



# **HARTFORD PUBLIC SCHOOLS**

## **HARTFORD ALTERNATIVE EDUCATION**

**2016-17 Student/Parent Handbook**

**115 School Street**

**Hartford, MI 49057**

**Phone (269) 621-7143 or (269) 621-7139**

**[www.hpsmi.org](http://www.hpsmi.org)**

## **INTRODUCTION**

TO THE HARTFORD ALTERNATIVE EDUCATION SCHOOL STUDENTS & PARENTS:  
This handbook contains information that is directly related to every student attending Hartford Alternative Education School. It is published for the express purpose of helping students take their place in the school community. As we are governed by certain rules and regulations in our city, state, and nation to insure individual justice, it is necessary in our student life to maintain rules and regulations which will guide us in living and working together harmoniously in a school atmosphere.

The guidelines found in this handbook are the official guidelines of the school and are reviewed by the Board of Education annually.

The Hartford Public Schools are in compliance with all State and Federal laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap.

### **BOARD OF EDUCATION**

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Kim DeBoom, Student Information Cord.

### **HARTFORD ALTERNATIVE EDUCATION STAFF**

Erik Parker, Director  
Juanita Robles, Secretary  
Kenny Kent, Teacher  
Betsey Jacobs, Proctor

**MISSION STATEMENT** - Hartford Public Schools will provide a quality education in a caring and safe environment to all students.

## **GENERAL REGULATIONS**

### **EXPECTATIONS FOR STUDENTS**

- Students are expected to make constant, steady progress toward their diploma. To help students achieve sufficient progress, they are expected to be logged in and working on the program for a minimum of 25 hours every week.
- Any student not making sufficient progress toward credit completion or accumulating excessive absences and/or tardiness will be put on a contract to help them stay on task. Contracts have three levels of disciplinary actions. Once a student has reached all levels,

he/she may be dismissed from the program. A conference with the parent or guardian is scheduled at the time the contract is issued.

- Students must be on task during class time.

### **BEHAVIOR**

- Students must not disturb other students during class time.
- Excessive talking may result in student being moved or sent home.
- Students that persistently talk will be put on contract for their behavior.

### **TARDINESS**

If a student is going to come to school late, we must have a call from a parent or guardian to admit the student. Late is defined as anything after 8 am. Students are sent home if they arrive after this time without communication from a parent or guardian.

- 1) Verbal warning and documentation
- 2) Student sent home for the day

### **ABSENCES**

To be considered an “Excused” absence, we must receive a telephone call within ONE hour of the start of school or a note from the parent or guardian the next day the student returns to school. Excessive absences may result in suspension of services for the remainder of the semester. Students and parents will be required to sign an attendance agreement at the time of enrollment each school year. Teachers will take attendance each day.

### **SKIPPING SCHOOL**

Skipping school is considered a very serious disciplinary matter. It is defined as missing any portion of a class or the school day without permission of a parent/guardian or school authorities. Students under the age of sixteen (16) who skip school are in violation of school guidelines and The State Compulsory Attendance Law.

Failure of a student to sign out of school using proper procedure shall be considered to be skipping school. Sign out procedure involves the office staff being aware of parental permission for a student to leave school and then the student actually signing out on the list provided in the office. Parental permission may be in the form of a telephone call or a note. Skipping will result in a 2 day suspension. Excessive skipping may result in the student being suspended for the remainder of the semester.

### **DRIVING**

Any students who drive will be held responsible for reckless driving, revving engines, loud music, etc. You are still on school grounds. Students are not to park in the spaces behind the school or along the sidewalk in front of the building. Students are not to park or drive in the bus

loading/unloading area located in the back of the high school building. Once a student parks his/her car, they have five minutes to be inside the building. Students should allow enough time to get inside without breaking the tardiness policy listed above.

### **CLOSED CAMPUS VIOLATIONS**

Students are not allowed to leave for lunch. Leaving the building for any reason without permission from a parent or guardian and signing out is a closed campus violation. Once students are in the building, you must get permission from a staff member to go to your vehicle. If a student does not drive, there is no reason for them to go to the parking lot. If a student leaves for any reason without proper permission, they are not allowed back in the building without permission from staff. Leaving the building without permission will result in a 2 day suspension.

### **CRIMINALS ACTS**

As citizens of Michigan, the students of Hartford Alternative Education are eligible for protection under Michigan law, but they must be held accountable to these same laws and local ordinances. The commission of, or participation in, unlawful activities in the school building, on school property, or at school-sponsored events is prohibited. School authorities may need to remove a student from school who has allegedly broken a law or violated an ordinance, in order to restore order and allow for an objective investigation of the act. Where there is reasonable evidence that a student may have committed a criminal act, the building principal, or delegated person, may request an officer be sent from an appropriate law enforcement agency to conduct an investigation.

### **BULLYING/HARASSMENT/INTIMIDATION**

Hartford Public Schools expects all students to learn to treat each other with respect and dignity. The District adopted a policy that is in compliance with state law, and the entire policy can be obtained from Central Office (Policy #8260). Not all aggressive behavior is bullying.

The Principal or other administrator as designated shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

**HAZING** – (P.A. 328 - 750.411t) – A student shall not engage in or participate in the hazing of an individual. “Hazing” means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should

have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Hazing includes any of the following that is done for such a purpose:

1. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
3. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Students found to have been engaged in or participating in the hazing of an individual shall be suspended, or expelled from school, and referred to law enforcement.

#### **ASSAULTS** (School Board Policy 8198)

The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 or above who engage in physical assault or verbal assault:

- Physical assault of a school employee, volunteer, or contractor shall be permanent expulsion.
- Physical assault of another student shall be suspension and/or expulsion up to 180 days.
- Verbal assault of a school employee, volunteer, or contractor shall be expulsion up to 180 school days.

For purposes of this law and the Student Code of Conduct the following definitions will apply to these terms:

Physical Assault - intentionally causing or attempting to cause physical harm to another through force or violence or intentionally inflicting harm on any school employee or volunteer during a fight.

Verbal Assault – any statement, act, oral or written, which is considered a threat or offer to do bodily injury to another 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. Bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults.

Locations - Providing for the safety and welfare of pupils while at school or at a school sponsored activity or while en-route to or from school or a school sponsored activity. These rules apply to any student who is on school premises, on a school-related vehicle, at a sponsored activity, or whose conduct at any time or place directly interferes with the

operations, discipline, or general welfare of the school, or within close proximity of the school after and before school.

The Superintendent shall ensure that all incidents of assault be reported as required by law. All disciplinary consequences under this policy shall be applied in a manner consistent with applicable student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodation of their disability.

For the purposes of this policy all expulsions will be the responsibility of the Hartford Board of Education. The Superintendent is granted the authority to monitor the performance regarding the conditions set and to make determinations thereof on behalf of the Board of Education and is granted the authority to make an immediate and permanent expulsion from all Hartford Public Schools programs along with the recommendation from the building administrator.

### **Verbal Assault of another Student**

All Offenses

Suspension up to Expulsion

### **INSURANCE**

All students are covered by a student benefit program, which is a supplement to any insurance which a student's parents/guardians have. This insurance is in effect during the period of time a student is in school or attending a school-sponsored activity. Students/parents must file claims in a manner set-up by the insurance company within thirty (30) days after the injury takes place. Additional information regarding student insurance is available in the school office

### **DRESS CODE**

- Pants – Keep them up – No Sagging
- Hoodies – No wearing of hoods on head while in the building
- Thong Underwear – Do not let them be exposed
- Hipster Jeans – On the hips – No lower
- No clothing that displays anything pertaining to the following: Drugs or Alcohol, Sex, Violence, Weapons
- No spaghetti strap shirts or strapless shirts
- Low cut necklines, skin tight, and sheer or revealing clothes are not allowed
- No clothing which reveals undergarments will be allowed
- Pants or shorts are to fit properly and be worn at or above the waist (no sagging)

Students may be asked to go home and change or cover up the offensive clothing.

**TOBACCO PRODUCTS AND SMOKING PROHIBITED ON/IN DISTRICT PREMISES**

The superintendent shall be responsible for posting and publishing this prohibition against tobacco products and smoking. “No smoking and Tobacco Free” signs shall be posted at all school buildings and on school grounds. Publication to inform students, employees and visitors of the prohibition of tobacco products and smoking shall be made in various media and handbooks.

Visitors to the schools who violate this policy will be asked to leave the premises if they do not freely comply, after being directed to discontinue smoking or use of tobacco.

Any district administrator, law enforcement officer or persons supervising students at any function or activity, or a person supervising admission to district functions or activities may enforce this prohibition.

**Possession or use of tobacco products** (notification will be made to law enforcement officials as mandated by the probate court)

- 1<sup>st</sup> offense                      up to 3 days OSS
- 2<sup>nd</sup> offenses                    up to 5 days OSS

**Under the Influence, Possession, or Distribution of Alcohol or Look Alike Alcohol on school grounds or at school sponsored activities.**

**1<sup>st</sup> Offense**     1 to 10 day suspension up to possible expulsion  
Notification of law enforcement

**2<sup>nd</sup> Offense**     Recommendation for expulsion  
Notification of law enforcement

**Under the Influence of Drugs on school grounds or at school sponsored activities.**

**1<sup>st</sup> Offense**     10 day suspension up to possible expulsion  
Notification of law enforcement

**2<sup>nd</sup> Offense**     Recommendation for expulsion  
Notification of law enforcement

**Possession or Distribution of Drugs or Look Alike Drugs on school grounds or at school sponsored activities.**

Recommendation for expulsion  
Notification of law enforcement

## **SEARCHES**

School authorities may make periodic and unannounced searches of school property, including lockers assigned to students, as is deemed appropriate for the orderly operation of the school. These searches may be conducted with or without the knowledge of specific students. The use of law enforcement dogs may be used periodically in these searches. Student property (book bags, purses, pockets, cars, and etc.) may be searched when there is reasonable suspicion of violation of school regulations or State and local laws. A second adult will serve as a witness when a search is conducted. Body searches will not be conducted by any school-employed personnel. If this action is deemed necessary, law enforcement officials will be notified along with the student's parent(s)/guardian(s).

## **SEXUAL HARASSMENT**

Sexual harassment is a matter of human respect and dignity and will not be tolerated in the Hartford Public Schools; on its school grounds; on its buses; or at any school sponsored events. Such offenses will be treated seriously and cases will be pressed to the fullest extent of the law.

Sexual harassment examples (not limited to):

- Touching or grabbing in a sexual way.
- Spreading sexual rumors.
- Showing sexual messages, cartoons, pictures or graffiti.
- Flashing, mooning or pulling down someone's pants.
- Displaying birth control devices offensively.
- Forcing unwanted physical attention.

Incidents of alleged bullying/harassment/intimidation or sexual harassment must be brought to the immediate attention of the school administration. The administration will thoroughly investigate the matter and follow through with consequences appropriate for the seriousness of the offense.

## **CONSEQUENCES FOR HARASSMENT**

Students found to have engaged in acts of harassment will be assigned consequences ranging from suspension through possible expulsion. Allegations which violate state or federal laws will be referred to appropriate law enforcement agencies and to the prosecuting attorney for legal action.

## **CRIMINAL SEXUAL CONDUCT POLICY (8197)**

The Board of Education of Hartford Public 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 wellbeing and safety, by individuals committing or attempting to commit criminal sexual conduct. Accordingly, the Board of Education of Hartford Public Schools shall permanently expel a pupil from attending school in the school district, if the pupil is found to have committed or attempted to commit criminal sexual conduct.



## **DISPLAYS OF AFFECTION**

There is a proper time and place for the expression of affection between students. The school is not considered proper, in either time or place, for this type of display. Students are asked to not embarrass themselves, or others, by avoiding these displays in and around the school. Handholding is acceptable. Penalties will range from a warning to possible suspension.

### **Inappropriate Public Display of Affection**

|                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | warning   |
| 2 <sup>nd</sup> offense | 1 day OSS |
| 3 <sup>rd</sup> offense | 2 day OSS |

## **WEAPONS** - (School Board Policy 8195)

The Board, 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 education process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Hartford Public Schools shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon on school property or at any school activity. Such expulsion is mandatory, 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 of the instrument possessed by the pupil constituted a weapon or 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 building administrators.

“Weapon” or “dangerous weapon” includes, but not specifically limited to, any firearm; gun; revolver; pistol; dagger; dirk; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; brass knuckles; bomb or bombshell; blackjack; sling shot; billy; sand club; sand bag; bludgeon; or any type of device, weapon, cartridge, container or contrivance designed for the purpose of rendering a person either temporarily or permanently disabled by the ejection, release, or emission of a gas or other substance; a portable device or weapon from which an electrical current, impulse, wave or beam may be directed, which is designed to incapacitate, temporarily injure, kill, or intimidate.

“Firearm means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily

be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a “firearm.”

### **POSSESSION OF GANG RELATED ITEMS**

This includes, but is not limited to – Tattoos, “colors”, drawing gang related material, speaking gang language, etc.

- 1) Will be asked to remove or put away said items
- 2) 2 day suspension

### **PROFANITY**

- 1) Between students – 2 day suspension
- 2) Directed at a staff member – 10 day suspension

### **CELL PHONES**

Students may carry a cell phone, however, it must be turned off and put away during school hours. This means cell phones must be in your pocket, back pack, purse, or jacket. Not placed on your desk or on your lap. If students must use it, they must obtain permission from a staff member.

- 1) Student will be asked to put their phone away or turn it off.
- 2) Student will surrender phone to staff member until student leaves the building for the day.
- 3) Student will be sent home for the remainder of the day.
- 4) 2 day suspension

### **Sexting/Texting**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies.

### **SLEEPING**

- 1) Verbal warning with documentation
- 2) Sent home for the day

### **HANDHELD ELECTRONICS**

No handheld electronics should be brought into the building. This included, but is not limited to, IPOD's, MP3 Players, etc.

- 1) 2 day suspension
- 2) 5 day suspension

## **MUSIC**

NO music allowed at this time during classroom time.

## **MAJOR OFFENSES**

These are classified as: Fighting, throwing objects, extortion, stealing, vandalism, insubordination (refusing to comply with staff requests), etc.

- 1) Up to 10 day suspension and may be asked to remain out of school until the end of the semester.

## **VISITORS**

As a general rule, visitors to our school are welcome. All visitors must report to the office after being admitted to the building and secure a visitors pass. Visitors are classified in the two following groups:

PARENTS/GUARDIANS - Parents/guardians are always welcome to visit this building. It is required that parents/guardians will report to the office and make their presence known 24 hours prior to visiting a classroom. It must be understood that the teacher's time in a classroom is devoted to providing instruction. If a parent wishes a conference, this time should be scheduled during the teacher's conference period or during other non-teaching time periods.

OTHER VISITORS (including students from other schools) - Visits may only be made if the student wishing to visit is considering attending Hartford Alternative Education. The visitor must obtain permission from the office; by filing a sheet stating whom the host student is, signed by all of the host student's teachers, and returned to the office a minimum of three (3) school days prior to the requested date. This permission sheet will also include the visiting student's home school name and phone number, so the office can make a contact regarding attendance and behaviors, before permission is granted or denied.

## **RIGHT OF ACCESS AND PRIVACY OF RECORDS**

Parents/guardians of each student under eighteen (18) years of age and each student who is eighteen (18) years of age or older have certain rights respecting the records maintained on a student by the Hartford School District. These rights include:

- The right to examine the student's records. Requests for inspection should be made with the building principal or guidance counselor. An appointment should be made to inspect the records during the regular school day.
- The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record

changed if the administration agrees with the applicant's evidence, and to insert an explanation in the record if the administration disagrees.

- The right to have records which personally refer to a student kept confidential except either by consent of the parent/guardian or eligible student, or when being used by school personnel for school business. Certain official agencies may also request records. These agencies are listed in the Board of Education Policy on Privacy of Student Records.
- The following information will be made available for publication in directories, sports programs, and so forth: Student Name, Address, Telephone Number, Grade in School, and Birth date. If a parent/guardian or eligible student does not wish this information to be available for publication, notice must be given to the building principal by the second Friday after Labor Day.
- All rights and protection provided to parents/guardians of students under this policy transfer to the student when he/she reaches the age of eighteen (18) or enroll in a post-secondary school.
- The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the District Superintendent.
- The right to protest to:

The Family Educational Rights and Privacy Act Office  
Department of Health, Education and Welfare  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### Personnel Curriculum

The [personal curriculum \(PC\)](#) provides a way to slightly modify certain areas of the Michigan Merit Curriculum standard requirements. If all of the requirements for a PC are met, then the board of the school district may award a high school diploma to a student who successfully completes his or her PC, even if it does not meet the requirements of the Michigan Merit Curriculum standard.

The PC will be considered only after all other options have been attempted, and must meet stringent requirements for determining educational goals and evaluating student progress.

### **NOTES ABOUT THE HIGH SCHOOL BUILDING**

Hartford Alternative Education students are not allowed in the High School. If for any reason a student needs to be in the High School, they are required to get permission from staff first.

## **NOTE**

The Director reserves the right to review each incident on an individual basis.

### **Student Suspension and Expulsion** (Board Policy 8350)

#### **Suspension**

No short-term suspension shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing. The notice may be oral or written and the hearing may be held immediately. The hearing may be conducted informally but shall include the following procedural due process requirements: (a) the rights of the student to be present at the hearing; (b) the right of the student to be informed of the charges; (c) the right of the student to be informed of the basis for the accusation, and (d) the right of the student to make statements in defense of the charges or accusations.

**A notice of any suspension and the reasons for the suspension shall be given verbally within 24 hours, and a written notice of any suspension and the reasons for the suspension shall be mailed to the student involved and to the parents or guardians of the student within 3 school days after the suspension has been imposed. In the event the student has not been afforded a hearing prior to**

any suspension, an informal hearing shall be provided as soon as practicable but in no event later than 72 hours after such short-term suspension has been imposed.

#### **Expulsion**

A written notice of any proposal to expel and the charges upon which the expulsion is based shall be given to the student and the student's parents or guardians. The notice of the proposal to expel shall state the time, date and place that the student will be afforded an opportunity for a formal hearing. The hearing shall not be held later than 10 school days after the date of the notice. A copy of the Board policy and the administrative procedures shall be given with the notice.

Upon the conclusion of any formal hearing which results in a recommendation for expulsion, building administrator who conducts the hearing shall make a written report of the finding of the hearing. The report shall be given to the Board and shall be open to the inspection of the student who is being recommended for expulsion, and if the student has not attained 18 years of age, to the student's parents or guardians and counsel or other advisor of the student. If the student is 18 years of age or older, the report shall be open to inspection by the parents or guardians and counsel or other advisor of the student only upon written consent of the student.

Whenever any formal hearing results in a recommendation for expulsion, the building administrator conducting the hearing may recommend that the student return to classes, pending any appeal or during the period allowed for notice of appeal, when it is reasonably anticipated that the student not cause continuing repeated material disorder, disruption or interference with the operation of the school or substantial and material impingement upon or invasion of the rights of others. In this case, the student may return to regular classes until the period for filing a

notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed.

Whenever the building administrator conducting a hearing fails to make a recommendation that the student may return to regular classes, the report of the hearing shall provide that an expulsion continue until an appeal is determined or until the period of expulsion has expired, whichever is sooner.

**Written Notice** - Written notice of the result of any hearing resulting in a recommendation for expulsion shall be given to the student and to his/her parents or guardians within 24 hours after the determination.

**Formal Hearing Procedure:** Suspension and Expulsion

The formal hearing provided for in Board policy shall be conducted in accordance with the following procedures:

1. The right of the student to have counsel of their own choice present and to receive the advice of counsel or other person the student may select;
2. The right of the student's parents or guardians to be present at the hearing;
3. The right of the student and his/her counsel or advisor to hear or read a full report of testimony of witnesses against the student;
4. The right of the student and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing;
5. The right of the student to present his/her own witnesses;
6. The right of the student to testify in his/her own behalf and give reasons for his/her conduct;
7. The right of the student to have an orderly hearing; and
8. The right of the student to a fair and impartial decision based on substantial evidence.

In these procedures, counsel means any person a student selects to represent and advise him/her at all proceedings conducted according to these procedures.

**EXPULSION**

Expulsion constitutes exclusion from school for a period of time at the discretion of the superintendent or the Board. The building principal or his designee may recommend expulsion proceedings against a student whenever, in his judgment, the documented behavior pattern of the individual or, the seriousness of the offense is detrimental to the normal functioning of school in the Hartford Public Schools. After the recommendation is made by the building principal, the superintendent will notify the parents (or student, if emancipated) of further possible proceedings. Other action would follow as per the district expulsion policy.

**APPEALS**

- |         |                                                                                     |
|---------|-------------------------------------------------------------------------------------|
| Step I  | In writing to the High School Principal within 5 days of the rendered decision.     |
| Step II | In writing to Superintendent of Schools with in 5 days of the Principal's decision. |

## **FIRE DRILLS AND SEVERE WEATHER PROCEDURES**

FIRE DRILLS - Fire drills are held at regular unannounced intervals. Each student should acquaint themselves with the route from each of their classrooms to the appropriate building exit. Building maps with designated routes are posted in each classroom. The drills are of vital importance in helping you to understand the procedure to follow in the case of a real emergency.

## **SEVERE WEATHER PROCEDURES**

In the case of a tornado, tornado alert or other type of severe weather forecast, students will generally remain in the building. Building maps are posted in each classroom designating where students are to go in the event the alarm is sounded. As with the fire procedure, drills will be held at regular intervals in order to acquaint students with proper procedure in the event of a real emergency.

## **MEDICATION FOR STUDENTS**

NOTE: DEPARTMENT OF EDUCATION REQUIREMENTS.

If a child must take medication at school, the following procedures will be followed:

1. When a doctor's prescription needs to be taken at school, the parent must provide an original completed form by the physician that prescribed the medication. Otherwise, we are unable to administer the medicine. A form can be picked up in the office.
2. Parents must consent in writing before any medication can be given at school. This includes over the counter medication also. We are no longer able to take phone calls, parent letters, and or faxes regarding medication. The consent forms will be available at the office.
3. Medication will be locked up. Students may not keep their medications with them unless the doctor has indicated they may do so.
4. Medication administered will be supervised by the secretary, principal, and/or an adult staff member.
5. Medication must be brought into school by parents, not children.
6. Any medication on hand at the end of the school year that is not picked up by parents will be discarded.
7. All medication must come in original containers. This includes prescriptions and non-prescription medicine.

## **MONITERING CAMERAS**

The school board authorized the purchase and installation of internal and external video monitoring equipment on school grounds as part of a multifaceted approach to protecting the safety and security of students, staff, and property.

The district recognizes it must balance the rights of privacy of students and staff with its duty to provide a safe site for learning and to safeguard district facilities and equipment. Video

monitoring shall be used only to promote the order, safety, and security of students, staff, and property.

Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video camera equipment and will be subject to appropriate disciplinary action.

### **SCHOOL CLOSING INFORMATION**

The Hartford Alternative Education School will be close anytime the High School is closed. During inclement weather situations before school begins, please listen or watch between 6:30 and 8 am. The following stations and channels will broadcast closing announcements:

WCSY 98.3 FM  
WSJM 1400 AM  
WWMT TV 3

WOOD TV 8  
WNDU TV 16  
WOTV TV 4

You may also call the  
school hotline at 621-7020.

### **HARTFORD PUBLIC SCHOOLS GRIEVANCE PROCEDURES**

Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Section 504 of the Rehabilitation Act of 1973

#### **Notice of Non-Discrimination**

It is the policy of the Hartford School District that no person shall, on the basis of race, color, national origin, sex or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Any person believing that the Hartford Public School District or any part of the school organization has inadequately applied the principles and/or regulations of: (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators or the ADA/504 Coordinators at the following address:

#### **Civil Rights Coordinators**

Nancy Larsson, Government Programs Director or  
Hartford Public Schools  
115 School Street  
Hartford, Michigan 49057  
(269) 621-7421

Brad Geesaman, Principal  
Hartford Public Schools  
115 School Street  
Hartford, Michigan 49057  
(269) 621-7301

#### **ADA/504 Coordinators**

Lynn Buchkowski, Special Education Director or  
Hartford Public Schools  
115 School Street  
Hartford, Michigan 49057  
(269) 621-7144

Joel Messenger, Principal  
Hartford Public Schools  
115 School Street  
Hartford, Michigan 49057  
(269) 621-7201



*The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.*

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2 - A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 - If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4 - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

**Hartford Public Schools**  
**Hartford Alternative Education**  
**Student Contract**

Enrollment in the Hartford Alternative Education School in Hartford is conditional. All students enrolled in this program are required to agree to this contract as a condition of enrollment. Failure to comply with this agreement may result in being dropped from the program.

I, \_\_\_\_\_, do hereby agree to accept the terms and consequences set forth in this contract. The terms are as follows:

1. I agree to participate in program activities in a positive manner and follow rules as set forth by program staff.
2. I agree to participate in the Odysseyware curriculum, and other activities as required.
3. I agree to demonstrate RESPECT to others – by presenting myself positively and by not engaging in negative behavior such as use of profanity, name calling, or other types of demeaning behavior.
4. I agree not to participate in physical confrontations on campus.
5. I agree to attend and participate every day because my academic success will only happen as a result of my own efforts. If I must be absent, I agree to call the office (269) 621-7143 or (269) 621-7139 within one hour of my scheduled start time. Excessive absences may result in the student “sitting out” the remainder of the semester. Excessive absences caused by extreme circumstances may be explained, in writing, to the Director. He may choose to waive the “sitting out” process described above.
6. I agree to attend daily sessions completely (on time and remain for the entire session). Failure to comply may result in the student “sitting out” the remainder of the semester. Tardiness, etc. caused by extenuating circumstances may be explained, in writing, to the Director. He may choose to waive the “sitting out” process described above.
7. I agree to abide by all other program, campus, and lab rules. Violations of those rules will result in my being sent home for the remainder of the day’s session as deemed appropriate by school staff.
8. I agree to provide the Hartford Alternative Education with a telephone number where I may be contacted (home, relative, neighbor, friend). If the number changes, I agree to notify school staff immediately. If I become inaccessible by telephone, I may be dropped from the program.
9. I agree that personal information regarding my status and participation in the program may be shared with outside authorities by program staff. Outside authorities include, but are not limited to, the police department, court personnel, mental health organizations and educational organizations.

10. If on court probation, I authorize the release of all educational records and correspondence to my probation officer.

**Hartford Public Schools**

**Hartford Alternative Education**

**Internet/Network Acceptable Use Policy**

**Please read this carefully before signing.**

**Acceptable Use:** The use of the internet and school network must be in support of education and research and consistent with the educational objectives of the Hartford Public School District. The use of Hartford Public Schools technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The following prohibitions apply to all users:

**Major Offenses**

**No user shall:**

- a) Access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like;
- b) Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- c) Access, transmit, or retransmit any information containing pornographic or other sexually explicit material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form).
- d) Access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
- e) Harass, intimidate, threaten, or abuse any person or entity, by any means, including the use of vulgar, hateful, racially or ethnically offensive, sexually harassing, or otherwise objectionable content.

- f) Access, transmit, or retransmit material which violates state or federal law.
- g) Use or possess “bootleg software” (“bootleg software” means any software which has been downloaded or is otherwise in the user’s possession without the appropriate and lawful registration of the software including the payment of any fees owing to the owner of the software).
- h) Attempt to log on to the Internet as a system administrator, or any access level other than granted.
- i) Vandalize networks, hardware or software through alterations, damage, denial of service, port scanning, etc.
- j) Use or possess any software used to illegally access computers, servers or networks, perform scanning of computers, servers or networks, or circumvent the Internet content filters. This includes, but is not limited to, any software or scripts commonly accepted as “hacking software.”
- k) Use or possess any device that provides wireless Internet access other than those devices provided by Hartford Public Schools. This includes but is not limited to Mi-Fi personal hotspot devices.

**Consequences:**

**1st Occurrence:** Three (3) days Suspension/restitution/parent notification/loss of computer privileges for 90 school days.

**2nd Occurrence:** Five (5) days Suspension/restitution/parent notification/loss of computer privileges for 180 school days.

**3rd Occurrence:** Ten (10) days Suspension/restitution/parent notification/loss of computer privileges for remainder of time at Hartford Public Schools.

**4th Occurrence:** Recommendation for expulsion to the Board of Education-restitution

**Minor Offenses**

**No user shall:**

- a) Use encryption software from any access point from within the school district;
- b) Transmit credit card information or other personal information from an access point from within the school district.

- c) Transmit e-mail through an anonymous re-mailer.
- d) Download and/or install any programs including but not limited to, games or instant messaging programs except for specific files essential to educational instruction.
- e) Download copyrighted files including, but not limited to, audio (such as MP3) or video (such as AVI or MPG) except for specific files essential to educational instruction.
- f) Post personal or private student information on the Network or Internet without consent.
- g) Pretend to be other users on the network.
- h) Use vulgarities or other inappropriate language.
- i) Attempt to hide the origin of network communications through software or hardware anonymous or pseudonymous connections.
- j) Attempt to subvert content filters designed to prevent access to undesirable content (i.e. online proxies)

**Consequences:**

**1st Occurrence:** Two (1) day Suspension/parent notification

**2nd Occurrence:** Two (2) days Suspension/parent notification

**3rd Occurrence:** Five (5) days Suspension/parent notification

The Hartford Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hartford Public School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, misdeliveries, service interruptions, or hardware/software failures. All communications and information accessible via the network should be assumed to be property of Hartford Public Schools.

Use of any information obtained via the Internet is at your own risk. The Hartford Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**\*\*Return the last page to the Director's office.**

# Hartford Alternative Education Program Consent Form 2016-2017

## ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the Hartford Alternative Education Program Student/Parent Handbook for 2014-2015. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

I also understand that the school disciplinary rules outlined in this handbook are not intended to include every possible situation. In the event that the student misconduct is not included in this handbook, the administration will use their discretion in disciplining my son/daughter. Every effort will be made to ensure a safe and orderly learning environment for all students.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## DIRECTORY INFORMATION NOTICE

No Child Left Behind (Section 9528) requires student “directory information” to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request that information not be released without prior written consent.

“Directory information” on my child may be released by the District to anyone who requests it, unless I object in writing to the release of any or all of this information. This objection must be filed in the high school office. Examples of directory information include, but are not limited to a students: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of athletic team members, (8) dates of attendance, (9) degrees, honors, and awards received, (10) most recent educational institution attended, 11) annual yearbook, 12) graduation programs, and (13) usual photographs.

A student that is 18 years or older, or parents of a student less than 18 years of age desiring to object to disclosure of any or certain categories of directory information should request the form (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the Hartford Alternative Education office.