



Hanover-Horton  
High School  
Student Handbook

2016-2017

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and Hanover-Horton School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and Hanover-Horton High School's rules as of August 17, 2015. If any of the policies or administrative guidelines referenced herein are revised after August 17, 2015, the language in the most current policy or administrative guideline prevails.

## **VISION & MISSION OF THE SCHOOL**

The vision of Hanover-Horton School District is to maintain an exemplary learning environment, empowering our students to be successful in a global society. Moral character and academic achievement will be attained through strong leadership and quality instruction, enabling all students to reach their maximum potential in our safe and caring schools.

It is the mission of the Hanover-Horton Schools educational community to educate and instill in our students knowledge, self-worth, respect, responsibility and the desire to succeed throughout their lives so that we create a better world one student at a time. Through our combined efforts, we expect students to demonstrate the following adult roles upon graduation:

- To be an effective communicator
- To be a problem solver
- To be an educationally and technologically literate person
- To be a responsible citizen
- To be a healthy and fit person

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

John Denney, Superintendent  
Hanover-Horton School District  
10,400 Moscow Road  
Horton, MI 49246  
(517)563-0100

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

# Hanover-Horton High School

## Student/Parent Handbook

Dear High School Students and Parents:

This handbook is designed to acquaint the students and parents with the various rules, regulations and procedures of the high school. It contains an abundance of information and we encourage both students and parents to read this booklet completely.

As a student at Hanover-Horton High School, you have a right to an education along with every other student in the building. With that right, you also have a responsibility. It is your responsibility to act in accordance with the regulations and procedures stated herein to ensure a safe environment that is conducive to learning.

Hanover-Horton High School provides an environment that promotes student growth educationally, socially and physically. Our staff works to help students make a successful transition into high school and a successful transition to a life of independence and adulthood. The success of our graduates is the evidence of the success of our efforts.

We want to do what is best for you; however, the level of success you attain depends on your input. We are always open to constructive criticism, suggestions, or ideas. When problems arise we work together to solve them. We ask that you approach each day and matter with an open mind and work to develop strong communication and problem solving skills.

Always keep in mind that the mood and environment of Hanover-Horton High School is a direct reflection of the efforts of our staff, parents, and students alike. We want to work together at keeping the building clean, the attitudes friendly, and the goals progressive. Work to make Hanover-Horton High School a place to be proud of and your experience here will be satisfying to you as a person.

The Board of Education and staff welcomes you to Hanover-Horton High School. If you should have any questions or concerns, please feel free to contact our offices at 563-0101.

**NOTE:**

*This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August of 2014. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: [www.hanoverhorton.org](http://www.hanoverhorton.org).*

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## SCHOOL DAY

Daily Schedule

| <b>Hour</b>          | <b>Class Time</b> |
|----------------------|-------------------|
| 1 <sup>st</sup> Hour | 7:45 - 8:35       |
| 2 <sup>nd</sup> Hour | 8:40 - 9:31       |
| 3 <sup>rd</sup> Hour | 9:36 - 10:27      |
| 4 <sup>th</sup> Hour | 10:32 - 11:22     |
| 5 <sup>th</sup> Hour | 11:27 - 12:38     |
| “A” Lunch            | 11:27 - 11:44     |
| “C” Lunch            | 12:16 - 12:33     |
| 6 <sup>th</sup> Hour | 12:38 - 1:28      |
| 7 <sup>th</sup> Hour | 1:33 - 2:23       |

2 Hour Delay Schedule

| <b>Hour</b>          | <b>Class Time</b> |
|----------------------|-------------------|
| 1 <sup>st</sup> Hour | 9:45 - 10:17      |
| 2 <sup>nd</sup> Hour | 10:22 - 10:55     |
| 3 <sup>rd</sup> Hour | 11:00 - 11:32     |
| 4 <sup>th</sup> Hour | 11:37 - 12:09     |
| 5 <sup>th</sup> Hour | 12:14 - 1:09      |
| “A” Lunch            | 12:14 - 12:32     |
| “C” Lunch            | 12:51 - 1:09      |
| 6 <sup>th</sup> Hour | 1:14 - 1:46       |
| 7 <sup>th</sup> Hour | 1:51 - 2:23       |

Half Day Schedule

| <b>Hour</b>          | <b>Class Time</b> |
|----------------------|-------------------|
| 1 <sup>st</sup> Hour | 7:45 - 8:06       |
| 2 <sup>nd</sup> Hour | 8:11 - 8:38       |
| 3 <sup>rd</sup> Hour | 8:43 - 9:09       |
| 4 <sup>th</sup> Hour | 9:14 - 9:40       |
| 5 <sup>th</sup> Hour | 9:45 - 10:10      |
| 6 <sup>th</sup> Hour | 10:15 - 10:40     |
| 7 <sup>th</sup> Hour | 10:45 - 11:10     |

### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the high school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **HOMEBOUND INSTRUCTION**

Hanover-Horton School District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the district's Director of Special Education. Homebound instruction is only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the programs and facilities of Hanover-Horton School District.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Crystal Cutler at 768-5200 to inquire about evaluation procedures and programs.

Public Act 80 of 2010 was signed into law by Governor Jennifer Granholm on Friday, May 21, 2010. PA 80 (2010) modifies the Revised School Code, and, subsequently, MDE guidance regarding the personal curriculum (PC) to:

- Allow the request and receipt of a PC on a student's behalf to modify the Michigan Merit Curriculum (MMC) Algebra II requirement by successfully completing 0.5 credit of statistics or functions and data analysis as an alternative to Algebra II. The student must still successfully complete 3.5 mathematics credits, including Algebra I and Geometry,

prior to graduation, as well as the completion of a mathematics or math-related course in the final year of high school.

- Eliminate the requirement that a student complete (but not necessarily pass) 1.5 required mathematics credits before requesting a PC to modify Algebra II. A student may now request and receive a PC to modify Algebra II at any time after the completion of the 9<sup>th</sup> grade.



## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under our school of choice policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to Hanover-Horton School District during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the our schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in there. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Principal or Counseling Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written or verbal request by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without the permission of the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Hanover-Horton High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the high school office.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1c must be filed with the high school office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the high school office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### ***Asthma Inhalers and Epi-pens***

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### ***Nonprescribed (Over-the-Counter) Medications***

Parents may authorize the school to administer a non-prescribed medication using form 5330 F1a, which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication and/or that they may keep the medication in his/her possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of Hanover-Horton High School. It is, therefore the policy of Hanover-Horton School District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the Superintendent at 563-0100 to inquire about evaluation procedures and programs offered.

### **STUDENT RECORDS**

Hanover-Horton School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name
- B. address
- C. date and place of birth
- D. major field of study
- E. participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- F. dates of attendance
- G. date of graduation
- H. awards received

- I. honor rolls
- J. scholarships
- K. telephone numbers only for inclusion in school or PTO directories

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice available at the Superintendent’s Office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the high school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that FERPA was violated.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the curriculum of Hanover-Horton School District, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the Hanover-Horton School District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

Hanover-Horton High School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students, parents, and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

## **STUDENT FEES, FINES, AND SUPPLIES**

Hanover-Horton High School charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss/damage or defacing of school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Hanover-Horton School District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as money, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. **It is highly suggested that students lock their lockers to avoid theft.**

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Director of Food Services.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific permission granted by the office staff. Money can be deposited directly into a student's account through [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

Applications for the school's Free and Reduced-Priced Meal program are available to all students. If a student believes that s/he is eligible, contact the high school office or online at [www.lunchapp.com](http://www.lunchapp.com).

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Our school PA system will be used to announce events involving tornados.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. These drills will be conducted using the school's PA system.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WIBM 94.1, Q106, WKHM 970, WUFN 96.7, WLNS – TV 6 and WILX – TV 10. The district will also attempt to use the emergency calling system to notify households of school closures. You can also call the school hotline for information on school closings 563-0117. Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.



### **LOST AND FOUND**

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the administration. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. However, messages will be taken and distributed to the student at an appropriate time.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## SECTION II - ACADEMICS

*Our full curriculum guide is available online and in the high school office. Within that guide is a full explanation of every course offered.*

### GRADES

- A. The grading scale at Hanover-Horton High School is as follows:

| Grade | Percentage | Grade | Percentage | Grade | Percentage |
|-------|------------|-------|------------|-------|------------|
| A     | 93 – 100   | B-    | 80 – 82    | D+    | 67 – 69    |
| A-    | 90 – 92    | C+    | 77 – 79    | D     | 63 – 66    |
| B+    | 87 – 89    | C     | 73 – 76    | D-    | 60 – 62    |
| B     | 83 – 86    | C-    | 70 - 72    | E     | <60        |

- B. A student's grade point average will be based on the following system.

| Grade | Points | Grade | Points | Grade | Points |
|-------|--------|-------|--------|-------|--------|
| A     | 4.000  | B-    | 2.667  | D+    | 1.333  |
| A-    | 3.667  | C+    | 2.333  | D     | 1.000  |
| B+    | 3.333  | C     | 2.000  | D-    | .667   |
| B     | 3.000  | C-    | 1.667  | E     | 0.000  |

- C. A teacher may give an incomplete grade (I) if work has not been completed in a marking period. If a student receives an "I", the teacher will insert 0's into the gradebook for each missing assignment for the purposes of calculating the true quarter grade. The "I" must be removed and a letter grade given within a reasonable time (usually two weeks) after returning to school. It is the responsibility of the student to make up work. Any made up work submitted to the teacher that increases the grade will require a grade change request be submitted by the teacher. If no work is submitted, the office will assign the grade calculated in the Quick Look Up function of Powerschool. An "I" given for attendance reasons should only be put into the records at the semester report card as a final grade.
- D. Teachers will be maintaining grades in an online electronic grade system (PowerSchool). Please contact the high school office for instruction on accessing the system.
- E. Be aware that students may experience a positive or negative change in GPA as the result of taking an eighth class due to "zero" hour or dual enrollment. The extra class dilutes the impact of each grade on the GPA and can result in a slight increase or decrease as a result of the impact of the grade in the class.
- F. All students will be required to take final exams with the exception of those meeting the academic or attendance incentives. Seniors meeting the qualifications stated in the section entitled "Senior Final Exam Policy" are also exempt according to those rules.
- G. Students should be fair to teachers, classmates, and especially themselves. Cheating hurts the student who cheats more than anyone else. If a student is found to be cheating, his/her grade will be affected and disciplinary action may be taken according to procedures established by the teacher at the beginning of the school year. Cheating may also involve disciplinary action according to the discipline code.

- H. Document your research. Whenever you take words or ideas from someone else's work, you must give that author credit, both in the text of your paper and in the Works Cited page at the end of your paper. To not give credit to others for their words or ideas is plagiarism. Plagiarism is stealing! Even ideas -as well as words- must be credited to your original source. Intentional plagiarism will be treated as cheating and may involve the same disciplinary actions as cheating.
- I. Senior Final Exam Policy (2nd Semester only): Seniors are eligible to choose either the Attendance and Academic Exam Exemptions described on page 27 or they may choose the following Senior Exam exemption in the second semester of the year. A senior student may exempt from a second semester final exam, if they have maintained a cumulative grade point average of B- (2.667) or better (honor roll) prior to the second semester of his/her senior year and they have maintained a B- or better grade from the beginning of second semester to one week prior to senior exams. Seniors who fulfill both of the above requirements have the option of exempting from their exams or taking their final exams for the purpose of raising their grade. Seniors must keep in mind that their attendance in school dictates their eligibility for this exemption if they have their credit suspended as described on page 25. If their credit is suspended, then seniors must take the exams in those classes. Seniors could be exempt from classes where credit is not suspended by this Senior Final Exam Policy.

## GRADUATION REQUIREMENTS

Beginning with the class of 2011, requirements for a high school diploma are established by the Michigan Merit Curriculum and the Hanover-Horton Board of Education. Graduates in 2017 must have earned 26 credits in coursework to graduate with a diploma. The class of 2017 and beyond will need varying credits down to 26 because of the switch to a “semester” schedule in the 2013 – 2014 school year.

Class of 2017 = 26    Class of 2018 = 26    Class of 2019 = 26    Class of 2020= 26

These requirements are based on a student earning ½ credit per course per semester. Transfer and dual enrolled students have individualized graduation credit requirements based on the credits available to them over the course of their four years in high school.

Required classes and credits for a diploma for the Class of 2017 include the following:

| <b>Department/Class</b>                           | <b>Required Credits</b> | <b>Required Classes</b>   |
|---|-------------------------|---|
| English   | 4                       | English 1, English 2, English 3, 4 <sup>th</sup> English credit                                 |
| Math  | 4                       | Algebra (8 <sup>th</sup> /9 <sup>th</sup> credit), Geometry, Advanced Algebra, senior year Math |
| Science   | 3                       | Physical Science, Biology, Chemistry or Physics   |
| Social Studies                                    | 3                       | Later American Studies, World Studies, Government, Economics                                    |
| Health  | .5                      | Health  |
| Physical Education                                | .5                      |   |
| Visual, Performing or Applied Arts                | 1                       |   |
| <i>World Language</i>                             | 2                       | <i>Class of 2017 and future classes</i>   |
| 20 hour online learning experience                |                         | Can occur in various classes  |
| Senior Transitions (portfolio and exit interview) | .5                      | Completion of the portfolio and exit interview are required                                     |
| <b>Total Credits</b>                              | <b>26</b>               | <b>Class of 2017</b>  |

Students may earn credit through approved coursework in our regular programs, summer school classes, online classes, dual enrollment, or the Jackson Area Career Center. During the senior year, students may earn credit through an approved adult education program. Letter grades from these sources are calculated into the student’s grade point average. Pass/Fail grades from any of these sources are not calculated into the student’s grade point average. Withdrawal from a dual enrollment class will result in an E recorded on the transcript and will factor into the GPA as such. Further information on these requirements can be obtained through the counseling center.

Beginning with the 2013-2014 school year, students have the ability to graduate early if they meet the guidelines of the Early Graduation Form. For more information, please contact the counselor or principal.

### ACADEMIC CLASSIFICATION OF STUDENTS BY CREDITS:

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and participating in the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It

is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

Information about credit and course requirements is available in the Guidance Office and your counselor will be pleased to answer any questions. Students may be classified into graduating classes by the number of credits that have been earned. Those with **less than five** credits on their transcript are classified as a freshman. **Five (5)** credits are required to be classified as a sophomore, **twelve (12)** credits are required to be a junior, and **twenty-one (21)** credits are required to be a senior.

### **CAREER CENTER**

The Career Center is an extension of our high school program and all Hanover-Horton students who attend the Career Center are subject to the Career Center's rules and regulations. Any student who is suspended from our school program may have his/her suspension extended to the Career Center. Likewise, any student suspended from the Career Center may have the suspension extended to our school.

Students under the age of 18 are required to ride the bus to and from the Career Center, unless they have received permission to drive from the high school office. Permission to drive may be granted on a temporary basis to students involved in approved educational opportunities outside of regular Career Center hours. However, an application with the signatures of parents, employer, Career Center personnel, guidance counselor, and/or principal is required. Students who drive **will not** transport anyone in their vehicles. Violation of these guidelines and rules of the school policy may result in losing the privilege to attend the Career Center.

18-year-old students may formally request through the office permission to drive to the Career Center. A copy of the student's driver's license, registration, and proof of insurance will be required.

### **DUAL ENROLLMENT**

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Letter grades earned in dual enrolled college classes will be calculated into the cumulative grade point average. Withdrawals will be recorded as an E. Check with the counseling department for further information.

#### ***Eligible Students:***

To be eligible for a dual enrollment class a student must meet the following criteria:

- The student must meet the required minimum hours required by the state for full funding of the state foundation grant for each semester.
- To qualify, freshman students must have earned proficiency status in one or all subject areas of the PSAT or EXPLORE test, which is taken during their 8<sup>th</sup> grade year. Sophomore students must have earned proficiency status in one or all subject areas of the PSAT or EXPLORE test, which is taken during their freshmen year. Junior students must have earned proficiency status in one or all subject areas of the PSAT or PLAN test, which is taken in their sophomore year. Seniors who have passed portions of the Michigan Merit Exam (MME) with performance scores of 1 or 2 have an opportunity for dual enrollment. Qualifying scores on the ACT or SAT may also be used to determine qualification status. See your counselor to determine your qualification status. Students in grades 9-12 can only take dual enrollment courses in which they qualify based on their testing scores.

***Eligible Courses:***

Students are able to receive tuition and fee support for classes at eligible post-secondary institutions (state universities, community colleges, or independent nonprofit degree-granting colleges or universities located within Michigan) subject to the following:

- The course is not offered by Hanover-Horton Schools.
- The course is offered by Hanover-Horton Schools but is not available to the student because of a scheduling conflict beyond the student's control.
- The course shall not be in the area of hobby craft, recreation, physical education, theology, divinity, or religious education.
- The course is a course the post-secondary institution normally applies towards satisfaction of degree requirements.
- The post-secondary course attendance does not conflict with the days, hours, and minutes required by Hanover-Horton classes.
- A maximum of 10 courses can be taken between grades 9 – 12.

***Credit:***

- Eligible students may enroll in post-secondary courses for high school credit or post-secondary credit or both. Appropriate forms and approvals must be completed with the high school office.
- High school credits granted to a student shall be counted toward the graduation and subject area requirements of the school district. Withdrawal from a course will result in an E recorded on the transcript and will be counted as such in GPA calculations. Course grades will be counted towards a student's final GPA from Hanover-Horton High School.

***Tuition and Fee Support:***

The Hanover-Horton School District will be responsible for the following fee payments for approved courses.

- Tuition, mandatory course fees, material fees and registration fees required by the post-secondary institution, and any late fees that result from the school's failure to make a required payment; OR
- The state portion of the student's foundation allowance, adjusted to the proportion of the semester they attend the post-secondary institution rather than Hanover-Horton High School.

Students that drop out of, fail or withdraw from a class may be responsible to reimburse the school district for the cost of the course.

***Process:***

1. Interested students wishing to participate in a dual enrollment opportunity should schedule a meeting with their high school counselor. The counselor will work with the student and his/her parents or guardians:
  - To determine that the student meets the student eligibility criteria.
  - To determine that the institution chosen meets the eligibility criteria.
  - To determine that the course of interest meets the course eligibility criteria.
  - To counsel whether the course should be taken for high school credit, post-secondary credit, or both.
  - To identify the benefits, risks, and possible consequences of enrolling in a post-secondary course. The counselor will also encourage the student to seek additional counseling at the post-secondary institution.

- To explain the eligible charges that would be paid by the Hanover-Horton School District.
  - To discuss the consequences of failing or not completing a post-secondary course.
  - To discuss the academic and social responsibilities that must be assumed by the eligible student and his/her parent or guardian.
2. Hanover-Horton High School will provide the student with a letter/form indicating eligibility for dual enrollment.
  3. The student registers for the chosen class at the post-secondary institution, submits to the institution the letter/form indicating eligibility, and verifies having received the above counseling. Within a reasonable time after registration, the post-secondary institution will send a notice to the student and Hanover-Horton Schools indicating the course or courses and hours of enrollment. The notice to the student will also notify the student of tuition, fees, books, materials, and other related charges.
  4. The post-secondary institution will send a bill to Hanover-Horton High School for approved courses after the drop/add period has passed for those students who have provided them with the written proof of eligibility and payment at registration. If the Hanover-Horton School District is not responsible for the entire amount of the eligible charges, the post-secondary institution will bill the student for the remaining balance.

The Hanover-Horton School District may require reasonable verification of attendance at the post-secondary course(s). In the event that a student does not complete a course, the post-secondary institution is required to return to Hanover-Horton Schools any money that is refundable. Students choosing to drop a dual enrolled class need to do so through our counseling department prior to tuition reimbursement deadlines. Notification of the appropriate college or university office is a responsibility of the student and failure to notify the appropriate office at the college could result in a student responsibility to reimburse the high school.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Computers and other tools of technology are important assets in the educational development of the student. Students at Hanover-Horton High School have use of the district's electronic equipment and must use that equipment properly for its intended purpose. To that end, each student will be required to acknowledge their responsibility with the use of the school's equipment through the Acceptable Use Form.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

### **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the Scholastic Assessment Test (SAT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular Scholastic Assessment Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and ACT Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies. The SAT will be administered in a full day session and the Work Keys and MME tests will be administered on a later day.

Parents and students should watch school newsletters and the local press for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least 77% or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Hanover-Horton High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Counseling Office.



## SECTION III - STUDENT ACTIVITIES

### SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Hanover-Horton High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The Board authorizes many student groups that are sponsored by a staff member.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students wishing to participate in student council or to be a member of the homecoming/snowfest courts, must not have an incident related to substance and/or major school violations within a full calendar year of the event. A second offense will result in an additional year of exclusion. In the event of a third offense, the student will no longer be eligible.

### H-H NATIONAL HONOR SOCIETY MINIMUM REQUIREMENTS FOR AN INVITATION

Junior and Senior level students who have maintained a cumulative 3.3 GPA for the equivalent of six trimesters or four semesters are academically qualified to apply for admission to the Hanover-Horton Chapter of the National Honor Society. Upon receiving application materials, students must

1. Complete the given Student Activity sheets.
2. Return two letters of recommendation, which must be written by adults. Only one teacher's letter will be accepted, and a non-family member must write the other letter.
3. Write an essay on how they feel they have met the four standards of the NHS: scholarship, leadership, service, and character
4. Return all forms on time and personally to the NHS advisor.
5. If a student has any substance or major school violations, they will need to explain how they have learned from their incident.

Completion of these forms does **not** guarantee membership. Once a student has submitted an application, the high school teaching staff will have an opportunity to evaluate him/her in the four National Honor Society pillars. The staff's recommendation along with the application is taken to the five-member NHS faculty council, who will then make the final decisions about student membership.

Once a student has gained membership in the National Honor Society, he/she will assume the following roles or duties:

1. Maintain the pillars of the National Honor Society (scholarship, leadership, service, and character) at all times.
2. Maintain a 3.3 GPA
3. Complete a *minimum* of four hours of voluntary service to a non-relative per month, including during the summer.
4. Attend all NHS sponsored events, whether these are dinners, induction ceremonies, or chapter service projects.
5. Student maintains a record that is clear of substance or major school violations.

Students who do not fulfill the obligations of the National Honor Society are subject to dismissal from the local chapter. Students are given due process should this occur. If a student is dismissed from NHS, he/she must surrender his/her membership pin and card, in accordance with the national guidelines.

## **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

Hanover-Horton High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered: football, volleyball, cross country (b/g), golf (b/g), soccer (b/g), basketball (b/g), wrestling, competitive cheer, bowling (b/g), track and field (b/g), baseball, and softball. For further information, contact the Athletic Director, at 563-0143.

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## SECTION IV - STUDENT CONDUCT

### SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

### ATTENDANCE PROCEDURES

All absences are considered unexcused unless they are classified as "completely excused". Students are allowed five unexcused absences per semester. Students absent more than five (5) times per class period during a semester will have their class credit suspended and subsequently lost, unless they have administrative approval or they successfully complete one of the following options:

1. Successfully test out of the class through the completion of an approved test-out exam at 77 percent or more in the following semester or summer. Testing out will be graded on a "pass/fail" basis and will not be applicable to a student's grade point average.
2. Earns at least a 60% in the class prior to the exam **and** earns at least a 60% on the final exam. This is known as the "60-60 Policy."

Absences will be excused and not calculated within the total number of days absent for the following reasons:

- *Medical or dental appointments:* Written verification from the doctor is required in the office to excuse the absence. When the appointment is routine, i.e. dental check-up, students are expected to return to school the same day with allowances made for travel time. This also includes extended medical leaves, i.e. major surgery, hospitalization, etc.
- *Funerals* for immediate members of the family, verified with documentation from the funeral/visitation.
- *Pre-arranged family vacations*, which cannot be scheduled outside of the school calendar. Parent(s) are expected to make arrangements with the building administrator in person, by email or by phone, five (5) school days prior to the scheduled absence. Students should also request assignments and expected dates for completion from each teacher at this time.
- *Legal appointments: verified on attorney or court letterhead*
- *College visits:* a student may take two days during his/her senior year to visit a college he/she is considering attending, to take an examination for the armed forces, or to visit a place of employment for a job interview. Absences which fall into this category will be non-chargeable provided the student has received previous clearance through the guidance office and returns with appropriate verification that the visit was made. In addition, college visits must be taken prior to April 1.

#### ***Students:***

Students may not leave the school building during the school day for any reason unless the office has received parent/guardian permission prior to the students' departure. If permission was not received prior to the student leaving, the student will be cited for skipping.

Under the compulsory school attendance law of the State of Michigan all children must attend school on a continuous and regular basis at least until age sixteen. Students who are in violation of this regulation will be referred to the County Attendance Officer.

### **TARDY POLICY**

Students are expected to be to class on time and prepared. Students are considered tardy up to fifteen minutes after the bell in the first period of the day. After fifteen minutes, students are considered absent in that period. For all other classes, if a student is more than five minutes late they will be marked absent. On the third tardy in any class the student will be disciplined according to the discipline code.

### **ATTENDANCE/ACADEMIC INCENTIVES**

Good attendance in school is a desirable goal both from an academic and employability perspective. Hanover-Horton High School therefore provides an attendance incentive and an academic incentive for those who attend regularly every day and who perform well academically.

**Attendance Incentive:** A student can be eligible to exempt themselves from one exam with good attendance. To qualify for the incentive, a student can be absent no more than 14 total class periods in a semester, or 8 for career center students, with a maximum of three in any one class. Each time late to class is the equivalent of a half of an absence. (Example: a student is absent 2 times in first hour and tardy 3 times, the student would not be eligible for this incentive in any class.) **All absences not completely excused will be counted against the exemption. Pre-arranged vacation and in-school suspensions are not excused and will be counted against an exemption for this incentive.**

**Academic Incentive:** Students can receive one exam exemption with good grades. To qualify for the academic incentive, a student must have a cumulative grade point average of 3.5 or better. For first semester freshmen, this incentive would be based on the cumulative grade point average earned at the mid-point of the first semester.

Students, who are found to be eligible by these incentives, may exempt themselves from a combined maximum of two final exams per semester, provided parental permission is granted. Students will only be allowed to use one exemption per class each year. For example: if they exempt from the exam for the first semester of Algebra, the student will have to take their Algebra final exam for the second semester.

Students who do not attend a full day at the high school (**i.e. career center students and dual enrolled students**) will be eligible on a pro-rated basis. In most cases, this means Career Center students and most dual enrolled students could only exempt from one exam.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are excusably absent from school, or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may arrange with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the principal to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. Hanover-Horton High School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the following Code of Conduct at school events, regardless of the location.

### **CODE OF CONDUCT**

A major component of the educational program at Hanover-Horton High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### ***Expected Behaviors***

***Each student shall be expected to:***

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

#### ***Dress and Grooming***

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Clothing with printing, slogans, mottos and advertisements not in good taste shall not be worn. Examples of inappropriate clothing include garments that advertise alcoholic beverages or imply sexual promiscuity (including “Hooters” attire). Immodest/inappropriate apparel for the school setting, including tube tops, crop or halter-tops, spaghetti straps, "spandex" shorts/leggings that do not include appropriate cover apparel e.g. skirt or lengthy top that covers to a reasonable point on the legs, muscle shirts and other ill-fitting clothing shall not be worn. Sleeveless shirts/tops must have a minimum two-inch strap. No exposed midribs will be permitted. Appropriate underclothing must be worn at all times. Shorts or skirts should be no more than four (4) inches above the knee, unless they are part of a school uniform. Shorts would also be considered appropriate if they have a six-inch inseam.

Hats and/or hoods shall not be worn inside the building between 7:40 a.m. and 2:28 p.m. and must be kept in the student’s locker. Shoes shall be worn at all times for health and sanitary reasons. The only exceptions to this rule are that the Career Center students may retrieve their hat from their locker prior to going to lunch or leaving to the Career Center, and special days such as Halloween or Spirit Day.

School authorities reserve the right to determine when dress and grooming styles are unsafe, are not in good taste, or when they create a disruption of the learning process. A student may be asked to change clothing, wear office assigned clothing or sent home for violating the dress code.

Students who are representing [the school] at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### ***Gangs***

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### ***Care of Property***

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the following Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **DISCIPLINE**

Realizing that the school's responsibility is to provide an experience that will enable each student to eventually develop his/her potential fully; it becomes apparent that there will often be the need to establish specific procedures and guidelines for fulfilling this responsibility. The Hanover-Horton Schools firmly believe in a progressive discipline system. It is known that for any discipline to be effective, the parents and school must work cooperatively to correct breaches of behavior. Any staff member attesting to breach of conduct may refer a student to the office for disciplinary purposes.

Demerit points are assigned to each violation of the student code. Students cited for misconduct will receive consequences based on the sum total of these points per semester.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the school. It includes, but is not limited to:

- writing assignments
- change of seating or location
- lunch-time detention
- after-school detention
- in-school restrictions

#### ***Detentions***

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

#### **In-School Suspension**

Assigned students will attend a continuous assigned period of time during which they will be expected to comply with the rules and regulations of the In School Suspension (ISS) room.

A student missing any portion of his/her assigned time in ISS, will be expected to make-up the time missed. Failure to complete their time, may lead to a suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

*The following rules shall apply to ISS:*

- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No food or beverages shall be consumed.
  
- No radios, cards, magazines, electronic devices, or other recreational articles shall be allowed in the room;

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **QUESTIONING OF STUDENTS**

It shall be the policy of the district that reasonable cooperative effort will be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during school-sponsored activities or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdiction. The district's administrators shall at all times act in a manner



which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials as provided in board procedure JCAC-R.

### CONSEQUENCES

Depending on the severity and frequency of the offense, the administration has the authority to impose a more severe consequence. The following schedule is to be used as a guide.

| Points | Offense                                      |
|--------|--|
| 1      | Tardy (becomes discipline after 3 per class) |
| 2      | In parking lot during school hours           |
| 2      | Public display of overzealous affection      |
| 2      | Loitering in middle school                   |
| 2      | Out of class without a pass                  |
| 2-5    | Absent without permission (skipping)         |
| 2      | Disruptive/Distracting Behavior              |
| 2      | Bus Rule Violation                           |
| 3      | Career Center Bus driving/riding violation   |
| 3      | Forgery or Lying                             |
| 3      | Cheating or Plagiarism                       |
| 3-5    | Insubordination (minor altercation)          |

| Points | Offense  |
|--------|--|
| 5      | Demonstrations, Sit-ins, Walk-outs                                   |
| 6-9    | Endangering others   |
| 6-9    | Vandalism (major property damage of \$15 or more)                    |
| 13     | Possession of tobacco/Vapor pens or similar                          |
| 16     | Possession/Use of tobacco/Vapor pens or similar                      |
| 13     | Possession of fireworks  |
| 13-19  | Sexual Harassment  |
| 16     | Use of fireworks   |
| 19     | Gross insubordination (major altercation)                            |
| 22     | Possession/Use of alcohol or other drugs, including look-alike drugs |
| 26     | Possession of weapon (items less than Federal Standards)             |
| 26     | Arson (incidents less than Federal Standards)                        |

It will be the intention of the administration to not allow any student to have more than five In-School Suspensions per semester for any reason. More than five will result in out-of-school suspensions.

| <u>Points</u> | <u>Consequence</u>              |
|---------------|---------------------------------|
| 3-5           | 1 – ½ day in school suspension  |
| 6-9           | 2- ½ day in-school suspensions  |
| 10-12         | 3- ½ day in-school suspensions  |
| 13-15         | 1-day out-of-school suspension  |
| 16-18         | 2-day out-of-school suspension  |
| 19-21         | 3-day out-of-school suspension  |
| 22-25         | 5-day out-of-school suspension  |
| 26+           | 10-day out-of-school suspension |

*Other forms of discipline may be imposed when deemed appropriate by the administrator.*

Demerit points for attendance and discipline are compiled separately from each other when issuing consequences. Both types of points are compiled by semester only.

For your information, we are including the following selection from the compiled laws of the State of Michigan. Please be very aware that persistent problems, weapons, arson, or any acts that result in criminal sexual conduct can have serious consequences.

*The school board, or the district superintendent, a school building principal, or other school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience, if in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If a pupil posses in a weapon free zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board on behalf of the school board, shall expel the pupil from the school district permanently.*

### **MICHIGAN SCHOOL SAFETY LEGISLATION**

Any attempt to communicate a threat or act of harm (ex: bomb threat, etc.) to any person or school property shall be dealt with according to Michigan School Law (MCL380.1311). This includes mandatory expulsion.

### **STUDENTS ON SUSPENSION**

When a student is on suspension from school, he/she may not be on school property or attend any school event without prior approval of the principal. Prior to readmitting a student who is on suspension, it will be necessary for said student's parents or guardians to have a conference with the principal. Students are expected to make up classroom work if they are in an in-school suspension or on an out of school suspension.

### **PROCEDURAL SAFEGUARD FOR SCHOOL AND STUDENT**

In the case of long-term suspension (5 to 10 days) or expulsion, inclusion of basic due process procedural safeguards in all Board of Education or administrative proceedings will be guaranteed so as to provide for the protection of students and school authorities in secondary schools. Such procedures include:

- Notice to the accused student and his parents in writing, of all charges against the student and the grounds for these charges.
- A hearing on the charges with an opportunity for both sides to be heard in considerable detail.
- Opportunity for the student to question the accusation presented in writing against him by the principal.
- Right of the student to call witnesses on his behalf and/or present written affidavits for the purpose.
- Opportunity for the student and his parents to provide counsel, if they so desire, with the counsel retaining full participating rights in the proceedings.
- Written records will not be kept in a student's cumulative file in cases where the student is acquitted of the charge.

## **SHORT-TERM SUSPENSION**

In the case of short-term suspension not exceeding five days, fundamental rights must be respected, but much less formalized hearing procedures should be followed. Included in such a hearing should be:

- Notice to the accused student and his parents, in writing, of all charges against the student and the grounds for these charges.
- A hearing on the charges with an opportunity for both sides to be heard in considerable detail.
- Right of the student not to be judged simply by virtue of being accused.
- Right of the student to call witnesses in his benefit.
- Right of the student to question the accusation.
- Right of the student to have a hearing with his parents attending.

LONG TERM SUSPENSION PROCEDURES WILL BE FOLLOWED IN ALL CASES IN WHICH SUSPENSION MAY EXCEED FIVE DAYS. PROCEDURES OUTLINED IN THE DISCIPLINE CODE WILL APPLY TO ALL SITUATIONS ON HANOVER-HORTON SCHOOL PROPERTIES AND TO SITUATIONS WHERE THE SCHOOL IS RESPONSIBLE FOR HAVING TRANSPORTED OR "SPONSORED" A STUDENT AT AN ACTIVITY OFF HANOVER-HORTON PROPERTIES.

## **SMOKING, CHEWING, AND DRINKING ON SCHOOL PROPERTY**

Board policy states that smoking, including vapor pens or similar smokeless products and chewing tobacco is not allowed on district premises (including parking lots and the athletic complex) 24/7. In addition, any person smoking on school property may be subject to a fine in accordance with the State Law. Drinking or possession of alcoholic beverages or drugs of any kind on school property or at school-sponsored events is prohibited and subject to school regulations and/or prosecution.

Students smelling of marijuana smoke or alcohol will be sent home for that school day. The absence will be documented as a suspension.

No student is to be permitted to enter any class or any school function if he/she has been drinking or is under the influence of drugs prior to arrival. A student that can be proven to have been drinking or "high" will be disciplined in accordance with school policy.

## **STUDENT ASSISTANCE PROGRAM**

Students found participating in smoking, drinking and/or chemical abuse on school property or at school functions may be required to attend a student assistance screening process. Student assistance may be required in some cases to help the student in dealing with these repeated discipline problems. More information is available through the school offices. Please contact the office to receive further information.

## **PROBLEM RESOLUTION**

Each year circumstances arise where parents and/or students have a question, concern, criticism, or suggestion, but are not sure of the proper procedure. The school district has established a policy for problem resolution that parents and/or students are asked to follow. If someone has a concern involving the school, the teacher, coach, bus driver or other adult directly concerned should be consulted first.

Should there be a need to take the situation further, the principal, athletic director or transportation supervisor should be contacted. Only after going through the teacher and administrator is the superintendent to become involved. The final step is to request an audience with the Board of

Education. If situations are handled through the "proper chain of command", a positive resolution is much more likely to occur.

Students and parents are encouraged to consult with teachers pertaining to any phase of the learning process. PowerSchool is available to monitor student grades, contact the high school office for access codes. Parents are requested to call the school for a conference. Parents should report to the high school office for assistance upon arriving for a conference. Contact information for teachers can be located on the school web site ([www.hanoverhorton.org](http://www.hanoverhorton.org)).

### **WEAPONS IN SCHOOL**

Students in possession of a dangerous weapon/firearm, and/or who commit arson or rape on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Each student subject to expulsion shall have his or her situation reviewed by the superintendent on a case-by-case basis. This policy statement is the board's assurance that the district is in compliance with both PL 103-382 and MCL – 380.1311.

### **BULLYING/MEAN/AGGRESSIVE BEHAVIORS**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the Hanover-Horton School District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Many student conduct offenses will be dealt with using our demerit/point; if the behavior falls into the category of bullying/mean/aggressive, then the behaviors will be addressed using the *Aggressive Behavior Rubric* (see Appendix C). These basic definitions will be used to determine which category a specific behavior should be placed. They are:

- *Bullying is a form of aggression that is intentional, repeated, and involves an imbalance of power between the people involved. Bullying can take the form of a look, gesture, word, or action.*
- *Mean/Aggressive behavior is any (intentional or unintentional) mean look, gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property.*

Bullying – intimidation of others by acts, such as but not limited to:

- threatened or actual physical harm;
- unwelcomed physical contact;
- threatening or taunting verbal, written or electronic communications;
- taking or extorting money or property;
- damaging or destroying property;
- blocking or impeding student movement;
- electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

### **SEXUAL HARASSMENT**

- It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.
- It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.
- Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

#### ***Definition***

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance or public duties.

*APPROVED: LEGAL REF; MCL, 37.2101 et seq., MCL, 380.1300a, Title IX of the Education Amendments of 1972.*

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may complain directly to his/her immediate supervisor, building principal, school counselor, or superintendent.

Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **GRIEVENCE PROCEDURE-HARASSMENT**

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent or immediate supervisor; in the case of a student, to the building principal, or guidance counselor; in the case of a board member, to the superintendent.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school, attend events or participate in activities. When a student is suspended, s/he may make-up work while on suspension.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents that will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with ten school days, during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Hanover-Horton High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as



long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal at least twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

The school provides transportation for most students who reside within the District boundaries. The transportation schedule and routes are available by contacting the Transportation Supervisor at 563-0106.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### **Previous to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone (10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not tamper with the school vehicle or any of its equipment.

### **Leaving the bus**

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Self-Transportation to School**

Parking on school property is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
  - driver's license;
  - insurance certificate;
  - vehicle registration.
- Parking lot speed limit is 10 mph.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

## Appendix A

### EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to our district the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

#### **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

#### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

#### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

#### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

#### **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

#### **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**17. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the staff. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a

reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**25. Possession of Wireless Communication Devices (WCDs)**

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted

exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Students violating this policy will have their devices taken away and sent to the principal's office on the first offense. On the second offense, parents/guardians will be notified and asked to pick up the device in the high school office. On the third offense, the student's device will be held in the high school office for an agreed amount of time between the parents/guardians and principal. If more than three offenses occur, then a behavior plan will be created for the student.

## **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **29. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of Hanover-Horton School District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to district disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.



Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by an employee of Hanover-Horton School District or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

### **29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

[Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.]

### **29b. Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, Hanover-Horton School District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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 remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, 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.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliatio n/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of Hanover-Horton School District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:  
Harassment, see Policy 5517; Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a building of or on property of the Hanover-Horton School District, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **31. Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of Hanover-Horton School District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **32. Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **33. Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and may result in additional disciplinary actions.**

The Board has implemented technology protection measures, which protect against (e.g. block/filter) internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet.

The Board has the right that any time, to access, monitors, reviews, and inspects any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the internet at school and for the Board to issue an internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the internet, I agree to communicate over the internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the network/internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**



## Appendix C Aggressive Behaviors Rubric

| <b>HHHS - Aggressive Behavior Rubric</b> |  |   |   |  |
|--|--|---|---|--|
| DESCRIPTION OF BEHAVIOR                  | First Incident   | Second Incident   | Third Incident  | Fourth Incident  |
| <b>LEVEL 1</b>                           | <p>Low Level ... Horseplay (goofing around, pushing, shoving, grabbing, tripping, jumping on). Rude gestures. Gossiping. Intimidating stares. Mean faces. Laughing at someone, not with someone. Distracting behavior directed at other students.</p>  | <ul style="list-style-type: none"> <li>• 15 Second intervention</li> <li>• Recorded warning</li> </ul>  | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Time to Think form.</li> <li>• Recorded warning.</li> </ul>  | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 1-SSL</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul>  |
| <b>LEVEL 2</b>                           | <p>Teasing behaviors that would hurt the feelings of others, include but not limited to: "just kidding" behaviors, laughing at someone, gossiping, insulting remarks, mimicking someone, spreading rumors, mean notes, taunting, playing mean tricks, name-calling, yelling at someone, staring at someone.</p>  | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Recorded warning</li> </ul>  | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 1-SSL</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul>                   | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 2-SSL</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul>  |
| <b>LEVEL 3</b>                           | <p>Moderate Intimidation: Planned exclusion, silent treatment, social alienation, emotional blackmail, electronic intimidation, retaliation, threatening to ruin friendships/reputation, mean prank (causing school-wide humiliation).</p> <p>Moderate Physical Contact/Horseplay that looks like aggression to onlookers (pushing, shoving, grabbing, tripping, jumping on, hitting, kicking, pulling hair, pinching, shouldering, play fighting, throwing objects at others in an attempt to hurt or control others). Obscene Gestures/Swearing: Directed at someone and appears aggressive in nature.</p> <p>False Reporting of Aggressive Behavior</p> | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 1-SSL</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul> | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 2-SSL</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul>                   | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 1-ISS.</li> <li>• Time to Think form.</li> <li>• Written referral.</li> <li>• Parent Meeting.</li> </ul>  |
| <b>LEVEL 4</b>                           | <p>Threats: Verbal, physical, online, or written threats.</p> <p>Vandalism/Graffiti/Minor Property Damage</p> <p>Retaliation for Reporting</p>   | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 2-SSL</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul> | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 1-ISS.</li> <li>• Time to Think form.</li> <li>• Written referral.</li> </ul>                  | <ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Student calls home</li> <li>• 2-3 ISS.</li> <li>• Time to Think form.</li> <li>• Written referral.</li> <li>• Parent Meeting.</li> </ul>  |
| <b>LEVEL 5</b>                           | <p>Extortion/Blackmail</p> <p>Severe Intimidation/Harassment/Threat: Includes racial, ethnic, sexual and/or religious.</p> <p>Severe Physical Contact: Punching, kicking, fighting, slapping, biting, spitting, and similar behaviors that are used to injure others.</p> <p>Stealing/Severe Property Damage</p>   | <ul style="list-style-type: none"> <li>• 1-3 days OSS.</li> <li>• Time to Think form.</li> <li>• Written referral.</li> <li>• Possible Police notification</li> </ul>                 | <ul style="list-style-type: none"> <li>• At least 5 days OSS.</li> <li>• Time to Think form.</li> <li>• Written referral.</li> <li>• Possible Police notification</li> <li>• Parent Meeting.</li> </ul> | <ul style="list-style-type: none"> <li>• 10 days OSS.</li> <li>• Time to Think form.</li> <li>• Written referral.</li> <li>• Possible Police notification</li> <li>• Parent Meeting.</li> <li>• Possible recommendation for Long-Term-Suspension.</li> </ul> |

➤ After a third infraction in a nine week, school staff and parents may develop a Behavior Improvement Plan. While the specifics of the plan may vary from student to student, the expectations for behavior would be consistent with the standards for all students.

➤ Consequences assigned may be more severe in any above category based on the seriousness of the action.

➤ Consequences are cumulative for the semester.

➤ Persistent Misbehavior – A student who accumulates 5 or more total referrals for the year will be placed on a behavior plan. If referrals continue, the student may be recommended for Long Term Suspension or Expulsion.

➤ Abbreviations: SSL – Silent Supervised Lunch, ISS – In School Suspension, OSS – Out of School Suspension.

### **List of Non-Negotiable Behavior**

Students who violate the following behaviors will be asked to go to the In School Suspension (ISS) room for three (3) consecutive class periods without question:

- Disruptive behavior during class.
- Failure to change clothing or wear clothing assigned by the office. Students will need to check in with the office after changing clothes or serve ISS for insubordination.
- Violating the electronic device policy.
- Insubordination for behaviors other than dress code.
- Cheating or plagiarism.
- Skipping class by not informing teacher of whereabouts.