

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**

Hartford Public Schools

Board of Education & Staff

Hartford Alternative Education
115 School Street
Hartford, MI 49057
(269) 621-7143
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School Colors: Green & White
Conference: Southwestern Athletic Conference (SAC)
Nickname: Indians

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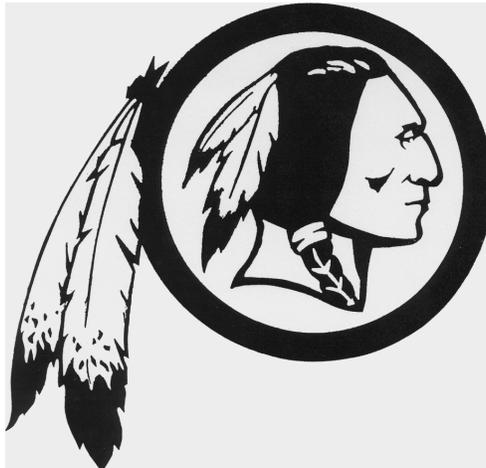
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INDEX

Academic Awards	9
Acceptable Use Policy for Information Technology	4
Address Information	3
Americans w/ Disabilities	3
Appeals	21
Assaults	17
Athletic Awards	9
Athletic/Extra Curricular	21
Attendance Guidelines	13
Belief Statements From Your Teachers	2
Book Bags and Backpacks	7
Books and Equipment	3
Bullying/Harassment/Intimidation	6
Class Assignment & Promotion	9
Closed Campus	3
College Visits	3
Consent Form	23
Criminal Acts	4
Criminal Sexual Conduct Policy	21
Dance Rules	15
Displays of Affection	4
Dress Code	4
Driving and Driving Permits	5
Dual Enrollment	10
Electronic Communication Devices	5
Enrollment	10
Expectations for Students	2
Expulsion	21
Field Trips	15
Fight Song	1
Fire Drills and Severe Weather Procedures	6
Freedom of Assembly	3
Freedom of Speech	3
Graduation Honors	11
Graduation Requirements	10
Grievance Procedures	21
Hall Passes	6
Hazing	6
Homework	10
Honor Roll	11
Insurance	7
Introduction	1
Lockers	7
Media Center	7
Medication	7
Mission Statement	2
Money Making Activities	16
Monitoring Cameras	14

Music Awards	9
National Honor Society	11
Night School Credit	11
Notice of Non-Discrimination Policy	21
Organizations	16
Posters and Printed Literature	7
Preparation for Class	11
Referral Process	19
Regulations for Social Events	15
Report Cards	11
Right of Access and Privacy of Records	9
Rights & Responsibilities	2
Scholarships	12
School Closing	16
Searches	8
Sexual Harassment	6
Skipping School	14
Student Code of Conduct	18
Student Suspension & Expulsion	20
Tardiness	14
Teacher Imposed (SNAP) Suspensions	17
Telephone	8
Tobacco & Smoking Prohibited	17
Van Buren Technology Center	12
Visitors	8
Weapons	8



SECTION ONE - GENERAL INFORMATION

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.

HARTFORD FIGHT SONG

Side by side and stepping high -

We're going to march right through the foe,

Shouting our battle cry,

Ready to do or die

As arm and arm along we go, rah - rah - rah!

We will win the victory

If you will fight, fight, fight straight through.

We'll help you on with cheers of loyalty -

Come on and fight, we are right with you --- RAH!

Mission Statement

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

Vision

Create an appealing school district that produces measurable gains in student achievement and helps make a more prideful and pleasant community to live and work.

Beliefs

- We Believe: Each student can learn and is entitled to an educational experience which capitalizes on his/her abilities, needs, and dreams.
- We Believe: Pro-active and effective communication between administration, staff, students, and families will ensure student success.
- We Believe: Persistence, effort, and trusting relationships will result in continuous improvement of student achievement.
- We Believe: Our district will serve as an example of continual improvement and innovation utilizing modern technology.
- We Believe: The educational process is most effective when students, families, and the community collaborate with highly effective educators who know each student and work to ensure their success.
- We Believe: Our schools will be safe, welcoming, challenging, and enjoyable.

Five Year Strategic Plan

Student Achievement

Strategic Goal Statement: Learners will have equitable access to rigorous and diverse instructional programs.

Objectives:

- Develop and implement a plan that has clear essential learning standards/targets in all core subjects for every grade level.
- Develop and implement a process that provides all learners with equitable access to Multi-tiered Systems of Support.
- Develop and implement ongoing advanced technology programming and extended learning opportunities.

Strategic Goal Statement: Ensure all learners are on track to meet college and/or career readiness standards from kindergarten through twelfth grade.

Objectives:

- Develop and promote a positive culture of learning for all.
- Develop and implement a plan to expose all learners to post high school opportunities/careers/vocations.

Communication/Community Engagement

Strategic Goal Statement: To encourage the learning community of Hartford Public Schools to value and support education through effective communications and community partnerships.

Objectives:

- To develop and implement a plan to improve communication and relationship between staff and volunteers at various school entities.
- Develop and implement a plan to improve two-way communications with parents/guardians.
- Develop and implement a plan that increases the involvement with business and community members.

Relationships

Strategic Goal Statement: Unite staff, students and administration through positive relationships to inspire pride in themselves and the district, helping improve the overall effectiveness of the educational experience.

Objectives:

- Develop and disseminate clear and concise process for lines of communication.
- Develop strategies to inspire positive relationships and pride across the district.
- Develop programs that help set Hartford apart from other school districts in a positive way.
- Develop a process of empowering stakeholders by the implementation of ideas and the methods of accountability for improvement within our district.

Professional Development

Strategic Goal Statement: To have a quality professional development system that will support a culture of learning and growth for ALL district employees.

Objectives:

This professional development system will:

- Develop and implement a plan that aligns with The Thoughtful Classroom Teacher Effectiveness Framework.
- Develop and implement a plan that utilizes the expertise of our staff in training each other.
- Develop and implement professional development for all staff that considers our students unique needs.
- Develop and implement a communication plan that shares our professional development process with our stakeholders.

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.

SECTION TWO - STUDENT RIGHTS

STUDENT RIGHTS & RESPONSIBILITIES

Students have rights that should be recognized and respected under the federal and state constitutions. Every right carries with it certain responsibilities which students should be expected to assume. Among these rights and responsibilities are:

1. The right to an education and the responsibility to put forth their best efforts during the educational process;
2. The right to expect the school personnel to be qualified in providing an education and the responsibility to respect the rights of other students and all persons in the educational process;
3. The right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
4. The right to attend free public schools and the responsibility to attend school regularly and to observe rules essential for permitting others to learn at school;
5. The right to due process of law with respect to suspension, expulsion, and decisions affecting the student's rights; and
6. The right of privacy, which includes the privacy of school records.

Students should be made aware not only of their rights, but also the legal authority of the Board of Education to make rules, and delegate authority to its staff to make rules, regarding the orderly operation of its schools and to interpret them in given situations. Students must obey such interpretations subject to appeal.

Students have a right to know the standards of behavior expected of them and the consequences of misbehavior. These standards are made available to students and their parents through the publication of this handbook and other publications distributed annually.

FREEDOM OF SPEECH

Students are entitled to express their opinions verbally. Such verbal opinions shall not interfere with the rights of others to express themselves. The expressing of verbal opinions must be done in a manner as not to disrupt the educational process and must be expressed in a manner appropriate to a given situation. The use of obscene, profane or discriminatory language cannot be tolerated and is prohibited.

FREEDOM OF ASSEMBLY

All meetings in the school building or on school grounds may function only as an authorized part of the formal educational process of the school or as authorized by appropriate school officials. Students have the right to assemble peaceably; however, there is an appropriate time and place for the expression of opinions and beliefs. Conducting or participating in demonstrations, which disrupt or interfere with the operation of the school or the classroom is inappropriate and prohibited.

SECTION THREE - GENERAL REGULATIONS

AMERICANS WITH DISABILITIES

The Americans with Disabilities Act is a federal law that protects the rights of Americans who have disabilities. The disabilities may include things such as blindness, deafness, loss of use of limbs, loss of mental abilities and even mild learning disabilities. The Hartford Public Schools has implemented a policy for insuring the district's compliance with this law.

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.

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.

CLOSED CAMPUS

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.

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 detention to possible suspension.

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.

Consequences: A student will have the opportunity to self-correct (change inappropriate article of clothing), call parent for new clothes, receive school-provided clothes, be held in a designated room or office, and possibly receive detention and/or suspension.

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.

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.

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

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.

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 detention 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.

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.

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.

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.

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.

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).

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.

WEAPONS -

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.”

SECTION FOUR - ACADEMIC INFORMATION

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 personnel curriculum 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.

SECTION FIVE - ATTENDANCE GUIDELINES

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.

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

SECTION SIX - Miscellaneous Information

MONITORING 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.

FIELD TRIPS

Individual and grade group classes may organize out of school field trips during the school day, evenings, or on weekends. During the time a student is participating in these activities, they are under the direction of the activity sponsor and are expected to follow the same guidelines for conduct as those outlined for the operation of this building during a regular school day. The consequences for infractions will be those specified in various sections of this handbook.

Chaperones

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones for field trips or excursions have not been convicted of any criminal sexual conduct listed offense, any crimes involving a minor child, or any weapons related offense. Those who have been convicted of any drug related law violation within the past three years will not be permitted to be a chaperone for the District. Such processes may include the requirement for a criminal background check, application forms that require disclosure of any criminal convictions for crimes involving children, gathering of personal references, and other methods to assure that adult chaperones are suitable and acceptable for accompanying children on field trips or excursions.

When serving as a chaperone for District field trips, the parent(s)/guardian(s), or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. Chaperones shall be given a copy of these rules, and sign a letter of understanding verifying they are

aware of, and agree to, these District rules before being allowed to accompany students on any field trip or excursion. Any chaperone found to have violated these rules shall not be used again as a chaperone for any District sponsored field trips or excursions and may be excluded from using District sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

SCHOOL CLOSING INFORMATION

During inclement weather situations before school begins, please listen or watch between 6:30 and 8:00 a.m. The following stations and channels will broadcast closing announcements:

WCSY 98.3 FM	WOOD TV 8
WSJM 1400 AM	WNDU TV 16
WWMT TV 3	WOTV TV 4

SECTION SEVEN – DISCIPLINE

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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.

ASSAULTS

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.

STUDENT CODE of CONDUCT

Verbal & Physical Assaults of School Employees (See section entitled Assaults)

Verbal Assault of another Student

All Offenses Detention/Suspension up to Expulsion

The possession and/or use of weapons or materials judged to be inappropriate for school (See section entitled weapons)

Using profanity/inappropriate language in verbal or written form or the use of inappropriate gestures

All offenses detention up to suspension

Inappropriate Public Display of Affection

1st offense warning
2nd offense 1 day OSS
3rd offense 2 day OSS

Being involved in or instigating a fight or an *assault on another student (This policy will be carried over from year to year and is in effect for the student's entire high school career.)

1st offense up to 3 days OSS *penalty may go to the 3rd offense
2nd offense up to 5 days OSS
3rd offense up to 10 days OSS, possible recommendation for expulsion
4th offense 10 days OSS, recommendation for expulsion

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

1st Offense Warning
2nd Offense 2 day suspension

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

1st offense up to 3 days OSS
2nd offenses up to 5 days OSS
All Others

Sleeping

1st Offense Verbal warning with documentation
2nd Offense Sent home for the day

Theft or vandalism of school or personal property

1st offense up to 5 days OSS, notification of law enforcement officials, and reimbursement of property or cost of property
2nd offense up to 10 days OSS, notification of law enforcement officials, and reimbursement of property or cost of property, recommendation for expulsion

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

1st Offense 1 to 10 day suspension up to possible expulsion
Notification of law enforcement

2nd Offense Recommendation for expulsion
Notification of law enforcement

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

1st Offense 10 day suspension up to possible expulsion
Notification of law enforcement

2nd 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

Student Suspension and Expulsion

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.

CRIMINAL SEXUAL CONDUCT POLICY

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 well being 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.

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	Brad Geesaman, Principal
Hartford Public Schools		Hartford Public Schools
115 School Street		115 School Street
Hartford, Michigan 49057		Hartford, Michigan 49057
(269) 621-7421		(269) 621-7301

ADA/504 Coordinators

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

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.

****Tear off at perforation and return to the School**

**Hartford Alternative Education Consent Form
2016-2017**

ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the Hartford Alternative Education Student/Parent Handbook for 2016-2017. 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.

I understand that I will only be able to attend field trips after I have returned this acknowledge form to the high school office.

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 high school/middle school office.