

## Page # with major changes for 2021-2022 School Year

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**STUDENT/PARENT HANDBOOK  
HANOVER-HORTON ELEMENTARY SCHOOL  
2021-2022**



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P.O. BOX 431  
HANOVER, MI 49241  
(517) 563-0103 / 0104  
FAX (517) 563-0160**

## STUDENT-PARENT HANDBOOK

WELCOME TO HANOVER-HORTON ELEMENTARY SCHOOL



*Welcome to Hanover-Horton Elementary School!  
On behalf of the staff, thank you for becoming a Hanover Horton Comet.  
We will work to make memorable experiences while building the foundations in  
education as your child grows through their early years of learning.*

Joe Ayers, Principal

Peni Bapst, School Secretary

Cookie Fielder, Office Assistant

John Denney, Superintendent of Schools

<b>NOTE:</b>	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 on August, 2021. If you have questions or would like more information about a specific issue or document, contact your school Principal or Superintendent, or access the document on the District's website: <a href="http://www.hanoverhorton.org">www.hanoverhorton.org</a> by clicking on "Parents & Students" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions 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 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 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 the 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 the School's rules as of June 30, 2021. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2021 the language in the most current policy or administrative guideline prevails. Policies can be viewed on our website at [www.hanoverhorton.org](http://www.hanoverhorton.org).

## **MISSION OF THE SCHOOL**

In partnership with parents, our caring staff, which is committed to excellence, will:

1. Challenge all students to reach their maximum potential.
2. Provide learning opportunities that will enable students to become productive and responsible students.
3. Provide a positive and safe learning environment.

## **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 (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.

## **PARENT INVOLVEMENT**

The Hanover-Horton School District understands that parents play a critical role in the education of their child. In order for every student to realize their full potential, a partnership must be formed between the school, home, and community. This plan is a tool to assist with the development of that partnership.

The term “parent” used throughout the document will apply to any individual in a guardianship role for a student or other adult volunteer.

### **The Goals of Parental Involvement:**

- Student success as evidenced through higher grades and test scores
- Student success as evidenced through participation in nonacademic activities including: band, drama, athletic and club participation
- Student success by improved behavior
- Student success by better attendance
- Parents and teachers will have an open line of communication
- Parents will be able to support and re-enforce the learning at home and in the classroom

### **The Role of the Parent:**

There are a great number of ways that parents may be involved in their child's education here in Hanover-Horton. Parents provide academic support when they read to or with their child and when they help their child with homework. Parents may assist with the management of students on field trips. Parents are role models for our students and can help by setting a good example for them. Parents can be active in several different booster organizations, the Parent-Teacher Association (PTA) and other support groups. Parents may participate in special events, serve as chaperones, volunteers, class advisors, and athletic supporters, attend carnivals, concerts, or support Reading Is Fun(damental) (RIF). Parents may act as a guest speaker in a classroom. Whatever the role a parent chooses, the Hanover-Horton Schools recognizes the team concept will make our schools a better place for all students.

### **Action Plan for Parental Involvement:**

The following list is an attempt to begin the process of encouraging and nurturing parental involvement in the Hanover-Horton Schools.

- Each building will develop a wish list of where help is needed
- An interest survey will be distributed to parents annually, identifying the areas that they would be interested in volunteering
- The district will provide guidelines for volunteers, which includes completion of the Pupil Protection Form
- The district will recruit volunteers through: e-mail, the web page, the elementary newsletters and the district newsletter
- Parents will be provided the opportunity to develop and revise on a yearly basis, the parent/school compact as required by “No Child Left Behind”
- The district will encourage booster groups, clubs, and organizations to welcome new members and make sure that they feel needed and wanted and to thank them for their help

- The district will develop and distribute information as to how to join these groups as well as athletic teams, coaches, and class advisors including point of contact, meeting dates, etc.
- The district will develop a packet of information for new parents
- The district will provide a survey of volunteer opportunities at the time of enrollment
- Parents will be encouraged to participate in committees including: technology, reproductive health, school improvement, Title II part A, Title II part D and Title V part A

#### **Guidelines for Parental Involvement:**

- Parents make prior coordination with the teacher if volunteering in classrooms
- Parents shall report to the office to let staff know they are present in the building
- Parents shall exhibit appropriate behavior at athletic events including: refraining from taunting players, coaches or opponents, shouting at referees, following the “24-hour rule” to talk to a coach, etc.
- Parents shall work cooperatively and collaboratively with teachers
- Parents shall follow all rules and laws concerning confidentiality
- Parents shall limit distractions and interruptions to the classroom
- Parents shall respect the teacher and act accordingly
- Parents should see their role in the school as one of support, not to be confused with being friends with the students
- Parents will conduct themselves appropriately when engaged in volunteer activities including: appropriate dress, refraining from use of alcohol and tobacco, appropriate language, etc.
- Parental involvement will not result in preferential treatment for their child beyond the expected norm of the classroom or school

## **SCHOOL DAY**

School begins at 8:45 a.m. for all grades from kindergarten through fifth. **Students who are brought to school or walk to school should not arrive earlier than 8:35 a.m.**

School dismissal is at 3:34 p.m. for all grades. On half days of school, the dismissal time is at 12:15 p.m., and lunches will not be served.

## **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 their classroom teacher.

## **ALTERNATIVE PHONE LINE**

If you are unable to reach the school at 563-0103 or 563-0104 because of a quick busy signal, an alternative number that can be used is 563-0251.

## **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.

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 the student should remain in school or go home. School policy states that if a child has vomited, experienced diarrhea or a fever of 100.0 or higher, they will be sent home. They can return 24 hours later if they have been fever-free without fever reducing medicine and are able to eat and drink without a recurrence of symptoms. Certain illnesses may require a lengthier absence and/or require a return to school note from a physician.

### **Homebound Instruction**

The 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 Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five days.

Applications for individual instruction shall be made by a physician licensed to practice in this State. 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.

## **PICK-UP AND DROP-OFF OF STUDENTS**

If parents bring students to school in the morning or pick them up in the afternoon, we strongly encourage them to be extremely careful with the children in the very busy parking lots. For younger students, parents can bring their student **to the main door**, and an office helper will escort your child to their classroom. This is for safety reasons.

If a parent drops a student off after 9:00 in the morning, the student must be signed in and office personnel will bring a clipboard to the parent at the door. If a student is picked up during the day, they must be signed out from the office as well. The office will call those students to the office for dismissal.

**When dropping off or picking up your child at bus time, please remember the circle drive has a sign posted indicating there is "NO ENTRY" between the hours of 8:00-9:00 a.m. and 3:00-4:00 p.m. Therefore, we ask you please use the other parking lots.**

## **CHILDREN WHO DO NOT RIDE THE BUS**

At the end of each school day, walkers and bikers will meet in the lobby area by the front door. They will be dismissed when the last bus has cleared the drive. Please instruct your children on the proper way to walk or ride their bike home and on safety measures.

Students who are being picked up after school will need to wait in the lobby area until someone comes in to sign them out. They will not be allowed to walk to any vehicle unless they are with an adult or until all buses have left. This is for the safety of our students.



## 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 the district's open enrollment 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.

**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.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools 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 District's 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 the District. 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

At the end of each school year, teachers will assign their current students to a new classroom at the next grade level. The Principal will assign each new, incoming student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent whose signature is on file in the school office 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 written permission signed by the custodial parent(s) or guardian.

### TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Hanover-Horton Elementary 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 are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details.

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

### 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 shall remove the student until such requirements are met. 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 building secretary.

### 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.

### POWERSCHOOL – ALERT SOLUTIONS

Alert Solutions within PowerSchool will be used as our parent notification system for situations such as weather delays or closings, and reminders for events such as conferences and Open House. When necessary, a recorded message will be sent out to all parents through this system. **Please make sure to notify the office when you have a change of phone number.**

### 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, F1b, and F1c must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- 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.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student. All medications must be administered in the office by one of the office staff or school nurse.

Parents may authorize the School to administer a nonprescribed medication using a form which is available at the School office. A physician does not have to authorize such medication but all of the other conditions described above under Nonprescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

## **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, coronavirus (COVID-19) 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 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 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.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide 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 District's programs and facilities.

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 Joe Ayers, Principal at (517) 563-0103 to inquire about evaluation procedures and programs.

## **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 the District. It is, therefore the policy of this 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 Joe Ayers, Principal at (517) 563-0103 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- 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.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

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 which can be found at the district office building.

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 Principal. 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 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 the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation 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 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 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 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 information or otherwise providing information to others for that purpose; and
- B. The administration of any survey by a third party 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/fpco](http://www.ed.gov/offices/OM/fpco)

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).

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

The 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.

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. 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 FUNDRAISING**

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 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 jewelry, expensive clothing, electronic equipment, trading cards, 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.

### **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 Alan Breneman, Food Service Supervisor at (517) 990-3603.

The following are the meal prices for Hanover-Horton Elementary School for the 2021-2022 school year (these may be subject to change):

Milk = \$.60 per carton or 5 days for \$3.00  
Breakfast = \$2.00 per day or 5 days for \$10.00  
Lunch = \$3.15 per day or 5 days for \$15.75

All students (grades K – 12) may charge the equivalency of two days of meals (e.g. 2 breakfast/2 lunches). Once a student's account reaches the charge threshold, an alternative meal will be provided until the account balance is paid. An alternative meal consists of a cheese sandwich, fruit, vegetable and milk. Students are welcome to contact their parent/guardian during the lunch period to see if funds can be deposited online. These funds generally become available within 5-10 minutes. Funds sent in will apply towards the current day's meal first, and then toward the balance owed. Students with a negative balance will not be allowed to purchase a la carte items until the account balance has been paid. In effort to assist parents/guardians to stay informed, the district shall provide the following communication, however, it is the parent's responsibility to monitor the current account balance:

1. Parents are encouraged to sign up for the account balance reminders that are emailed daily/weekly.
2. Automated reminder calls will be sent to parents when their student's account has a negative balance.
3. Online account access is provided at [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com) to check the current balance/activity and make online deposits.
4. Parents are welcome to contact the Food Service Department via phone or email to inquire about the account balance/activity.

In effort to have all past debt paid prior to the school year's end, students will not be allowed to charge starting in May each year. All accounts **must be** settled at the end of the school year. Non-payment may result in holding of a student's report card or failure to walk at graduation. Parents will be responsible for the meal charges posted to the student meal account while waiting for a Family Meal Application to be processed. Benefits are not retroactively applied. This process can take up to 10 days. The student will need sufficient funds available until the application is processed.

Parents are strongly encouraged to submit a Family Meal Application that may qualify a student for free/reduced meals. Applications can be submitted online at [www.LunchApp.com](http://www.LunchApp.com) or by picking up an application in the building office any time after July 1<sup>st</sup>. A new application can be submitted anytime throughout the year.

If sending money with children, please put it in an envelope labeled with the student's name, teacher's name, and what is being purchased (i.e. breakfast, lunch).

### **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. The alarm signal for fire drills consists of the sound from the fire alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of the tornado signal from the PA.

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 three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement from the PA.

### **WELLNESS POLICY**

The Hanover-Horton School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support achievement.

### **RECESS**

Outdoor recess will be canceled on days that warrant such action. On "frigid" days, children will have indoor recess if either the temperature and/or wind-chill factor fall below 0 degrees Fahrenheit.

Your child can be excused for up to 2 days from recess with a note from the parent, if he/she has been ill. **An extended stay inside will require a physician's written excuse.**

### **OUTSIDE DRESS**

Dress your child for the weather. It is better to be over dressed than under dressed for recess. Boots should be worn when it is snowy or muddy. Shoes or slippers must be worn at all times indoors, so please make sure your child has them available.

## **EMERGENCY CLOSINGS AND DELAYS**

The Hanover-Horton School District policy states "due to the fact that many families do not have parents at home during the day, it would be better to keep the student under the school jurisdiction and supervision during storm watches." If parents wish to pick their child up, the student will be excused from school.

During the winter months, it may become necessary to close school because of snow or ice. This information will be on the radio, television, and sent via our parent notification system as soon as the decision to close school is made. PLEASE DO NOT CALL SCHOOL PERSONNEL AT HOME TO FIND OUT IF SCHOOL IS CLOSED.

For various reasons, such as snow and ice, schools are sometimes closed early. In this case, all students will be sent to their normal, after-school location. If you have an alternate plan, please notify the school office in writing and inform your child of this plan as well.

If school closes, the information will be broadcast over the following stations:

WILX TV-10	WUFN 1110 AM	WITL/WJIM	WKHM 970 AM
WIBM 94.1 FM	WUFN 96.7 FM	WCSR 92.1 FM	WLAJ TV 53
WJXQ 106 FM	WLNS TV 6	FOX 47	WMMQ 94.9 FM
HOME Radio 106.9 FM	WILS 101.7 FM		

School closing information is also available on the district's Facebook page.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

For the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Prior arrangement with your student's teacher and the office must be made. 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 to schedule a mutually convenient time. Visitors, particularly parents, are welcome at the school with prior coordination.

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

## **USE OF TOBACCO ON SCHOOL PREMISES 24/7 POLICY**

The Board of Education believes the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events, including athletic complex and parking lot, and in all school buildings owned and/or operated by the District.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a one or two-week period, depending on the grade level. To check out any other materials, contact the librarian.

If students are on the overdue list, they will not be able to check out another book until the overdue book is returned. Students are not charged for overdue books but are charged for the price of the book if it is lost, damaged, or destroyed.

### **LOST AND FOUND**

The lost and found area is located in the southeast corridor. Students who have lost items should check the lost and found area and may retrieve the item(s) if it belongs to them. Unclaimed items will be given to charity. It is advised to place the student's name on all items so they can be returned when found and also to reduce the pile we acquire in just a short period of time.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Only in the case of an emergency will students be able to phone their parent/guardian. If a parent or guardian call and need to talk with their child, a message will need to be left and the office personnel will have the call returned at the earliest convenience.

### **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.

The School has a central bulletin board located in the main lobby, which may be used for posting notices after receiving permission from the Principal.

## PETS

Pets **should not be brought to school for show & tell** unless it has first been cleared with the Classroom Teacher and the Principal. There may be instances where it is not appropriate for pets to visit a classroom.

## EARLY IMPRESSIONS

Early Impressions is our provider of a school age childcare facility that is safe, well supervised, and stimulating. The environment will promote the security and well being of the children involved, along with their parents. This is a licensed facility. **Children must register each school year.**

**On weather related 2-hour delays, only children who are registered may attend Early Impressions until school begins.**

Early Impressions is open from 6:00 a.m. until 6:00 p.m., Monday through Friday during the regular school calendar, on Parent/Teacher Conference days, and weather related 2-hour delay days for children who are registered. If you are interested in this program, please contact Early Impressions at 517 867-6418 or 517 888-5155.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities and 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.

### **GRADES**

Hanover-Horton Elementary School uses a number system (rubric score) as our method of evaluation on the report cards. The purpose of a standards-based report card is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned a rubric score based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her score will be determined, s/he should ask the teacher.

### **Grading Periods**

Students shall receive a report card at the end of each **12-week Trimester** indicating their rubric score for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PARENT-TEACHER CONFERENCES**

Conferences offer an opportunity to become better acquainted with our program, teachers, and your child's progress. In order to make the most of your conference, decide what you want to discuss with the teacher before your meeting. Ask your child if there is anything he/she would like you to discuss with the teacher.

Please keep your conference limited to the time allowed. The teachers are happy to make another appointment with you to discuss your child's progress at greater length.

It is not possible to schedule multiple conferences for an individual child during conference times. If both parents cannot attend at the same time, and a second conference is needed, alternative arrangements will need to be made (i.e. telephone conference, conference held at another time).

## **PROMOTION, PLACEMENT, AND RETENTION**

Hanover-Horton Elementary School views the placement process as very important in a student's educational, social, and emotional well-being.

The following criteria are used for student placement:

1. Academic abilities
2. Social factors
3. Class balance (boy/girl ratio, behavioral factors, mix of ability levels, special student needs)

Information for the process is gained from teachers, parents, and administration. The information is used by the committee to place the children in the appropriate groups.

Retention is one alternative for students who have not mastered the skills for their grade level. It is intended to allow the student to have an additional opportunity to master the grade level skills, which will make for an easier transition the following school year. It is not intended as a punishment. Retention is most successful if done in the primary grades.

### Criteria:

The following criteria will be considered in the retention process:

- A. Current level of achievement
- B. Potential for success at the next grade level
- C. Emotional, physical, social maturity
- D. Score on the Lights Retention Scale

### Procedures:

- A. Parents are notified by the teacher as soon as problems are evident (preferably by the fall conference)
- B. Parents, teacher, and any special teachers discuss measures that can assist the student in improving performance
- C. At the end of the second trimester parents are informed by letter of the possibility of retention
- D. The probable retention of the student is discussed with parents at the spring conference
- E. The Retention Agreement form is signed by the parents by the end of May

The Board of Education recognizes the personal, social, physical, and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. Ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. Require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. Assure efforts are made to remediate the student's difficulties before s/he is retained;
- E. Assign to the Principal the final responsibility for determining the promotion, placement, or retention of each student.

In the event the parent does not agree, they will need to appeal this to the Superintendent.

### **Report Card Terms**

**Promoted** - means the student is advanced to the next grade level

**Placed with concern** - means the teacher has a sincere concern about promotion

**Retained** - means all retention procedures have been followed and the student will repeat the same grade

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students in grades three through five who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics and perseverance. Recognition is initiated by the staff and presented at our Academic Awards Ceremony.



## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents [must sign an agreement](#) which defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. A copy of the School District's *Technology Use and Safety Policy* can be found at the back of this handbook.

## **STUDENT ASSESSMENT**

Students in grades three through five will take the state assessment in the spring of every year. For the most part, students are assessed in English language arts and math. Students in grade five will also be assessed in science and social studies. A letter will be sent home two weeks prior notifying parents of this testing period.

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.

### **SECTION III - STUDENT ACTIVITIES**

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

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

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

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

#### **School Attendance Policy**

In order for your child to receive a quality education, it is necessary for him/her to be in school as often as possible. Shopping trips and baby-sitting are not acceptable reasons for a student to be absent from school. However, children should not be sent to school if they are ill. Not only is this detrimental to your child, but may also be harmful to the well-being of others in his/her class.

If your child is absent from school, please call the school office by 10:00 a.m. and give the reason for the absence. If for some reason your child will be absent for an extended period of time, please let the school know as far in advance as possible so arrangements for school work can be set up. Doing this provides Teachers time to prepare it for you.

Hanover-Horton Elementary monitors attendance records throughout the year and notifies parents if absences are becoming excessive. After receiving a 7<sup>th</sup> unexcused absence, parents will receive a letter from the school informing you of the total unexcused absences. This is done in an effort to avoid receiving a 10<sup>th</sup> unexcused absence. With Jackson County's attendance policy, schools need to report students who have ten (10) unexcused absences to the Jackson County Truancy Officer. We understand children at this level sometimes have lengthy illnesses. **Please send us doctor's excuses whenever possible so we may excuse those days. Examples of Excused Absences are listed below.**

In addition to absences, days that students arrive late to school and/or leave school early are also documented in their attendance file. Minutes of school the students miss from arriving late or leaving early add up very quickly, which takes away from a quality education we strive to provide.

If your child is to leave school during the regular school hours, please send a note with him/her the morning of the appointment. Please stop at the school office to sign out your child when picking them up. Examples of excused absences are:

**Excused Absence** means the following along with appointment documentation or notes for justification:

- Student illness/injury
- Professional or Medical appointments
- Extreme family emergencies
- Funeral/death in family
- Mandated court appearances (documented)
- Observation or celebration of a bona fide religious holiday
- Homelessness (Excused until McKinney-Vento services are established)
- Educational opportunities approved by school administration
- Student sent home by school for sickness, temperature or lice
- Lice (3 days)

**Unexcused absence** is any absence not accounted for above, examples of unexcused absences include, but not limited to:

- Staying home to baby-sit
- Overslept
- Travel
- Needed at home
- Weather
- Missed bus or transportation issues

- Child is not immunized/has not provided waiver
- Sickness (not documented)
- Willful truancy (skipping)
- Parent illness/injury
- Parent call-in, without proper documentation

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended students complete missed assignments during the suspension and turn them into the teacher upon his/her return to school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

### **Vacations during the School Year**

The normal school schedule contains time for vacation at Christmas, in the spring, and various other short breaks throughout the school year. Parents are requested to plan vacations during these times. Students who take vacations outside regular assigned vacation periods run the risk of hindering their academic achievement. If a student's vacation is scheduled at a time other than the vacations designated by the school, they are requested to fill out a pre-arranged absence form signed by the parent or guardian at least one week in advance indicating the days they will be absent. All assignments should be completed within a reasonable time upon returning.

### **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 safe guarded, it is strongly advised students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

### **CODE OF CONDUCT**

#### **Dress and Grooming**

It is the position of Hanover-Horton Elementary School that dress should be the concern of parents and individual students. Personal appearance and good grooming are vital to a good learning situation in the educational process. Students are expected to be neat and clean at all times. A reasonable cleanliness of student and his/her wearing apparel is necessary as a matter of health and esthetics. Dress and grooming styles that are unsafe or create a disruption of the learning process must be avoided.

- Clothing bearing printing, slogans, mottoes, and advertisements not in good taste shall not be worn
- Large amounts of bare skin is a distraction and a safety issue in the elementary.

Shorts and skirts should be at least down to the mid-thigh area and tops should cover tummies and backs without large openings

- Students are not permitted to wear outdoor apparel to class or in class, except in an emergency. Hats shall not be worn inside the building
- Shoes or slippers are to be worn at all times

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 sent home for violating the dress code. Any absence for such violation is unexcused. Repeated violations of the dress code will be considered as defiance of authority and will be dealt with accordingly.

### **Gangs**

Gangs which 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 which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

### **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 Student Discipline Code.

### **RECESS AND PLAYGROUND RULES**

1. Have fun and stay safe:
  - Don't jump out of swings
  - Sit down when going down the slides
  - Do not climb up the slides
  - Do not throw snowballs, sticks, stones, sand, or wood chips
2. Be respectful to others and of all playground equipment.
3. Keep hands to one's self.
4. When having a "blacktop and equipment only" recess, students need to be careful.
5. Line up as soon as the whistle is blown.
6. Line up by class and stay in the lines.
7. The playground aides are in charge of the playground. Go to them with any problems.

8. Go into the building only with permission.
9. Stay on the playground. DO NOT GO INTO THE WOODS OR OFF THE SCHOOL PROPERTY.
10. Do not take food out to the playground.
11. Stay back from the building until the whistle blows.

### **CAFETERIA RULES**

1. Students will line up in a quiet and orderly manner while waiting to be served.
2. Students will walk at all times.
3. Talking will be done using an "INSIDE" voice.
4. Students will sit in their assigned area. They should sit in one seat at the tables.
5. Students will not throw food or paper. They are to clean up any food or paper they drop on the floor or table.
6. Students are not to share food with others, and they are to eat their own lunch.
7. Students will remain in the cafeteria unless they have permission to leave. The cafeteria supervisors have complete authority.
8. Students are not to bring toys to the cafeteria.

### **STUDENT DISCIPLINE CODE**

The school's responsibility is to provide a safe-learning environment, and an experience that enables each student to fully develop their potential. There will often be the need to establish specific procedures and guidelines for fulfilling this responsibility.

Hanover-Horton Schools firmly believe in a progressive discipline system. It is known for any discipline to be effective, the parents and school must work cooperatively to correct breeches of behavior. Disciplinary action will range from discussion, counseling, written assignments, detention, to suspension and expulsion. The action taken will be in the best interest of the student and the student body. Action will become progressively more severe dependent on the offense and the frequency of behavioral problems. The parent or guardian will be notified at the time it becomes necessary to either suspend or expel a student.

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 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 disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **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 extracurricular participation.

The Department of Community Health periodically distributes to the 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 extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. 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 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.

### **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 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, pipe tobacco, chewing tobacco, snuff, e-cigs or vapes, 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 the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed 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 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 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.

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

Because the Board believes 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.

## **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. 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. 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.

### **13. 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.

### **14. 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.

### **15. 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.

### **16. 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 Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **17. 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 suspension leading to expulsion.

### **18. Damaging property**

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

### **19. 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.

### **20. 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.

### **21. 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.

### **22. 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.

### **23. Possession of wireless communication devices (WCD's)**

Except as authorized under Board policy, use of WCD's and electronic storage devices (ESDs) 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 a 10-day suspension, loss of privileges, and may be recommended for expulsion.

### **24. 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.

### **25. Violation of bus rules**

Please refer to **Section V** on transportation for bus rules.

## 26. 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.

## 27. 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 the 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.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, Assistant Principal, or Social Worker, or may report it directly to the Superintendent at (517) 563-0100.

Every student should, and every staff member **must** report any situation 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, safety, job, or performance of public duties.

Note: 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.A. 722.621 et. seq.

#### **27a. Hazing**

The Board of Education believes 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.

### **27b. 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 permissible 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. (Please see Appendix A for behavior rubrics and definitions.)

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, the 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 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.

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.

### **Retaliation/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.

### **Prevention/Training**

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 the 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.

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

## ***28. 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 District building or on District property, 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.

### ***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 state law requires school officials, teachers and appropriate law enforcement officials be notified when a student of this 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.

### **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.

### 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.

## **DISCIPLINE**

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**

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Lunch-time detention
- In-school restriction

### 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 Discipline

The following rules shall apply:

- Students are required to have class assignments with them
- 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 radios, cards, magazines, 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 building Principal and/or 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.

### **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.

## **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 John Denney, Superintendent. The request for an appeal must be in writing.

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 the meeting be conducted in a closed session.

After returning to school from a suspension, a student may make-up work missed.

Any learning that cannot be made up, such as labs, field trips, skill-practices, or any learning 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 which 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 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.

Within two (2) school 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 Principal. 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 Elementary 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 building Principal.

### **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 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 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 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. 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 building Principal twenty-four (24) hours prior to display.

## **RELIGIOUS EXPRESSION**

Students have the following rights pursuant to federal law related to religious expression:

- To engage in private, non-disruptive activity such as prayer or bible reading while at school
- To participate in before or after school events that have a religious content
- To study about religion when appropriate to the curriculum
- To produce written expressions of religious beliefs in homework, art work and other assignments
- To distribute in a non-disruptive manner, subject to reasonable restrictions as to time, place and manner, religious literature
- To be excused for religious reasons from participating in school programs or activities
- To be granted release time to attend religious events
- To wear clothing that includes a non-disruptive religious theme or message
- To be given access to school media to announce religious events in the same manner as other organizations
- To be granted access to the school facilities for religious activities in the same manner as other organizations

Legal Ref: MCL380.1175; Lee V Weisman, 112 S. Ct. 2649 (1992); NCLB; Section 111 of Division J of Public Law 108-447 (2004).

## **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.

**GRIEVANCE PROCEDURE FOR:  
TITLE VI OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

**SECTION I**

If any person believes the Hanover-Horton Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Non-Discriminatory Coordinator, at the following address:

Non-Discriminatory Coordinator, 10400 Moscow Road, Horton, MI 49246

**SECTION II**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Non-Discriminatory Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

**STEP 1**

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

**STEP 2**

If the complainant wishes to appeal the decision of the local Non-Discriminatory Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local coordinator's response. The Superintendent shall meet with all parties involved to formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**STEP 3**

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the superintendent's response in step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of this appeal shall be sent to each concerned party within ten (10) business days of this meeting.

**STEP 4**

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights, State of Michigan, Plaza Building, 1200 Sixth Avenue, Detroit, MI 48226.

**STEP 5**

A grievance may be withdrawn at any level. Any grievance not advanced to the next step by the grievant within the time limits in the step shall be deemed abandoned.

**HANOVER-HORTON SCHOOL DISTRICT**  
**TRANSPORTATION DEPARTMENT**

10000 Moscow Rd.  
Horton, MI 49246  
(517) 563-0106



## STUDENT HANDBOOK

### A Guide for Your Children's Safe Transportation To and From Their Daily Educational Opportunities

The purpose of this handbook is to provide students and parents/guardians with general information about Hanover-Horton School District's pupil transportation system. Thank you for taking a few moments to review this handbook. Please help us in providing your children a safe and pleasant ride to school by reviewing this handbook with them. These rules and policies are based on statewide standards of conduct, which the Hanover-Horton Board of Education has approved. It was the goal of the committee to develop rules and policies that are both thorough and fair.

Hanover-Horton Transportation operates 8 Elementary routes and 8 Secondary routes with 1 Career Center route. We cover over 75 square miles and transport approximately 850 students twice a day.

Hanover-Horton Transportation is proud of its fleet of buses. The Michigan State Police inspects the fleet on a yearly basis and we have received several outstanding inspections for many years in a row.

At Hanover-Horton Schools, we strive for excellence in Transportation services to you. Our staff is required to have yearly physicals, 6 hours of continuing education every other year, and is randomly drug tested by an independent contractor. We also conduct safety meetings throughout the school year. **Our fleet of 12 buses is all equipped with 2 video cameras per bus to help us with monitoring the behavior on the bus.**

If you have any questions or concerns about anything written herein or a problem on a bus, please call at 563-0106 or your child's building Principal office.

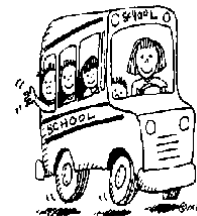
## **Bus Conduct & Rules**

**To provide for a safe and pleasant ride, students will:**

1. Be at the bus stop **5 minutes** before pick up time.
2. Follow the **driver's directions**, the first time they are given.
3. Use the **jump seat** in the front of the bus both in the morning and afternoon to get on and off the bus as directed by the driver.
4. Remain **seated and facing forward** at all times, except when moving to and from the jump seat.
5. Keep arms, legs, feet and objects to yourself and **out of the aisles at all times**.
6. The driver must be able to see out of the top and bottom back windows.
7. Maintain a **low voice** level using their "indoor" voice.
8. Do not make unnecessary **loud, boisterous sounds, yell or use profane language**.
9. Do not engage in **taunting, teasing, swearing, pushing, hitting, or fighting**.
10. Act in **respectful** manner towards others.
11. Keep all body parts (head, hands, fingers, arms, toes, etc.) **inside the bus at all times**.
12. Never bring **alcoholic beverages, tobacco products (including Vape pens, etc.), illegal substances or weapons** on the bus.
13. Do not bring **glass containers/objects** on the bus.
14. **Each child will have one pick up location and one drop off location. This location does not need to be at the home address. We do not allow day to day changes.**
15. **Do not bring pets or animals of any kind** on the bus at any time. A frog, spider, snake, or mouse may not seem like much, but if they get out of their container, it can cause havoc on the bus and become a safety issue.

STUDENTS VIOLATING BUS RULES MAY BE SUBJECT TO A SUSPENSION OF BUS RIDING PRIVILEGES. SUSPENSIONS WILL TAKE EFFECT AS SOON AS THE PARENT/GUARDIAN IS NOTIFIED. WHILE SUSPENDED, A STUDENT MAY NOT RIDE ANY HANOVER-HORTON BUS TO OR FROM SCHOOL OR ANY SCHOOL EVENT.





## **BUS BEHAVIOR CONSEQUENCES**

The driver will fill out a School Bus Conduct Report form when a student is not following the rules. Each violation carries a point value. A student's points accumulate for the entire school year. At the beginning of each year students will start with a clear record. The following will result based upon a student's

### **accumulated points:**

0-2 points – Warning

3-5 points - One-day Suspension

6-8 points - Three-day Suspension

9-16 points - Five-day Suspension

17-20 points - Ten-day Suspension

21-39 points - Suspension for up to 90 school days – May require a hearing to reinstate bus privileges

40+ points - Suspension for 180 school days – Points will not be cleared at the beginning of the year and a School Board hearing will be necessary for reinstatement of bus privileges

Violations and point values ( )

Students who:

1. **Litter** on the school bus. (1)
2. Bring **glass containers/objects** on the bus. (1)
3. Fail to **remain seated and facing forward** at all times, except when properly moving to and from the jump seat. (1)
4. Fail to stay off the **roadway and use proper boarding/departing procedures**. (2)
5. Make unnecessary **loud, boisterous sounds, yell, are rude, discourteous or annoying** (2)
6. Have part(s) of their body **hanging out of the windows**. (2)
7. **Eat/drink on the bus**. (2)
8. Use **improper language/profanity/gestures**. (2)
9. **Push/hit/trip/kick** (2)
10. Engage in behavior that abuses the **safety, well being and respect of others** on the bus or at the bus stop. (2)
11. **Show disrespect** to the driver. (2-6)
12. **Throw objects** in, at or out of the bus (3)
13. Cross in **back of the bus** instead of the front. (3)
14. **Threaten** others. (3)
15. **Spit or bite**. (7)
16. Bring **illegal/dangerous articles/substances** on the bus (7-17)
17. **Light matches, use lighters or possess or use tobacco products**. (7-17)
18. **Destroy property. Student are responsible for restitution**. (7-17)
19. **Tamper with bus equipment. Students are responsible for restitution**. (7-17)
20. Engage in **sexual misconduct/harassment**. (7-17)
21. **Fight or engage in violent behavior**. (7-17)
22. **Threaten** another person with **bodily harm**. (7-17)
23. **Assault another person**. (10-17)

## **TRANSPORTATION DEPARTMENT POLICIES**

**STUDENTS WILL HAVE ONE PICK UP AND ONE DROP OFF LOCATION.** This location does not need to be at the home address. (Ex: Pick up at home, Drop off at daycare.) To provide maximum safety, we **do not** accept any requests/phone calls changing your child's pick up and/or drop off location unless it is in writing. Permanent changes (change must be for at least 21 school days) must be submitted in writing at least 3 days in advance. This will provide time to make sure the stop location is a safe and legal bus stop. For safety's sake, **students who miss their bus must board the bus at another location or time.** Many tragic bus accidents occur when students try to catch a missed bus. **PLEASE NOTE: WE DO NOT LET FRIENDS GO HOME WITH FRIENDS. WE DO NOT EXCEPT NOTES FROM PARENTS LETTING THEIR STUDENT GO HOME WITH ANOTHER STUDENT.**

**Due to safety regulations and policies** regarding re-opening the bus doors after the bus has begun to move after loading or unloading students, the drivers are not permitted to stop and re-open the bus door. If you have any questions about this policy, please call the office.

**NO KINDERGARTEN STUDENT WILL BE LEFT "HOME ALONE"** – *It is the parent's responsibility to have someone visible at home when kindergarten students arrive home.* Bus drivers are very careful not to drop off any younger students at a location when they cannot see a person. When a bus driver suspects no one is home, they will radio the bus garage, and we will attempt to reach the home by telephone. When we are unable to contact anyone, the student will remain on the bus until the end of the run. Parents will be expected to pick up their child after the bus returns to the elementary school, and the student is left with the after-school childcare program.

**HIGH SCHOOL AND MIDDLE SCHOOL STUDENTS RIDING THE ELEMENTARY BUSES HOME** – We are committed to the continuing education of our students. To support these efforts, we will offer transportation home to secondary students on an elementary bus route. This is a privilege. If the students misbehave the privilege will be denied.

**AFTER SCHOOL DETENTION** - Students required to stay after school for After School Detention will not be eligible to ride the elementary bus home.

**ANIMALS** – No animals (ex. birds, insects, worms, reptiles or rodents, **dead or alive**) will be transported on the buses.

**GLASS** – Anything that that is made of glass, (jars, bottles, cups, etc.) is not allowed on the school buses.



**SLEDS** – Unless prohibited at their school, roll up sleds that can be contained in a backpack, may be transported on the bus.

**STUDENTS CARRYING MONEY & CHECKS** – Please be sure to place all important items like these in a sealed envelope with your child's name and school written on the outside. This will help us return them quickly to the student if they are left on the bus.

**ELECTRONICS/CAMERAS/CELL PHONES** – Will not be allowed in the first 3 seats on either side of the bus directly behind the bus driver. Any personal music playing devices, earphones must be used and kept at a low volume level.

**SPECIAL HEALTH CONCERNS** – If your student has a special health concern, such as allergies or Asthma, you should make us aware of this condition. Important information can make a big difference in case of emergency. Only the driver and the supervisor will have access to this private information.

**NO EATING ON THE ELEMENTARY BUS** – With the increasing rise of food allergies and choking hazard, no elementary student will be allowed to eat on the bus.

	<p><b>LOST &amp; FOUND</b> – All items found on the bus are kept on the bus for one week before they are placed in our lost and found. Please have your child ask the driver about lost items. You are welcome to come and look in the lost and found between the hours of 6 a.m. and 5 p.m., Monday through Friday. Please label all items with your child's name. Unclaimed items are donated to area shelters.</p>	
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**DISCIPLINARY NOTIFICATION AND APPEAL**-Before any suspension takes effect, the building Principal will contact the parent/guardian. If possible, the parent will be contacted by phone. If the parent cannot be contacted by phone a discipline form will be mailed to the family noting the infraction and dates of suspension. When a student is suspended from one bus, they are suspended from **all** buses.

**SCHOOL CLOSINGS AND DELAYS: Most families will receive an Instant Alert notifying them of a school closing or delay. PLEASE DO NOT CALL THE BUS GARAGE,** the Superintendent's office or the Broadcasting companies. Our lines need to be kept open for **EMERGENCIES**. The district's Facebook page will provide updates regarding closings and delays.

The following is a list of broadcasting companies we contact with our school closing/delay information:

**RADIO STATIONS:**

WFMK 99.1 WJIM 97.5  
WHZZ 101.7 WITL 100.7  
WVIC 94.1 WJXQ Q-106  
WWDX-92.1 WMMQ 94.9  
WQTX 92.7

**TV STATIONS:**

WLNS TV-6  
WLAJTV-53  
WILX TV-10  
WSYM TV- FOX 47



# **HANOVER-HORTON SCHOOL DISTRICT**

## **Technology Use and Internet Safety Policy**

- I. Foreword
- II. User Privileges
- III. User Responsibilities
- IV. District Responsibilities
- V. Copyright
- VI. Discipline
- VII. Staff Contract
- VIII. Grades (6-12) Contract
- IX. Grades (K-5) Contract

### **I. Foreword**

Use of technology at Hanover-Horton School District, hereinafter referred to as the District, is a privilege extended to students and staff to enhance learning and exchange information. Use must be consistent with the mission of the District, and where appropriate, must comply with the stated purposes and use policies of any other networks used. These rules have been published to enforce the rules of the Board of Education and other Federal agencies.

These rules shall apply equally for the use of all the District's technology. Hereafter, technology refers to but is not limited to: telephones, cell phones, voice mail, computer hardware and software, handheld devices, calculators, science equipment, televisions, and any other electronic equipment not specifically stated.

Users are responsible for using technology only for facilitating learning and exchanging information consistent with the mission of the District. Users must not use District technology on behalf of outside organizations without administrative approval. District technology is a closed forum. Occasional authorized approval for non-school related purposes or on behalf of outside organizations does not give rise to a right to such use in the future and does not create a limited open forum.

Messages and documents are the property of the District, and the District has the right to supervise the use of such property. Users shall have no expectation of privacy when using District technology. The District also has the right to revoke the user's access privileges any time for any reason.

Unless otherwise specified, the following regulations shall apply equally to all students, employees, volunteers, and all other users of the District network. Employees, volunteers, and users outside the school community may have additional obligations or access privileges owing to the nature of their positions.

With the privileges of membership in the District technology community comes responsibility. Users need to familiarize themselves with these responsibilities. Failure to follow them will result in loss of network privileges and/or disciplinary action as outlined in the Code and respective Board of Education policies.

The District shall not be held responsible for any individual's inappropriate use of its technology in violation of the law.

Each user shall be held personally, civilly and criminally responsible for any violations of the law. Each user of technology shall read and sign the Statement of Understanding or the Staff Summary, before using District technology. Use of District technology shall

constitute agreement and consent to abide by the terms set forth in the Technology Use and Internet Safety Policy.

A violation of the Technology Use and Internet Safety Policy will be documented in a District Incident Report, and processed according to District procedures.

## **II. User Privileges**

Users have the privilege to use all District Technology for which they are authorized and have received training. Users have conditional privilege to use electronic mail. Staff may send e-mail to any member on the Network or the Internet; prior approval is not required. Use of District technology shall constitute agreement and consent to abide by the terms set forth in the Technology Use and Internet Safety Policy.

- a. Users may expect to use the technology free of either physical or electronics harassment.
- b. Staff members have the privilege to use technology resources consistent with professional development needs.
- c. Students are not provided e-mail accounts.

## **III. User Responsibilities**

1. Users are responsible for using technology only for facilitating learning and exchanging information consistent with the mission of the District.
2. Users are responsible for properly using and caring for the technology. Users are to seek assistance if necessary.
3. Users must not use any technology on behalf of outside organizations without administrative approval.
4. Users must not use any technology for illegal activity, including creating, finding or searching obscene or pornographic material, inappropriate text files, educationally unsuitable files, or files dangerous to the integrity of the network.
5. Any relocation, removal or modification of the technology equipment must have permission of the technology coordinator or authorized designee.
6. Users must use only their account ID or one designated by a supervisor. Use of an account by someone other than the registered account holder is forbidden. Users are responsible for the use of those accounts and access privileges. They are not to share accounts or leave accounts unattended. They are not to publish, share, or discuss passwords.
7. Users must not disrupt the operation of individuals or the technology through altering or abusing the technology.
8. Users will not divulge personal data to which they have access without authorization to do so.
9. Users will not abuse the rights and property of others by intentionally seeking information on, obtaining copies of (misappropriating), or modifying the files of data belonging to other users; nor will users place unauthorized information, computer programs, viruses or harmful programs in either the public or private files of others on the Network.
10. Use of the Network and e-mail is for school purposes only. Personal use should be avoided. Personal records and personal business should be kept at home. The District will not be responsible for personal information lost on District computers.
11. Users must not use the network or e-mail for personal correspondence or non-business communications including but not limited to: sexual harassment, personal or political gain, hate mail, profanity, vulgar statements, discriminatory remarks, defamatory

statements, or other remarks that would constitute non-compliance with the District's policies dealing with sexual, racial, or other types of harassment.

12. Users experiencing harassment must report the problem immediately to their supervisor, teacher or technology coordinator.
13. The user is responsible for the use of her/his account and/or access privilege. Any problems that arise from the use of that account are the responsibility of the account holder.
14. Student users must use technology under the supervision of a staff member or his/her authorized representative. The student user may only log on and use the network under the immediate supervision of a staff member or authorized representative and only with an appropriate account.
15. Users identifying a security breach or violation of the Technology Use and Safety Policy must notify the technology facilitator or staff in charge. The problem is to remain confidential and is not to be shown or discussed with anyone outside of those authorized.
16. Users must follow all copyright guidelines as stated in Section V. (This includes illegally installed copyrighted software, or the transferring of files, shareware, or software from information services without permission of the facilitator.)
17. Users are responsible for any costs or fees or repair costs for damages to the technology.
18. Users are responsible for managing files and deleting old files in a timely manner.
19. Any misuse or violation of this policy or other related policies will result in disciplinary action up to and including expulsion or discharge and may also result in legal action if appropriate.

#### **IV. District Responsibilities**

1. The primary purpose of the District technology shall be to support academic programs and shall take precedence over professional support and general usage.
2. The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free, or that its operation will not be interrupted. The District will not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or use time) sustained or incurred in connection with the use, operation, or inability to use the hardware.
3. The District operates a Technology Protection Measure that blocks or filters Internet access to pictures and content that :
  - a. Are Obscene
  - b. Contain child pornography
  - c. Are harmful to minors
  - d. The District determines is "Inappropriate for Minors"
4. The District blocks minor's access to e-mail, chat rooms, and other forms of direct electronic communications (e.g. Instant Message Services).
5. The District does not warrant any system to be absolutely secure.
6. The District prohibits unauthorized disclosure, use and dissemination of personal identification information regarding minors using District technology.
7. The District prohibits computer hacking and other unlawful activities by minors using District technology.
8. The District employs measures (such as supervision and monitoring) to restrict minor's access to material harmful to minors.

9. The District reserves all rights to material stored in files on the e-mail or voice mail systems or on the Network that are generally accessible to others and will remove any material that the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable educationally unsuitable or materially and substantially disruptive.
10. The Superintendent or his/her designee will periodically make determinations on whether specific uses of the hardware are consistent with this policy. The District reserves the right to monitor use. Therefore, the District reserves the right to limit or deny access any time, for any reason.
11. District staff will demonstrate good faith efforts to supervise use of technology under their charge.

## **V. Copyright**

### **A. User responsibilities**

1. The use of copyrighted software without authorization is prohibited. Users are further prohibited from installing any copyrighted software or materials on the District's hardware without proper authorization.
2. Users are prohibited from copying copyrighted materials from software, networks or other electronically accessible sites, without proper authorization.
3. Users must follow these copyright guidelines in the use of hardware and software, and in the transmission or copying of any text or files. Plagiarism rules apply to electronic medium and to print materials.
4. Users must assume that NOTHING ON THE INTERNET IS IN THE PUBLIC DOMAIN unless the author specifically puts notice there, or if the information is used after the expiration of the copyright. If any use is found to be illegal, the user is responsible.

### **B. District Responsibility**

1. The Superintendent or his/her designee will decide whether specific uses of the technology are consistent with respect to copyright law. The District reserves the right to monitor use. The District reserves the right to limit or deny access at any time, for any reason.
2. The Superintendent or his/her designee reserves the right to review materials stored in files on the Network that are generally accessible to others and will remove any material that the District, at its sole discretion, believes to be in violation of copyright.
3. The District reserves the right to remove a user account to prevent any further unauthorized activity.
4. The Superintendent or his/her designee will make reasonable steps to inform all staff and students of the District's adherence to copyright policy and procedure.

## **VI. Discipline**

*Users violating the privileges outlined in the District Technology Use and Internet Safety Policy will be subject to disciplinary action. Violations include but are not limited to:*

1. Intentionally seeking information on, obtaining copies of (misappropriating), or modifying files, other data, or passwords belonging to other users.

2. Misrepresenting others on the Network, or representing others without being explicitly authorized to do so.
3. Disrupting the operation of the Network through alteration or abuse of the hardware or software.
4. Malicious use of the Network through hate mail, profanity, vulgar statements, discriminatory remarks or other noncompliance with the Districts' policies dealing with sexual, racial, or other types of harassment.
5. The placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages, or otherwise interfering with others' use of the Network.
6. Illegal installation of copyrighted software.
7. Unauthorized downloading, copying (transmission), or use of licensed or copyrighted software.
8. Transferring files, shareware, or software from information services and electronic bulletin boards without permission.
9. Using a computer I.D. or account, other than his/her own.
10. Allowing anyone to use another's account.
11. Access to the Network and Internet without permission.

Student users violating any of the above regulations will be subject to the following disciplinary action:

Students will be subject to a range of consequences for violating this policy including, but not limited to losing computer privileges, suspension from school, or expulsion, depending on the severity of the infraction. All offenses will be recorded in the student's permanent file.

**Additional Action:**

All users violating the above code may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Cases that involve violations of state, local or federal laws could result in criminal prosecution and/or requirement of financial restitution.



# Information for Parents

## If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

**Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

### Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

### When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

### Local Area Contacts:

### State Coordinator:

If you need further assistance, call the  
National Center for Homeless Education  
at the toll-free Helpline number:

**1-800-308-2145**



# Hanover Horton Elementary School

A Home-School Compact for Parents, Students, and Staff  
2021-2022 School Year



## Our Compact

This is an "Agreement for Achievement Home-School Compact". It will serve as a sign of our commitment for establishing and maintaining our shared responsibilities for student learning, high achievement, effective communication between school and home, and building a strong school-family relationship.

## Our District Mission

"Creating a better world, one student at a time."

## School Contact Information

Title 1 Coordinator:

[Melissa.duffrin@hanoverhorton.org](mailto:Melissa.duffrin@hanoverhorton.org) Phone number- (517) 867-6444

Please review this Compact with your child, sign one copy, and send back to school.  
Keep this copy and use it as a reference when needed.

### **As a Hanover Horton Student, I promise to:**

- \* Attend school regularly and arrive on time.
- \* Complete all classroom and homework assignments on time.
- \* Maintain a positive attitude and try my best.
- \* Work cooperatively with my family, peers, and teachers.
- \* Be a good citizen and have pride in myself.



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Student Signature

### **As a Hanover Horton Parent/Caregiver, I promise to:**

- \* Have high expectations for my child as an individual.
- \* Encourage my child to be his/her best.
- \* Read school-to-home communications and respond when needed.
- \* Provide a place and time for my child to do homework, read, and review assignments.
- \* Attend parent-teacher conferences and support my child's participation in school activities.



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Parent/Caregiver Signature

### **As Hanover Horton School Staff Members, we promise to:**

- \* Respect your child as an individual.
- \* Provide the best education/curriculum possible for your child.
- \* Share your child's progress with you as often as needed.
- \* Have high expectations for my students and provide them with a good learning environment.

---

Joe Ayers, Principal

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Melissa Duffrin, Title 1 Coordinator

## **HANOVER-HORTON SCHOOLS**

### **BOARD OF EDUCATION**

Mr. Chris Blackledge, President  
Mr. Kristin Flick, Vice President  
Mr. Joe Childs, Secretary  
Mr. Leon Densmore, Treasurer  
Mr. Diane Anderson, Trustee  
Mrs. Tim Evans, Trustee  
Mrs. Gail Proctor, Trustee

To contact Board of Education Members, please call (517) 563-0100.

### **ELEMENTARY STAFF 2021-2022**

#### **PRINCIPAL**

Mr. Ayers

#### **YOUNG 5's**

Mrs. Cytlak, Mrs. LaFollette

#### **KINDERGARTEN**

Mrs. Gatz, Mrs. Manarin, Mrs. Pond

#### **FIRST GRADE**

Mrs. Bulgrien, Mrs. Solomon, Mrs. Thurston

#### **SECOND GRADE**

Mrs. Hobson, Mrs. Stuart, Mrs. Twichell

#### **THIRD GRADE**

Mrs. Bushinski, Ms. Brockie, Mr. Clement

#### **FOURTH GRADE**

Mrs. Balfour, Mrs. Beach, Mr. VanEpps

#### **FIFTH GRADE**

Mrs. Glaser, Mrs. Raburn, Mrs. Trombley

#### **SPECIALS TEACHERS/ADDITIONAL PROGRAMS**

Mr. Gatz (P.E.), Mrs. Arbuckle (Art/Fine Arts), Mrs. Stierle (Library/Technology), Mr. Akers (Band)

#### **SPECIAL EDUCATION**

Mrs. Briggs, Mrs. Perlos, Mrs. Rand, Mrs. Swihart, Mrs. Weckesser

#### **TITLE I DIRECTOR**

Mrs. Duffrin

**SCHOOL CALENDAR**  
**2021-2022**

August 23	ABC Night (5:00-6:30)
August 25	First Day of School ( <b>1/2 day for students</b> )
Sept 3 & 6	No School – Labor Day Weekend
TBD	Pastries with Parents (8:00)
September 23	Picture Day
October 18	Professional Development Day (no school for students)
October 21 & 22	Parent/Teacher Conferences ( <b>1/2 day</b> on 22 <sup>nd</sup> only)
TBD	Fall Book Fair
October TBD	Fall Festival (5:30-7:00)
October 26	Picture Retakes
November TBD	Grandparent/Grandchild Bake-off (1:00-3:00)
<b>November 23</b>	<b>End of First Trimester</b>
November 24, 25 & 26	Thanksgiving Break ( <b>No school</b> )
December 6-10	Santa Shop
December 17	<b>1/2 day</b> of school for students and staff
December 20–January 2	Christmas Break ( <b>No school</b> )
January 3	School Resumes
January 17	Professional Development Day (no school for students)
January TBD	Daddy/Daughter Dance (6:00-8:00)
Feb 3 & 4	Parent/Teacher Conferences ( <b>1/2 day</b> on the 4 <sup>th</sup> only)
February 18 & 21	No school for students and staff – President’s Day Weekend
February TBD	(PTA Event)
MARCH	March Is Reading Month
<b>March 4</b>	<b>End of Second Trimester</b>
March 14	Professional Development Day (no school for students)
March TBD	Family Reading & Game Night (5:30-7:00)
March TBD	Mother/Son Dodgeball @ HS Gym (3:00-5:00)
March 24	<b>1/2 day</b> of school for students and staff
March 25 – April 1	Spring Break ( <b>No school</b> )
April 12	Kindergarten Parent Meeting (6:00 – Elementary Gym)
April 27, 28 & 29	Kindergarten Round-up
May 27	High School Graduation
May 30	Memorial Day ( <b>No School</b> )
June 10	Last Day of School ( <b>1/2 day</b> for students)

**APPENDIX A**

**Discipline Referral Form Behaviors**  
**Include, but not limited to:**

**Hanover-Horton Elementary Discipline Referral Form**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Staff: \_\_\_\_\_

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

<b><u>Location</u></b>	<b><u>Minor Behavior</u></b>	<b><u>Major Behavior</u></b>
<input type="checkbox"/> Classroom <input type="checkbox"/> Recess <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Hallway <input type="checkbox"/> Special: _____ <input type="checkbox"/> Other: _____	<div style="text-align: right;">▼</div> <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Defiance <input type="checkbox"/> Unkind words/action <input type="checkbox"/> Physical Contact <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other <p>After 3 classroom interventions, the fourth intervention will be in the office. After a minor behavior is observed a fifth time, it becomes a major behavior.</p>	<input type="checkbox"/> Defiance/Noncompliance <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Damage of Property <input type="checkbox"/> Bullying <input type="checkbox"/> Threatening <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Stealing <input type="checkbox"/> Other: _____
<b><u>Perceived Motivation</u></b>	<b><u>Classroom Interventions Used</u></b>	<b><u>Action Taken</u></b> (by admin)
<input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Trauma/Outside Factors <input type="checkbox"/> Avoid Task/Activity _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Calming Corner <input type="checkbox"/> Relocate workspace <input type="checkbox"/> Send on an errand/walk <input type="checkbox"/> Buddy Teacher <input type="checkbox"/> Proximity <input type="checkbox"/> Talking sticks <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Sensory Tools <input type="checkbox"/> Verbal Reset <input type="checkbox"/> Physical Reset <input type="checkbox"/> Verbal Praise <input type="checkbox"/> Purple Folder <input type="checkbox"/> Other: _____	<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Think Sheet <input type="checkbox"/> Restorative Conversation <input type="checkbox"/> Time Out/Take a break <input type="checkbox"/> Community Service <input type="checkbox"/> Calming Area <input type="checkbox"/> Conference with adult or student <input type="checkbox"/> Success Session <input type="checkbox"/> Behavior Plan <input type="checkbox"/> Parent Contact <input type="checkbox"/> OSS _____ <input type="checkbox"/> Other: _____

Comments: \_\_\_\_\_

Others Involved: \_\_\_\_\_

# **Hanover-Horton Elementary** **Behavior Rubric 3-5**

Consequences may be more severe in any category based on the seriousness of the action.  
See handbook for more information on discipline policy.

Behaviors include but are NOT LIMITED to those listed:

<b>Level 1</b> <input type="checkbox"/> Shoving / grabbing <input type="checkbox"/> Tripping <input type="checkbox"/> Pushing <input type="checkbox"/> Name calling <input type="checkbox"/> Teasing <input type="checkbox"/> Other	<b>First Offense</b> <b>Date:</b> _____ <input type="checkbox"/> 15 sec intervention	<b>Second Offense</b> <b>Date:</b> _____ <input type="checkbox"/> 1 supervised lunch and recess -or- 1 loss of special <input type="checkbox"/> Note home <input type="checkbox"/> Time to Think form	<b>Third Offense</b> <b>Date:</b> _____ <input type="checkbox"/> 2 supervised lunches and recesses -or- 2 losses of special <input type="checkbox"/> Note home <input type="checkbox"/> Time to Think form	<b>Fourth Offense</b> <b>Date:</b> _____ <input type="checkbox"/> 3 supervised lunches and recesses -or- 3 losses of special <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Student calls parent(s)
<b>Level 2</b> <input type="checkbox"/> Insulting remarks /rumors /trick <input type="checkbox"/> Mean /rude gestures / notes <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Taunt / ridicule / humiliate <input type="checkbox"/> Verbal retaliation <input type="checkbox"/> False reporting of behavior <input type="checkbox"/> Leaving without permission <input type="checkbox"/> Other	<b>Date:</b> _____ <input type="checkbox"/> 1 supervised lunch and recess -or- 1 loss of special <input type="checkbox"/> Note home <input type="checkbox"/> Time to Think form	<b>Date:</b> _____ <input type="checkbox"/> 2 supervised lunches and recesses -or- 2 losses of special <input type="checkbox"/> Note home <input type="checkbox"/> Time to Think form	<b>Date:</b> _____ <input type="checkbox"/> 2 supervised lunches and recesses -and- 2 losses of special <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Student calls parent(s)	<b>Date:</b> _____ <input type="checkbox"/> 3 supervised lunches and recesses -and- 3 losses of special <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Teacher and principal conference with parent(s)
<b>Level 3</b> <input type="checkbox"/> Hitting / kicking / pinching <input type="checkbox"/> Spitting / biting <input type="checkbox"/> Throwing objects <input type="checkbox"/> Physical retaliation / threaten <input type="checkbox"/> Cheating <input type="checkbox"/> Other	<b>Date:</b> _____ <input type="checkbox"/> 2 supervised lunches and recesses -or- 2 losses of special <input type="checkbox"/> Note home <input type="checkbox"/> Time to Think form	<b>Date:</b> _____ <input type="checkbox"/> 2 supervised lunches and recesses -and- 2 losses of special <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Student calls parent(s)	<b>Date:</b> _____ <input type="checkbox"/> 3 supervised lunches and recesses -and- 3 losses of special <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Teacher and principal conference with parent(s)	<b>Date:</b> _____ <input type="checkbox"/> 1/2 day in-school suspension at principal's discretion <input type="checkbox"/> Principal calls parent(s) <input type="checkbox"/> Positive behavior plan with parent(s)
<b>Level 4</b> <input type="checkbox"/> Punching / fighting <input type="checkbox"/> Steal / Damage property <input type="checkbox"/> Racial / ethnic name calling <input type="checkbox"/> Sexual inappropriate behavior <input type="checkbox"/> Other	<b>Date:</b> _____ <input type="checkbox"/> 1-2 hour in-school suspension at principal's discretion <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Student calls parent(s)	<b>Date:</b> _____ <input type="checkbox"/> 1/2 day in-school suspension at principal's discretion <input type="checkbox"/> Discussion with principal <input type="checkbox"/> Principal calls parent(s)	<b>Date:</b> _____ <input type="checkbox"/> 1 day in-school suspension at principal's discretion <input type="checkbox"/> Principal calls parent(s) <input type="checkbox"/> Positive behavior plan with parent(s)	<b>Date:</b> _____ <input type="checkbox"/> 1 day (or more) out-of-school suspension at principal's discretion <input type="checkbox"/> Principal calls parent(s) <input type="checkbox"/> Parent meeting before returning to school

- Behavioral interventions that occur at all levels and number of offenses:
- Restate definition of hurtful behavior, any look, gesture, word, or action that hurt a person's body feelings, friendships, or things
  - Discuss/practice an alternate action to behavior
  - Opportunity for apology
  - Documentation

## **ADDRESSING MEAN/AGGRESSIVE BEHAVIOR DEFINITIONS**

### **Mean or Aggressive Behavior**

**Mean behavior (aggression) is any look, gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property. Whether it is meant or not, it is not how you see it, but how it is perceived.**

### **Silent Supervised Lunch/Recess**

**Silent supervised lunch/recess will be held in a location and monitored in a way that provides minimal entertainment value. Students will complete the Time to Think Form during this time.**

### **Time to Think Form**

**It is critical to provide students with a format to reflect upon the mean/aggressive behavior. This form asks students to answer structured questions concerning their behavior that helps students acknowledge and reflect on the harm they caused and assists students in creating a plan for changing their behavior if a similar circumstance should arise in the future.**

### **Student Calls Home**

**Having students call home to explain their mean behavior must always be done in the presence of an adult who "knows the story" and the adult should follow up on the phone to answer any questions.**

### **Parent Conference**

**Certain offenses require a parent conference. The purpose is to make sure that behavior expectations are clear and to develop a behavior plan.**

### **In School Suspension**

**The student will be in school doing class work (in detention room), but not attending classes.**

### **Out of School Suspension**

**For some offenses, it is important to remove the student from the school for a period of time.**



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