. All scheduled school “evening activities” (including Community Education) will be canceled when an early school closing is prompted by severe weather.

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

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

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

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

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

Radio station WHMI 93.5 FM will carry reports of late buses, main roads only, or school cancellations. Many metro-Detroit television stations also broadcast school cancellations.

## **HARTLAND CONSOLIDATED SCHOOLS ACCEPTABLE USE POLICY**

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

### **Internet Services**

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

### **Internet Responsibilities**

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

### **District Network Services**

Each student is provided with a network account, which allows the student access to district network services. This access to network services is provided for students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. The student's network account provides for a limited amount of personal storage space on the HCS network for files related to their schoolwork, 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 user's 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.

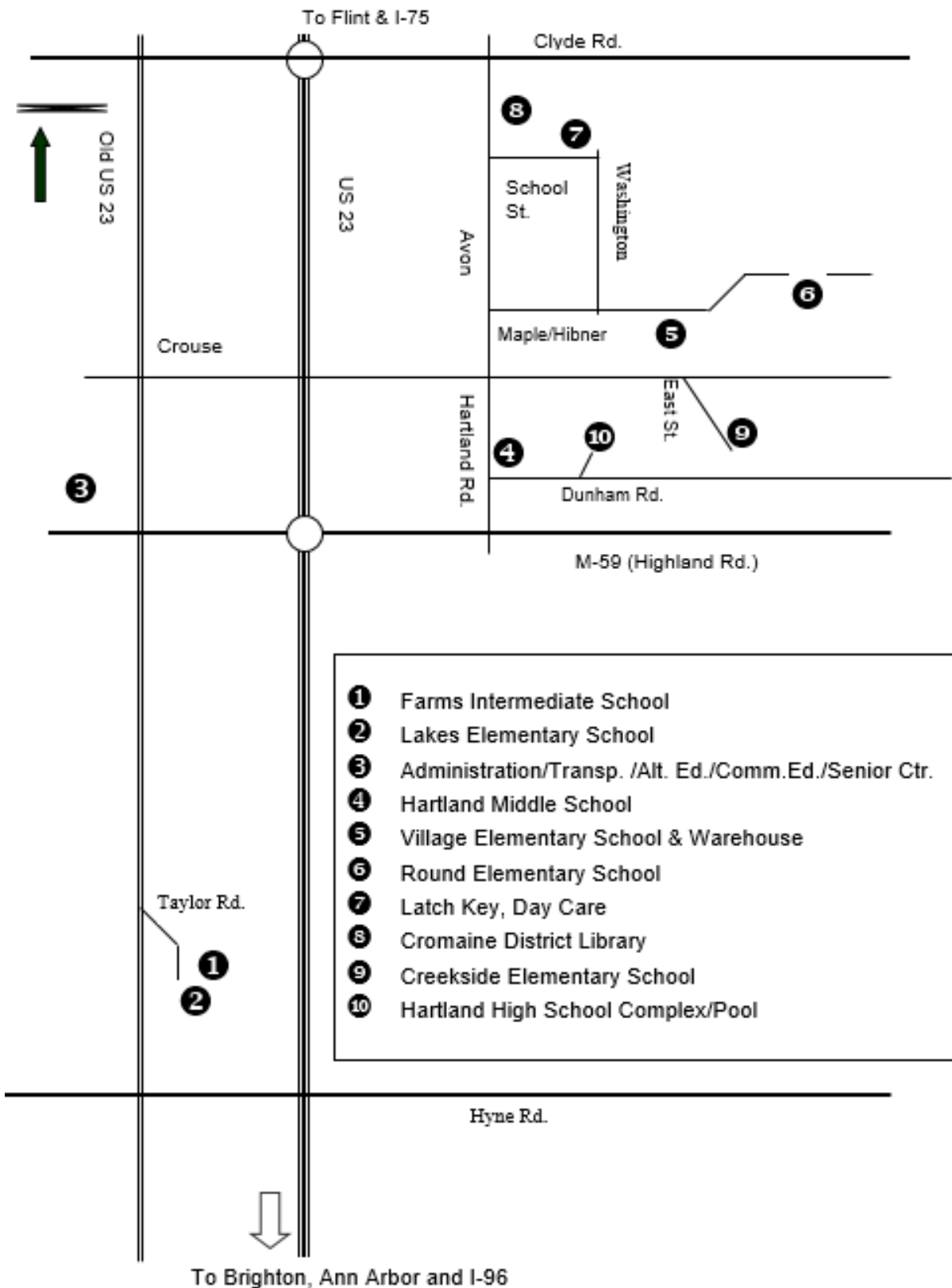
\_\_\_\_\_ I do not grant permission for my child to access Internet resources while at school. I understand that my child will still have access to the HCS network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the HCS Acceptable Use Policy.

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

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

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

## Hartland Consolidated Schools District Map



- ① Farms Intermediate School
- ② Lakes Elementary School
- ③ Administration/Transp. /Alt. Ed./Comm.Ed./Senior Ctr.
- ④ Hartland Middle School
- 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!**