

**HARTFORD HIGH SCHOOL
AND
HARTFORD MIDDLE SCHOOL**

“Every Student Matters Every Moment Counts”

2016-17 STUDENT/PARENT HANDBOOK

**121 SCHOOL STREET
HARTFORD, MI 49057**

**Phone (269) 621-7100 Fax (269) 621-7160
www.hpsmi.org**

HARTFORD HIGH SCHOOL/MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK

2016 - 2017

September, 2017

Dear Students & Parent(s)/Guardian(s),

Welcome to Hartford High School/Middle School for the 2016-2017 school year. As the new school year begins, memories of last year's activities are giving way to the anticipation and excitement of a new school year. Hartford High School/Middle School is founded on a solid educational past and we are planning for a better future. Whether you are entering Hartford High School/Middle School for the first time or are returning, welcome to the new school year and the opportunities that await you.

This handbook has been prepared for you so that you may become familiar with the regulations, policies, and opportunities at Hartford High School/Middle School. The information contained in this book will provide you with essential knowledge regarding attendance, discipline, student rights, responsibilities, and other aspects of school life. While it is not possible to cover every situation, this handbook should serve as a framework or tool that you can utilize to learn more about Hartford High School/Middle School.

Those of us here at Hartford High School/Middle School who have devoted our lives to working with young people are very proud of this school because of the students who come here and of their accomplishments academically, in the fine arts, and athletically. In fact, pride has become a tradition at Hartford High School/Middle School.

As a result of always wanting to improve and be the best school that we can be, our district embarked many years ago on the mission of becoming a "Quality School" as defined by Dr. William Glasser. Almost all of our teachers and support staff have undergone, and will continue to undergo, training to achieve this end result.

Whoever you are, wherever you come from, regardless of your varying levels of abilities and talents, we invite you to get involved with the many aspects of school life at Hartford High School/Middle School to be able to share the pride.

Sincerely,

Dave Janicki
High School Principal

and

Joel Messenger
Middle School Principal

Hartford Public Schools

Board of Education & Staff

Hartford High School
121 School Street
Hartford, MI 49057
(269) 621-7100
FAX 621-7160

School Colors: Green & White
Conference: Southwestern Athletic Conference (SAC)
Nickname: Indians

BOARD OF EDUCATION

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William Najacht, Vice-President
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Karen Williams, Secretary
Kim DeBoom, Student Information Cord.

HIGH SCHOOL OFFICE STAFF

Dave Janicki, Principal
Chris Boot, Dean
Nick Blackmer, Athletic Director
Leda Banic, Principal's Secretary
Jordan Parker, AD/AP Secretary/Receptionist
Casandra Trapp, Guidance Counselor
Sue Kucharski, Counseling Secretary

NON-CERTIFIED STAFF

Kevin McGrew, Custodian (Day)
Barry Nelson, Custodian (Day)

HIGH SCHOOL TEACHING STAFF

Tom Bean	621-7113	Doug Paran	621-7149
Nick Blackmer	621-7132	Sandy Hahn	621-7135
Dan Brininstool	621-7124	Abel Robles	621-7125
Steve Galvan	621-7123	Rob Sheffey	621-7106
Gale Knight	621-7119	Anne Smith	621-7121
Amanda Lemieux	621-7131	Araya Stillson	621-7111
Heidi Macias	621-7112	Ross Thiele	621-7134
Sarah Manning	621-7109	Jeremiah Walters	621-7108
Heather McNitt	621-7127		
Aaron Mirakovits	621-7220		

MIDDLE SCHOOL OFFICE STAFF

Joel Messenger, Principal
Chris Boot, Dean
Marilyn Mead, Principal's Secretary
Jennifer Stubbs, Reading Interventionist
Nicole Meachum, Instructional Coach

NON-CERTIFIED STAFF

Gina Manning, Custodian (Day)
George Lilly, Custodian (Night)

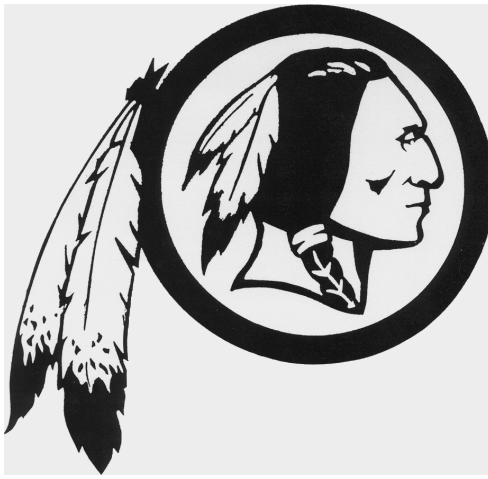
MIDDLE SCHOOL TEACHING STAFF

Alana Barone	621-7206	Steve Galvan	621-7229	Bruce Pennington	621-7242
Lindsay Blackmer	621-7214	Luke Golas	621-7209	Janice Rahrig	621-7213
Sandy Hahn	621-7234	Pati Ruggio	621-7211	Brad Manning	621-7207
Kevin Shields	621-7207	Aaron Mirakovits	621-7220	Kristen Stafford	621-7210
Nicole Nelson	621-7208	Andrew Sprung	621-7212	Doug Paran	621-7243

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SECTION ONE - GENERAL INFORMATION

INTRODUCTION

TO THE HARTFORD HIGH SCHOOL/MIDDLE SCHOOL STUDENTS & PARENTS: This handbook contains information that is directly related to every student attending Hartford High School/Middle 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

Hartford Public Schools is dedicated to fostering a love of learning in an innovative, cooperative, and safe climate which empowers students to be productive, caring, and respectful citizens that are prepared for their future endeavors.

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: 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

We expect the following from all students:

- Be in every class, on time, every day, unless you are ill or excused for school for personal business. Remain in class until you are dismissed by your teacher.
- Remain on school property once you arrive at school and stay at school throughout the regularly scheduled school day. Students are not allowed in the halls during class time without a pass, nor are they allowed in the parking lots from 8:00 a.m. – 2:45 p.m. unless they are leaving with a pass issued by the office.
- Show respect for the rights and responsibilities of all school employees and your fellow students.
- Give all classes and co-curricular activities your best effort.
- Do the right thing!

Adherence to these general guidelines & other rules in this handbook will lead to a very successful year.

Given the administrations need to impose disciplinary action for a wide range of unanticipated conduct, school disciplinary rules 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 its discretion in disciplining the student. Every effort will be made to ensure a safe and orderly learning environment for all students.

Chain of Communication

Teacher OR Coach → Principal OR Director → Superintendent → Board of Education

Questions/Concerns
Regarding Your Child or
Classroom Instruction:

First Contact
→

**CLASSROOM
TEACHER OR
COACH**

*To contact teachers or building principals, call the school and schedule a meeting either in person or on the telephone.

Clarification or Additional
Questions/Concerns of School
Matters:

Second Contact
→

**BUILDING
PRINCIPAL OR
DIRECTOR**

Hartford High School (269) 621-7100 Principal: Dave Janicki (269) 621-7101	Hartford Middle School (269) 621-7200 Principal: Joel Messenger (269) 621-7201	Woodside Elementary (269) 621-7300 Principal: Brad Geesaman (269) 621-7301	Red Arrow Elementary (269) 621-7400 Principal: Ed Dickenson (269) 621-7401	Alternative Education (269) 621-7143 Director: Erik Parker (269) 621-7005
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If your questions/concerns have not been satisfied after contacting the teacher and building principal, please contact the representative of the appropriate department for additional information. For general information, please call **Debbie Galvan, Administrative Assistant**, at **(269) 621-7000**.

Athletic Director Nick Blackmer (269) 621-7132	Federal Programs Director Nancy Spoula (269) 621-7421	Human Resource Director Karen Williams (269) 621-7003	Food Service Director Angela Glover (269) 621-7246
FOIA Superintendent (269) 621-7000	Transportation Director Mike Chappell (269) 621-7250	Civil Rights Nancy Spoula, Brad Geesaman (269) 621-7421, (269) 621-7301	
504 Compliance Lynn Buchkowski, Joel Messenger (269) 621-7144, (269) 621-7201	Business Manager Mike Hallgren (269) 621-7002	Special Education Coordinator Lynn Buchkowski (269) 621-7144	

If you feel that questions or concerns have not been adequately addressed after contacting all of the appropriate school representatives, please contact the superintendent.

Superintendent
Hartford Public Schools
 Andrew Hubbard
 (269) 621-7001

HARTFORD PUBLIC SCHOOLS BOARD OF EDUCATION

President Ben Chambers	Vice President Bill Najacht	Treasurer Mike Banic	Secretary Jason Meachum
Trustee Lisa Johnson	Trustee Kurt Kuehnle	Trustee Ginny Wesaw Rice	

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

ADDRESS INFORMATION

Please stop by the high school office if you change your address, phone number (both home and work numbers), or other pertinent emergency contact information. This information will be used for emergencies as well as our autodialing system for attendance/tardies.

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.

BOOKS AND EQUIPMENT

It is the responsibility of each student to take proper care of all materials assigned to them, but belonging to the school district. Students should immediately report the loss or damage of these materials to the staff person who issued them. All students are given the responsibility for returning all school owned books and materials in a neat and clean condition when requested, typically at the end of a semester or school year. Fees will be assessed for damage to school owned materials as deemed appropriate by the building principal or designated person. Students, who have lost books or other materials, will be expected to pay a fee equal to the cost of replacing that item. This includes library materials.

CLOSED CAMPUS

Hartford High School/Middle School has a closed campus. This means that a student is not allowed to leave the high school/cafeteria buildings without specific permission of an appropriate staff person. Students are not permitted to be in the parking lots or on other school owned property during regular school hours unless presence in these areas is part of a school sponsored class or activity under the supervision of an appropriate staff person, or permission is granted by the office. If a student finds it necessary to leave the building during the school day, and will not be under the supervision of a staff person, that student must sign out on the list provided in the office. Students must gain permission from an office staff person prior to signing out. by calling for parent or guardian permission from the

COLLEGE VISITS

College or post high school educational visitations are considered to be an important activity for interested juniors and seniors. However, it is also important that students be in their assigned classes to receive instruction. When scheduling these types of visits, students must consider which activity, attending class or the visitation, is the more important. As a general guideline, the following is recommended:

Juniors should plan no more than one such visit per school year.

Seniors should plan no more than two such visits in a school year.

3)

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

Hartford Public Schools believes that technology must be available and properly used in the school setting for educational growth. All use of technology must be consistent with district policies. All students can and should read the Acceptable Use Policy when they log in to their account. All parents and others wanting a copy should notify their building principal or the Technology Director.

CRIMINALS ACTS

As citizens of Michigan, the students of Hartford High School/Middle School 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.

HIGH SCHOOL/MIDDLE SCHOOL STUDENT DRESS CODE

No student shall wear articles of clothing, jewelry, or accessories, which in the opinion of school administration pose a threat to the physical well being and safety of the student or others; or interferes with the educational function or orderly operation of the school. The following items are prohibited on campus, school activities, and all athletic events:

1. Anything that promotes or advertises the use or abuse of drugs, alcohol, smoking materials, or other dangerous substances or subjects.
2. Sexually related or obscene symbols, pictures or wording that advocate ethnic or racial prejudice or intolerance.
3. Students shall not wear clothing or articles of clothing related to unauthorized groups or gangs. Gang or group related apparel include but are not limited to the following: bandanas, head bands, chains hanging from belt loops, dangling belts, insignia belts, gang markings (including symbols in hair), hair nets, jewelry with gang symbols, or any combination of clothing, backpacks, or notebooks which law enforcement or school consider gang related.
4. Low cut necklines, skin tight, and sheer or revealing clothes are not allowed.
5. No clothing which reveals undergarments will be allowed.
6. Bikini, spaghetti strap tops, halter tops and are not allowed.
7. Clothing determined to be immodest.
8. No bare midriff tops. All tops must meet the top of the student's pants, shorts, or skirt when hands are raised.
9. Pants with holes or tears located between the top of the knee and the waist are not acceptable.
10. Pants or shorts are to fit properly and be worn at or above the waist (no sagging). Belts are encouraged to be appropriately worn.
11. Shorts, skirts, and dresses must be fingertip length or longer.
12. Appropriate footwear should be worn at all times. Slippers and wheeled-shoes are not allowed.
13. Sunglasses are not allowed to be worn when indoors. (This includes wearing them on the top of the head.)
14. Hats and hoods are to be removed upon entering any building. Bandanas and other material used for head gear are not to be worn for any reason.
15. Shirts shall not be excessively long or baggy. Shirts that hang down in the vicinity of the knees are in violation of the dress code and will be required to be changed or tucked in.
16. Spandex outfits are not allowed.
17. "Pajama pants" and flannel pants are not permitted.
18. Wearing articles that could be used in a harmful manner are prohibited in school (i.e., chains, dog collars, spiked collars).
19. "Rosaries" are not to be worn. If brought to school, they need to remain in the students pocket, purse, or locker.

Final interpretation of this code will be at the discretion of the school administration. Students with inappropriate attire will be required to change. If different clothing must be obtained for home, students will need to contact parents. Students will not be allowed in classes until their attire is acceptable. If there is a waiting period until appropriate clothing arrives, this time will be spent in the office or other location determined by the building principal. The absence from class will be considered as unexcused.

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.

4)

Attire for Special Occasions

The principal of individual schools may allow exceptions to the standard school attire policy for school-wide activities. Such exceptions would include a particular mode of attire for special occasion days such as School Spirit Week or for particular school-sponsored or school-related activities during the course of the school day.

In addition, principals will have the authority to approve occasional variations from Standard School Attire for particular groups of students. For example, members of athletic teams, clubs, or cheerleaders may wear their sports-top with a shirt, if necessary, underneath. Such attire will be tucked in at the waist whenever practical as determined by the principal. Standard Attire pants, shorts, skirts, Capri pants or skorts must be worn at all times.

*** Exceptions will be allowed for athletes during their athletic contest.

**** This dress code is not meant to restrict the proper use of religious symbols or limit the freedom of our students to appropriately express their religious beliefs.

DRIVING AND DRIVING PERMITS

Driving to school and parking on school property is to be considered a privilege. Violations of the following guidelines may result in this privilege being denied and possible further disciplinary action.

- Students are to park in areas of the parking lot designated for student parking.
- Students are not to engage in "hot-rodding", racing or other such activities in the parking lot, on School Street or in any other area near the school.
- Students are not to park in the spaces behind the school or along the sidewalk in front of the building.
- No student is to be in the parking lot area during school hours without specific permission granted by office or teaching staff.
- Students are not to park or drive in the bus loading/unloading area located in the back of the high school building.

Failure to follow the above guidelines will result in disciplinary actions described in the discipline section of this handbook. This could include the loss of driving privilege to and from school and school-sponsored activities.

I-PODS/MP3 PLAYERS

IPods & MP3 players will be allowed per teacher discretion. IPods & MP3 players can be used before and after school, during passing times and lunch. All other usage will be determined by their classroom teacher.

- Penalty for not following teachers classroom rules will be After School Detention (ASD) up to Suspension (OSS)
- No IPods & MP3 players will be allowed throughout the entire school during final exams. NO EXCEPTIONS

CELL PHONES

Cell phones will be allowed in the high school per teacher discretion in the classrooms. The use of cell phones in the locker rooms and rest rooms is prohibited. Taking obscene pictures is a felony punishable by expulsion, fine, and possible imprisonment. Cell phones in the middle school must remain in the student's locker and shut off from beginning of the school day until the end of the day.

Electronic Communications Devices - Students

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.

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.

5)

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.

HALL PASSES

No student should leave the room without a school issued pass, unless an emergency exists as determined by the teacher.

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. 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 — 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.

6)

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.

LOCKERS

Lockers are provided as a convenience to each student for the sole purpose of storing such materials as may be required for classroom work. THESE LOCKERS ARE SCHOOL PROPERTY. Because the locker is school property, the administration reserves the right to search any locker. This search may be conducted by the building principal or a delegated representative. THE STUDENT IS RESPONSIBLE FOR MATERIAL CONTAINED WITHIN THE LOCKER HE/SHE HAS BEEN ASSIGNED.

For your own protection, do not share your locker or the locker combination with anyone. Keep your assigned locker clean, with books and other supplies in good order at all times. You must assume full responsibility for your belongings while in school and respect the property of others. Keep your locker locked at all times and never leave money or other valuables in your locker. The school district cannot be responsible for items lost or stolen from a student's locker.

BOOK BAGS & BACKPACKS

All book bags and backpacks are to be left in each student's locker, and are therefore not to be taken into each classroom or the cafeteria.

MEDIA CENTER

The Media Center is for student use. This is a place intended for quiet study and research. The Media Center is not intended as a social gathering place. As an individual using this facility, it is expected that you will do your work in a quiet and non-disturbing manner. If you are part of a group working on a project that necessitates talking, it is expected that this will be accomplished in a manner so not to disturb others. As a general guideline, students are reminded of the following procedures for using the Media Center:

1. Individual or groups of students must have an appropriate pass for entering the Media Center.
2. Bring all necessary materials with you when entering the Media Center.
3. All Media Center materials that you wish to use in another location must be checked out through the circulation desk.
4. Ask for help in using Media Center equipment or for finding necessary materials.
5. Return materials on or before the assigned due date.

If you check materials out of the Media Center, you are responsible for their return. If materials are lost, the individual who checked them out will be assessed a replacement cost.

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.

POSTERS - PRINTED LITERATURE

Posters or other printed literature must be approved by the building administration prior to it being posted or distributed. Those items that are approved must be attached to the walls using low stick masking tape. Do not use scotch, duct, or other high stick tape as these products may damage the painted wall surfaces.

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).

TELEPHONE

A telephone for student use is located in the office and can be used for school business or an emergency.

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 High School/Middle School. 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

At periods throughout the school year, awards are presented to students for various types of achievement. Some of the awards presented are as follows:

ACADEMIC AWARDS

All A's - Certificates will be given to students for high achievement (all A's) for the four marking periods in a school year.

Academic Awards - Academic chenille letters will be awarded to students in grades 10 through 12 who maintain a grade point average of 3.50 or better. A second year pin and third year plaque will be awarded in succeeding years.

Key Award - Awarded to seniors who earn a grade of "A" in each of the four years they are enrolled in a course area.

Individual teachers may present awards to any student based on their own established criteria.

ATHLETIC AWARDS

These awards will be determined by the athletic department as described in their written guidelines. These awards will be presented to students participating on all athletic teams sponsored by Hartford High School/Middle School.

MUSIC AWARDS

These awards will be determined by the music department as described in their written guidelines. These awards will be presented to students participating in senior band, concert choir, and other organized musical groups.

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.

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- 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

DUAL ENROLLMENT

North Central Guidelines will be followed when issuing high school credit for dual enrollment. Juniors and seniors may dual enroll at a college or university if they meet state guidelines. Before enrolling, students must check with the counseling office to determine eligibility.

TESTING OUT PROCEDURES FOR ACADEMIC CREDIT

Students have the ability to test out of certain classes and earn credit towards their graduation. Guidelines must follow School Board Policy.

ENROLLMENT

Every student in the High School is required to enroll in seven (7) class periods each school year. Exceptions to this rule may be granted for special situations, such as taking classes at a local college.

After the initial enrollment is completed, in general course changes will not be made. Students are reminded to make their course selections with great care in the spring in order to avoid changes after the enrollment period. All courses carried by a student for two (2) weeks after the start of the semester, and then dropped by the request of the student, will be recorded on the student's official transcript as a failing grade unless an exception is approved by the building principal for extenuating circumstances.

GRADUATION REQUIREMENTS

Due to the many changes in graduation requirements that have occurred over the course of the past couple of years, and more specifically with the graduation requirements that are now mandated by the State of Michigan statute, we request that you review the specific graduation requirements that are set forth in our *Course Directory* book that is published each spring and given to our students.

Along with the specific graduation requirements that are found in the *Course Directory* book, additional guidelines have been adopted by the Hartford Board of Education outlining the requirements for graduation. All students, except as outlined in this policy, are expected to meet these guidelines in order to receive a diploma:

1. Students must complete a total of twenty-six (26) credits (17 required & 9 elective for the class of 2010 and beyond).

The following shall also apply to students graduating from Hartford High School:

1. The credits of a transfer student from another school district shall be evaluated by the counselor and administration at the time of his/her enrollment and graduation requirements established at that time or within a reasonable time period. That student's graduation requirements shall be based on the requirements of the former school in conjunction with those of Hartford High School.
2. Eight (8) semesters shall be the number required in grades nine through twelve (9-12) for graduation unless a student has secured special permission acceptable with the building administration.
3. A special needs student who registers in the Hartford High School shall have graduation requirements and periods of attendance set by the building administration at the time of registration. Requirements shall be determined according to the student's record, physical condition and other factors, which the building administration shall deem necessary for consideration.
4. The High School Principal shall have the authority to approve or disapprove all courses of study beyond the scope of the regular school day subject to the authority of the Superintendent of Schools.
5. Twenty-six (26) credits are required for graduation along with eight (8) semesters of attendance. The Board may allow concessions in special situations.

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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.

HOMEWORK

Homework is an extension of the classroom and can be an integral part of the student's intellectual development. Homework is schoolwork assigned by the teacher to be accomplished independently by the student outside the classroom. Homework guides and promotes independent learning and classroom instruction. Homework affords parental involvement and support of the educational experience of their student. Properly administered, a school homework policy will result in reinforcing and furthering classroom

1. asking for assistance and clarification
2. taking the necessary materials home to complete assignments
3. completing assignments neatly and on time
4. returning materials and equipment after completing assignments
5. assuming responsibility for obtaining and completing assignments after an absence
6. completing assignments neatly and on time

GRADUATION HONORS

Seniors, in the regular education program, who earn an overall grade point average of 3.75 or above, will be afforded the right to graduate with high honors. Seniors, in the regular education program, with a grade point average of 3.50 or above will be graduating with honors.

HONOR ROLL

Students in all grades who achieve an “A” average in a semester will be named to the “High Honors” honor roll. Students with “B” average with no D’s, F’s, I’s, or N’s will be named to the “Honors” honor roll for that semester.

NATIONAL HONOR SOCIETY

Students, in their junior or senior year may be considered for membership in the National Honor Society. The criteria for consideration are based on that suggested by the national organization. The criteria are as follows:

- Scholarship - Students must have a minimum overall grade point average of 3.4
- Leadership - Students must document their demonstrated leadership skills within the school and/or community
- Service - Students must document their membership in organizations, volunteer work, etc. in the school and/or community
- Character - The High School Faculty rates the character of all applicants on a scale of 1 to 5 based upon honesty, reliability, trustworthiness, acceptable behavior, etc. both in and out of school

At the beginning of a new school year, students who have achieved the scholarship criteria will be allowed to complete an application form for Honor Society membership. Students will have the opportunity to complete the leadership and service portions of this form as they feel appropriate. Students, who then meet the first three criteria, will have their names submitted to faculty members for completion of the character portion of the requirements. A faculty committee will make final recommendations for induction into the National Honor Society.

PREPARATION FOR CLASS

Each student is expected to be prepared for work in any class when the tardy bell sounds. This means that all materials required for a class must be in the student’s possession. The evaluation of a student may be lowered, at the teacher’s discretion, for being unprepared.

Students are also reminded to be knowledgeable of, and prepared for, assigned tests and examinations. Any type of cheating on an assignment, quiz, test or examination will result in a failing grade being assigned for that material. See the discipline section of this handbook.

REPORT CARDS

Report Cards are issued at the end of each nine-week marking period. At the end of the first and third marking periods, parents may obtain cards during parent/teacher conferences. Those that are not picked up will be mailed home. All report cards will be mailed home at the end of the second and fourth marking periods. Cards will not be given to individual students unless specific permission has been given by the parent/guardian or the student is emancipated (having completed appropriate paperwork).

When the card is received, it is the responsibility of the student and parents/guardians to check for errors. If errors have occurred, please contact the high school office.

At the end of the second and fourth marking periods, students will be assigned semester grades. These semester grades will be those that are recorded on the student’s official transcripts and those from which earned credits are awarded. Earned credit of less than a semester will not be allowed. Only one half or whole credits will be allowed.

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As stated above, a grade of “I” indicates incomplete work. Unless otherwise specified by the student’s teacher, the incomplete work must be submitted within two (2) weeks following the end of a marking period in order to receive credit. If work is not received, the teacher will need to establish a grade based upon work completed and/or course criteria. An incomplete should not carry over to the next marking period.

RETENTION POLICY-MIDDLE SCHOOL

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention. In arriving at a decision for either the promotion or retention of a student, the teachers will consider the viewpoints of the special services personnel, principals, and parents. The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

Upon first concern based on low classroom grades, attendance, and/or other criteria found in board policy, the TEAM and administration will review the student's performance.

The TEAM will take into consideration the following criteria for retention:

- Academic test results
- Academic potential
- Age
- Alternatives available or already employed.
- Attendance
- Attitude
- Behavior

SCHOLARSHIPS

The Hartford Public Schools is the trustee of a fund containing money from FIVE endowments for the purpose of awarding scholarships. These four endowments are the:

- Frank L. and Maud M. Eagan Educational Fund
- Elizabeth G. Herman Educational Fund
- Irma Rathbun Educational Fund
- General Scholarship
- Myers Scholarship

The income from monies left by these endowments is to be invested by the Treasurer of the Board of Education and the income derived from this investment will be used to provide scholarships or other financial aid for students of Hartford High School to complete their education in trade schools, including schools of nursing, and in colleges or universities.

Scholarships will be awarded in the best interests of deserving students in Hartford High School. Each year, not later than the month of April, the guidance counselor shall request each interested member of the graduating class to complete a data sheet. This information will be used by a selection committee to assist them in determining who will qualify for financial assistance.

VAN BUREN TECHNOLOGY CENTER

Students who are sixteen (16) years of age or over and have junior class status may enroll in classes taught at the Van Buren Tech Center in Lawrence. Information regarding registration, and about the classes offered at the center, may be obtained from the high school counseling office. In specific situations, younger students may be allowed to attend the center only after permission has been granted by the center, the high school building principal and the high school counselor.

It is required that all students attending classes at the Tech Center will travel both to and from the center via the school bus provided by the Hartford School District. Exceptions may be granted only by the school administration-

With the exception of those few approved cases, students who fail to ride the school bus provided for transportation to and from the center will face disciplinary action. Students who fail to ride the bus, and drive over without permission will be given detention. Students who miss the bus will be held in the office until their 4th period class begins.

Driving to the Tech Center may only occur with parent and school permission. If in the event that a student drives or rides to the Tech Center without permission, then the student will have consequences up to and including suspension from school and/or Tech Center.

Dependent upon the coordination of the time schedules between the Tech Center and Hartford High School, it may be necessary to assign students a place to wait either before leaving for the center or upon return to Hartford. A specific schedule will be given to all Tech. students at the beginning of the school year that will specify these procedures. These may vary from year-to-year. Failure to follow the established guidelines for a particular school year will result in appropriate disciplinary action. **12)**

Students attending the Tech Center will be awarded credits upon successful completion of their class. The teacher at the center will assign the appropriate grade earned with Hartford High School granted credit. The number of credits possible to be earned will be determined at the time when a student registers for a class at the center. Students must be aware of this number so that they can determine if they will have the required number of credits to graduate at the end of their senior year (see graduation requirements).

In the event that a student is removed from a Tech class, or if they drop a class voluntarily before the scheduled end of that class, they will not receive credit for any work completed. Partial credit will not be awarded. In the case of such removal or voluntary drop, the student will be placed in regular high school classes if that is possible; i.e. if classes are available. If regular high school classes are not available, students may be placed on a partial day schedule for the remainder of that semester.

Students attending the Tech Center may lose credit and be removed from their class after six (6) days of absence per semester. Students who are facing disciplinary action at the high school that involves suspension, will be recorded as absent from the center and these days count toward the six (6) days of absence.

WORK EXPERIENCE

No student may sign out for work without a letter stating work hours from the student's employer. This letter must be given to the Principal and kept on file in the Principal's office. See the Counseling Office for information on obtaining work experience information.

SECTION FIVE - ATTENDANCE GUIDELINES

The following guidelines will be used for both high school and middle school with the following exceptions for the middle school

1. The middle school students who violate the attendance policy will be subject to the administration calling the truancy officer.
2. The middle school students who violate the attendance policy will not be allowed to test for proficiency in the class that they are over the attendance limit.

The Hartford Board of Education, faculty and staff expect every student to be in attendance in every class on every school day. The goal of the school district is a **minimum of 90%** attendance.

All students are expected to attend school regularly and be punctual for their classes so that they may benefit from the instructional program offered by the Hartford High School. Students need to develop the good habits of punctuality, attendance, self-discipline, and responsibility during their school years. Students with good attendance generally achieve higher grades, enjoy school more, and are more employable after graduation.

In common with most schools today, we are concerned about attendance. This policy places primary responsibility upon parents and students. With the legal age of eighteen, it is imperative that young people accept their responsibility for their attendance at the Hartford High School.

- a. Because of the importance of attendance in the learning process, excessive absences can ultimately result in the student's failure to earn credit for that class. Students will be allowed **nine (9)** absences per class per semester. All work must be made up to keep grades from being affected. **Students are expected to make up work on the first day back to the individual class when only absent for one day.**
- b. **There are not "excused" or "unexcused" absences.** The student is permitted 9 absences in each class. There is a list of absences found below that will not count toward the 9 absence limit. **General illnesses and appointments count towards the 9 day limit.**
- c. Students with more than **nine (9)** absences per class per semester may request an evaluation of the circumstances of their absence by the Attendance Appeals Committee. Written request must be submitted to the administration within ten school days after notification that the student has exceeded the nine day limit. The principal will evaluate the appeal and if necessary form a committee to evaluate the appeal in greater detail.
- d. Students must present permission to the office from their parents/guardians regardless of age (written or by telephone) to leave the building during the school day. Students having such permission must sign-out in the office before they leave. Students arriving to school late must sign-in in the office and secure a pass before attending class.

13)

DEFINITION OF ABSENCES

- A. ABSENCES **counted towards** THE 9 DAY LIMIT:
 1. Student Illness
 2. Prearranged Absences
 3. Family Trips (subject to review by attendance committee)
 4. Violation of Closed Campus
 5. Any other absences not listed in the No Count section of this policy.
- B. ABSENCES **NOT counted towards** THE 9 DAY LIMIT:
 1. Athletic events
 2. School sponsored field trips
 3. Co-curricular trips (Art shows, Leadership forums, etc.)
 4. Music/Band competitions or performances
 5. Extended, consecutive absences due to medical procedures or long-term illness with proper documentation
 6. Homebound absences with proper documentation
 7. Out of school suspensions

8. Those absences in excess of nine (9) days approved by the Attendance Appeals Committee (examples for such prearranged absences include, but are not limited to the following: visits to foreign countries, educational opportunities necessitating travel).
9. Prearranged college visitations
10. Death in the Family (parents, siblings and grandparents).
11. Religious Observations

EARNING CREDIT BY PROVING PROFICIENCY:

If a student exceeds the 9-day absence limit, they may earn credit for the course by achieving a 70% or higher on their final exam/assessment in that course. Students may not lose credit solely based on attendance. Students have the ability to prove that they are proficient in the course, and if done so, will earn credit in that course. If they go over the 9 absence limit and fail to prove proficiency, they will lose credit and will be given a No Credit (NC) grade. If the student is over in attendance and failed the class anyways, they will be given the “F” that they earned.

Tardiness

Being on time is a life skill important to each student’s future. Schools have the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher’s right to begin the instruction on time for all students. Students are required to be in class on time. Tardiness to class is defined as not being physically in the room when the bell stops ringing. If for some reason the bells are inoperative, the teacher’s discretion will be used. As a means of providing for the orderly operation of this school, the following tardy procedure will be in effect.

Office Procedure – If a student is late in arriving to school, they must:

1. Report to the office immediately to sign in. This must be done before going to class or their locker.

Classroom Procedure – If a student has been in school, but is late in arriving to an assigned class from their previous one, they must:

1. If the reason for the tardiness is excused, an excused pass must be in the possession of the student from the office or their previous teacher. The teacher will **not** mark the student tardy for that class.
2. If the reason for tardiness is unexcused, a penalty will be assigned by the teacher as specified in the discipline section of this handbook.

Tardiness (in each class)

1 st Tardy	verbal warning by staff – no referral
2 nd Tardy	verbal warning by staff – no referral
3 rd Tardy	1 after school detention and parent notification
4 th Tardy	verbal warning by staff – no referral
5 th Tardy	verbal warning by staff – no referral
6 th Tardy	1 after school detention and parent notification

This pattern will continue for all tardies from this point on.

MIDDLE SCHOOL ATTENDANCE

Attendance in school is required by state law. Section 731 of the Michigan General School Law reads, “every parent, guardian or other person in the state of Michigan having control and charge of any child between the ages of six and sixteen years of age shall be required to send such a child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such a child is enrolled.”

Regular student attendance at school will increase the student’s academic, social, and emotional development. Parents have the ultimate responsibility for their child’s attendance. Therefore, it is the school’s responsibility to make sure students are present and to report those students who are not in school to the proper authorities.

TRUANCY POLICY:

- After a child has accumulated 8 absences a letter of attendance warning will be sent home
- After the 12th absence occurs, the school will send a letter home to the family and a meeting with the principal is required
- If the student accumulates 16 absences, the school will contact the Van Buren Truancy Officer.

ABSENCES & TRUANCY

Parents are requested to call their child’s school by 9:00 a.m. Voicemail is available if you would like to notify us the night before of your child’s absence. If no contact has been made; parents must send a note with the student upon his/her return to school. Only the following reasons will be recognized as excused absences and not counted towards the Truancy policy:

1. Family funeral
2. Medical or dental appointments
3. Presence required at court
4. Suspension

5. Religious observances

6. Other emergency situations approved by administration

Absences for reasons other than those listed above are generally considered unexcused. Parental failure to send a medical excuse note or other necessary documentation within one school day results in an unexcused absence and may be treated as a possible truancy. Truancy may result in charges being filed with Juvenile Court.

14)

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. The consequences for students caught as having skipped school are specified in the discipline section of this handbook.

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.

DANCE RULES (or other social events) for the high school. Middle school dances will follow the same guidelines with the exception being the starting and ending times of the dances. All middle school dances must end by 4:30 p.m. (the annual 8th grade dance which is held once a year, can end at 10:00 p.m.

School dances and other social events are conducted under the direction of the Student Council with the approval of the building principal. These events may be initiated by any school-approved group within the school. Once organized, approval must be sought. All school social events are subject to the following guidelines:

1. All social events must be held on school property. The preferred location is the cafeteria. After basketball season, events may be held in the gym.
2. Events may not be held on nights preceding a school day except as allowed by the building principal.
3. Events must be scheduled so that they end no later than 11:00 p.m. and so that the facility is totally cleaned up no later than 11:30 p.m. No admission to events will be allowed after 10:00 p.m.
4. Events must be planned so that approval by the building principal can be given at least one week in advance.
5. Before approval is given for any social event, all paperwork must be completed. Forms for these events may be obtained in the school office.

REGULATIONS FOR SOCIAL EVENTS

In general, the same guidelines for student behavior as expected during the regular school day will be in force during a social event. The same general consequences will be assigned for violations of these guidelines.

1. Students attending a social event must remain in the general area assigned for that event. Students are not permitted to loiter in other areas of the building(s) or on other school property.
2. Students who leave the area of the social event will not be allowed to re-enter except with specific permission of the event chaperone. Money will not be refunded.
3. Proper illumination of the event area shall be maintained at all times.
4. Students who have been excluded from school, either by out-of-school suspension, or by expulsion, will not be allowed entrance to any school-sponsored social event.

5. Students from other high schools, and alumni under the age of 21, may be admitted to the prom as a guest of a current Hartford High Student. A sign-up list will be located in the school office for the registration of these persons. Hartford students will be allowed only one (1) outside guest and that student must fully understand that they will be held accountable for the actions of their guest.
6. Any student or guest who fails to follow acceptable guidelines for behavior will be directed to leave the event and will be denied entrance to future events for the remainder of the school year.
7. Organizing groups who fail to fulfill their responsibilities in the conducting of a social event will be denied the opportunity of sponsoring future events for the remainder of the school year. **15)**
8. Students may be asked to submit a Personal Breathalyzer Test (PBT) if the student's behavior, in the judgment of a school official, warrants the testing. The police department will administer all tests, unless the school has its own PBT unit.

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 high school 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.

ORGANIZATIONS

Within the school, there are several organizations open for student participation. These groups must be operated so that all students have equal access to membership and to participate in planned activities. The guidelines for the operation of the Student Council, and other organized groups, shall be contained in that group's Constitution and/or by-laws. These guidelines must be approved by the building principal and submitted to the Board of Education.

MONEY MAKING ACTIVITIES

Organizations wishing to conduct any type of fund raising activity must submit all requests, in writing, to the building principal's office. Approval must be granted prior to a group committing to this type of activity. Forms for this type of request may be obtained in the high school office. The organizing group shall be responsible for all debts incurred through conducting this type of activity. All profits must be accounted for and deposited in that groups Student Activity Account. Payments must be made through the Business Office. If a student leaves the school, funds deposited in the activity accounts will not be refunded.

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
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.

SECTION SEVEN – HHS/MS DISCIPLINE

One of the goals of Hartford High School/Middle School educational program is to encourage the positive growth of our students in a safe and supportive environment where respect for the rights of others guides our school behavior. The following guidelines will help us achieve this goal:

1. Develop and maintain a constant respect for persons, whether they are other students, teachers, staff, or visitors.
2. Maintain an atmosphere of quiet in order to create an environment conducive to learning.
3. Develop and maintain good study habits.
4. Take pride in yourself, your accomplishments, and your school.

If all students strive towards accomplishing these goals, we will achieve the goal of providing for each student's needs.

Throughout this handbook, reference for discipline action is made to this section. The following guidelines will be used as a basis for assigning consequences for infractions of building and/or school district regulations, or for infractions of local, State or Federal laws. It is each student's responsibility to be familiar with the various guidelines and regulations for appropriate behavior as well as the consequences for infractions. The consequence for infractions of the Hartford High School/Middle School discipline code may include, but are not limited to, the following:

DETENTION - Time spent before or after school

OUT-OF-SCHOOL SUSPENSION (OSS) - Students are not to be on school property for the duration of the suspension

SNAP SUSPENSION – Immediate removal of a student from a classroom by a teacher

Hartford Middle School Disciplinary Focus Matrix

	Tardy	Disrupting disrupting lesson, disrupting others	Unprepared for Class coming to class without assignments, books, materials	Disrespect Toward Staff Members rude comments, rude/obscene gestures, talking back
Tier 1	Tardy 3 times to one class: Lunch Detention	Lunch Detention	3 Unprepared to one class: Lunch Detention	See Handbook for Insubordination (Meeting with student, teacher & administrator before student can return to class)
Tier 2	Tardy 6 times to one class: Lunch Detention/Parent Contact/Referral to BSS	3 Disruptions referrals from one class: Parent Meeting/Referral to BSS	6 Unprepared to one class: Lunch Detention Parent Contact/Referral to BSS	See Handbook for Insubordination (Meeting with student, parent & administrator before student can return to class) Referral to BSS
Tier 3	Every Tardy after 6 is an ASD	More than 3 Disruptions: ASD up to Suspension	Every Unprepared after 6 is an ASD	See Handbook for Insubordination (Meeting with student, parent & administrator before student can return to class)

TEACHER IMPOSED (SNAP) SUSPENSIONS

Any Hartford Middle School or High School teacher that is under contract (including any permanent long-term substitute teacher), is authorized to immediately remove and suspend a student from a class, subject or activity for up to one school day, when the student's behavior materially interferes with the teacher's ability to effectively teach or manage the class, subject or activity.

A student receiving a teacher-imposed (snap) suspension shall not be allowed to return to the class, subject, or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a "snap suspension" from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Discipline Code.

If a student remains at school, the student shall be appropriately supervised while suspended from the class, subject, or activity.

All "snap suspensions" 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.

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.

17)

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)

Insubordination & rude and disrespectful behavior

All offenses

detention up to suspension

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

All offenses

detention up to suspension

Skipping school

1 ASD per hour skipped (All skipping will result in notification of school's truant officer)

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

Improper check out/check in

1st offense

Up to 2 ASD's

2nd offense

per skipping

Cell phone rule

1st offense

ASD and cell phone must be picked up by the parent

2nd offense

ASD and cell phone must be picked up by the parent

3rd offense

One (1) day Out of School (OSS) and cell phone must be picked up by the parent

Subsequent Offenses

Up to a five (5) day Out of School (OSS) and cell phone must be picked up by the parent

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Inappropriate use of technology

1st offense

5 days off technology & 1 ASD

2nd offense

off technology for the marking period, possible ASD/OSS

3rd offense

off technology for the year, possible ASD/OSS

Tardiness (in each class)

1st Tardy

verbal warning by staff – no referral

2nd Tardy

verbal warning by staff – no referral

3rd Tardy

1 after school detention and parent notification

4th Tardy

verbal warning by staff – no referral

5th Tardy

verbal warning by staff – no referral

6th Tardy

1 after school detention and parent notification

This pattern will continue for all tardies from this point on.

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

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

Cheating and/or submission of plagiarized (copied) material

1st offense

loss of credit for the assignment, (This policy will be carried over from year to year and is in effect for the student's entire high school career.)

2nd offense

loss of credit for the marking period

3rd offense

loss of credit for the semester

1st offense loss of credit for the assignment, (This policy will be carried over from year to year and is in effect for the student's entire high school career.)
2nd offense loss of credit for the semester

Skipping After School Detention (ASD)

1st offense Add additional ASD to original
2nd offense OSS
All others Any further incidents will be considered "Insubordination".

Inappropriate Public Display of Affection

1st offense warning
2nd offense up to 3 hours of detention
3rd offense up to 1 day OSS

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

19)

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

Other misconduct

The above list of infractions is not deemed to be all-inclusive. Students at Hartford High School/Middle School are expected to conduct themselves in a manner that promotes the health, safety, and educational well-being of themselves and others. Failure to do so will be interpreted as "Other misconduct" and may result in disciplinary action taken with consequences ranging from detention to expulsion.

In the event that Hartford High School/Middle School adds to, or changes the rules, policies or procedures contained in this handbook, parents and students will be notified in writing through the US Mail.

REFERRAL PROCESS

Staff member refers disciplinary incidents with students to an administrator. The Administrator reviews the case and assigns appropriate consequence. Every reasonable effort will be made, either by a phone call or letter, to notify the parent prior to the day an out-of-school (OSS) suspension will be served. It is imperative that the suspension begins immediately following the offense: therefore, it is possible that some suspensions might begin before the information reaches the parent. Teachers are notified of the student's assignment to OSS.

A student accumulating three (3) referrals resulting in days assigned as OSS time for a school year (any time served in OSS will count as one day), may qualify for the following solutions:

1. referral to an alternative education program
2. suspension pending professional counseling

AM/PM detention - Time and place will be as set by the administration. Students must be on time and use the time for studying. Detention may be doubled for not meeting the student's behavioral responsibilities.

Students that are serving OSS may not practice, participate in contests, be on school property, or attend school activities.

The participation of students in a school or extra-curricular activity, who have been involved in illegal misdemeanor or felonious activities, will be decided on an individual basis dependent on circumstances unique with each situation.

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.

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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 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.

ATHLETIC/EXTRA-CURRICULAR

The guidelines for student participation in an athletic practice or event, on a day or days they have been assigned to a suspension, are outlined in the Hartford Indian Athletic Code. The guidelines for students who are suspended, and involved in other types of extra-curricular activities (music, plays, class events, etc.), will be based on this same format.

Serious misconduct by a student involving criminal activity (on or off school grounds) may, at the discretion of the building principal (in consultation with the activity sponsor), result in the denial of that student’s privilege to participate in extra-curricular activities sponsored by the school. This misconduct would include illegal misdemeanor or felonious activities. The procedure regarding consequence for these types of actions will be modeled after section 4 of the Athletic Code.

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

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.

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****Tear off at perforation and return to the Principal's office**

Hartford High School/Middle School Consent Form

2016-2017

ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the Hartford High School/Middle School 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.