

**STUDENT/PARENT HANDBOOK
HANOVER-HORTON MIDDLE SCHOOL
2024-2025**



**10000 Moscow Rd.
Horton, MI 49246
517-563-0102**

Student/Parent Handbook

Hanover-Horton Middle School

Welcome to Hanover-Horton Middle School. Enclosed in the next few pages you will find information to help answer some of the questions you may have, along with information covering procedures at the middle school level.

The middle school years are full of changes, challenges and excitement. We believe that a child learns best when the student, parents, and teachers work collaboratively. I encourage parents to visit, call or write with ideas and suggestions. Please watch for communications sent periodically throughout the school year.

Thank you for entrusting the education of your child to the staff, teachers, and administration of Hanover – Horton Middle School.

Jeff Waltz, Principal

Chris VanEpps, Dean of Students

Jacqueline Davis-Green, Guidance Counselor

Jennifer Owen, School Secretary

Denise Bergstrom, Superintendent of Schools

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2024. 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: www.hanoverhorton.org .
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FOREWORD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and 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, 2024. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

It is the mission of Hanover-Horton Middle School educational community to instill in our students' self-worth, respect, responsibility and the desire to succeed throughout their lives.

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:

Denise Bergstrom, 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.

SECTION I - GENERAL INFORMATION

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, the home and the 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 reinforce 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 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 RIF. Parents may act as a guest speaker in a classroom. Whatever the role a parent chooses, the Hanover-Horton Schools recognizes that 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.
- 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 shall report to the office to let staff know that 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, 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 7:40 a.m. for all grades 6 - 8. **Students who are brought to school or walk to school should not arrive earlier than 7:10 a.m.**

School dismissal is at 2:18 p.m. for all grades. On half days of school, the dismissal time is at 11:05 a.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 the school principal and/or school counselor.

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

If a child becomes too ill to remain at school they should report to the office and every attempt will be made to contact his/her parents. School personnel are not allowed by law to dispense any over the counter medication, including aspirin, to a student. All medication that is prescribed for a student must be kept in the office in a properly labeled container as prepared by a pharmacy or physician. Proper documentation for medications must be provided by a parent prior to the administration of any medications. Students are not allowed to be in possession of any type of medication at school, this includes prescriptions and over the counter medications. All medications must be picked up at the end of the year or they will be disposed of according to the school's policy. If there are specific medication questions or concerns, you may direct these to the school nurse.

Students and parents should check the school website and teachers' web pages for missed assignments. Parents may request work for students who will be out of school more than two consecutive days due to illness.

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 (5) days.

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

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. an original 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

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs, available class space, and curriculum requirements. Any changes in a student's schedule should be handled through the middle school 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. Students must be signed out in the office by the parent, or other authorized adult, with whom the student is leaving. Parents may not take other students home from school without prior communication with the school.

TRANSFER OUT OF THE DISTRICT

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Waivers must be obtained from the Jackson County Health Department and filed each year. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the 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 extracurricular activities, and co-curricular activities.

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, 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 that is 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 and/or bus aide) 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 non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non prescribed 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 prescribed medications will also apply to non prescribed 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, 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 NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This

protection applies not just to the student, but to all individuals who have access to the 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 **the Special Education Supervisor assigned to Hanover-Horton Schools at the JCISD at 768-5200** 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 the Superintendent at 563-0100 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.

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

Directory information 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.

Directory information includes:

- A student's name
- Address
- Date and place of birth
- Major field of study

- Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- Dates of attendance
- Date of graduation awards received honor rolls
- Scholarships
- Telephone numbers only for inclusion in school or PTA directories

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

A student's legal name, or variation of, shall be used in all communications, written and/or verbal, unless a parent requests in writing the use of a different name.

Individuals have a right to file a complaint with the United States Department of Education if they believe that 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 unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

F.legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

A liability form that states students and parents assume liability for any textbook or materials lost or damaged must be signed by parents and filed in the middle school office. Materials will not be issued to a student without a completed form. Damages will be assessed at the end of each school year. Parents will be expected to honor any financial responsibility before report cards will be released. Students may be held from participating in end of the year activities if materials are not returned or fines are not paid.

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. (See Policy 6152)

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All fund-raising events must be approved in advance by the principal. Requests must be made on an approved application form and submitted to the principal at least one month prior to the proposed activity. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students who engage in fundraisers 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 overextending 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, 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 the Food Service Supervisor at 517-990-3603. All students may charge the equivalency of two days of meals. Once a student's account reaches the charge threshold, an alternative meal will be provided until the account balance is paid.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Alan Breneman.

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted to prepare for the tornado season using the procedures provided by the State.

Lock Down drills in which the students are restricted to the interior of the school building and the building secured will also be scheduled.

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 student up, the child 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 as soon as the decision to close school is made. For various reasons such as snow, and ice, schools are sometimes dismissed before the end of the school day. Please have a place for your child to go in such an emergency. He/she should fully understand what to do and where to go if a parent is not at home. If school is to be closed, the information is broadcast over the following stations: WILX TV-10, WLNS TV 6, WIBM/WXCM 94.1 FM, WKHM 970 AM.

Parents and students are responsible for knowing about emergency closings and delays.

WEBSITE & AUTOMATED CALL INFORMATION

Various information about Hanover-Horton Middle School can be obtained on the school's website at www.hanoverhorton.org.

Parents may access their student's grades through our online grade program.

An automated voice system will be used to notify parents of school closings, emergencies, and general reminders. Contact numbers should be maintained through the middle school office. Please notify us immediately of any changes in your contact numbers.

VISITORS

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

Students may not bring visitors to school without prior written permission from the Principal. Student visitors are not allowed during the school day. Middle School dances are for Hanover-Horton Middle School students only.

USE OF TOBACCO ON SCHOOL PREMISES 24/7 POLICY

The Board of Education believes that 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. Books on the shelves may be checked out for a period of two weeks.

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If a parent/guardian calls and needs 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. The office phone is not to be used by students to make social arrangements after school. A student may be granted permission to contact a parent for an academic concern.

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.

LOCKERS - GYM & HALL

Each year students will be assigned a HALL and/or GYM locker. Students will be held accountable for the condition of their locker. Students will be fined if the locker is damaged due to misuse. Students may lose locker privileges if he/she does not take proper care of the locker. All lockers are school property and can be accessed by school personnel as needed. Lockers are to be used exclusively for school related materials. Items not included in this category can be seized without prior notice being given to

students or parents. Students held accountable for these items can face disciplinary action for unapproved items.

Students found tampering with the locking mechanism to provide access to the locker without the use of the locking mechanism, commonly referred to as “rigging the locker”, may lose their ability to lock their locker. The office will warn the student and parent the first time a locker is found rigged. A second offense may call for the locking mechanism to be removed in order to avoid injury to the student and damage to school property. Parents will be notified of the removal. Should the student, and/or parent, request a locking mechanism be reinstalled, the school will do so for a fee of no less than \$10.

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.

ACADEMIC SERVICE LEARNING

The staff and administration of Hanover – Horton Middle School encourages students to participate in Academic Service Learning projects throughout their middle school years.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Field Trip permission may be granted for the academic year by the parent/guardian's signature on the school registration form.

GRADES

Hanover-Horton Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades 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 inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

A	Excellent Performance	94 - 100 %
A-	90 - 93	
B+	87 - 89	
B	Above Average Performance	83 - 86
B-	80 - 82	
C+	77 - 79	
C	Average Performance	73 - 76
C-	70 - 72	
D+	67 - 69	
D	Below Average Performance	63 - 66
D-	60 - 62	
E	Unacceptable Performance	59 - 0

F = Failure

I = Incomplete

P = Acceptable achievement

A teacher may give an incomplete grade (I) if work has not been completed in a marking period. If a student received an "I", the "I" must be removed and a letter grade added within a reasonable time after returning to school or the "I" will be changed to an "F". It is the responsibility of the student to contact the teacher regarding make-up work.

Grading Periods

Students shall receive a report card grade at the end of each twelve (12) week period indicating their grades 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.

CONFERENCE WITH TEACHERS

1. Students and parents are encouraged to consult with teachers pertaining to any phase of the learning process.
2. Parents are requested to call the school for a conference, (517-563-0102).
3. Parents should report to the office for assistance upon arrival for a conference. For the safety of our students this also applies to conferences before and after school hours.

GUIDANCE AND COUNSELING DEPARTMENT

The role of the counselor in middle school is to help students with educational, social, and personal concerns. The counselor works with students to help them make the most of their educational opportunities, to feel more comfortable in the school setting, to cope with other personal matters, and to mature in their outlook on life.

Students are encouraged and welcome to meet with the counselor. We encourage students to make an appointment when possible to meet with the counselor.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

Retention is a decision to be made cautiously. A team of individuals including but not limited to the parent, principal, counselor and teachers will meet to determine if retention of a child is in his/her best educational interest.

RECOGNITION OF STUDENT ACHIEVEMENT

Students 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, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

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

STUDENT PLANNERS

The School Improvement team has implemented the use of daily student planners. Your child will be required to have this planner with them daily. The intent is to help the students with daily organization and homework assignments. Your child may be required to maintain this record for their use and as a classroom assignment. Planners are provided for each student and are to be treated as school property. If a student loses his/her planner he/she will be required to purchase a replacement.

STUDENT ASSESSMENT

Students in grades six through eight will complete the state mandated assessment. Reading and math are tested each year in grades six, seven and eight. Additionally, students will be tested in Social Studies, Writing and Science when mandated by the state. The School Improvement Team analyzes our results each year and makes adjustments in the curriculum as needed. Student test scores may be used to place students in remedial and/or advanced classes when necessary.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

MIDDLE SCHOOL STUDENT COUNCIL

The student council is composed of students from each grade who have been chosen by their fellow classmates. The student council is the voice of the student body as a whole and as such, is an important facet of our school.

The activities of the council are varied, such as introducing the performer at a school assembly, acting upon suggestions from fellow students through the advisor and principal, and performing duties asked by our organizations within the community,

QUALIFICATIONS FOR STUDENT COUNCIL MEMBERSHIP

1. Since there are occasional evening activities the candidate must be aware that his or her services may be required and that transportation to and from school must be furnished.
2. All candidates must be interested in improving conditions within the middle school and be open to suggestions from his/her fellow students.
3. Student Council officers and members are expected to set good academic and behavioral standards. Failure to meet this expectation may result in removal from the student council.
4. Student Council members must be actively involved in student council fundraisers.

Elections/Procedures:

1. Students deciding to run for Student Council must pick up a nomination sheet from the student council advisor. A candidate must return the appropriate paperwork to be placed on the ballot.
2. Elections will be held one week after the deadline for submitting nomination sheets.
3. Representatives will be selected for each grade.

The student council is your voice and it is hoped that you will use these members to voice your concern for the middle school.

NATIONAL JUNIOR HONOR SOCIETY REQUIREMENTS

National Junior Honor Society is open to any student in the seventh or eighth grade who meets the following criteria:

1. Maintains all A's and B's in all classes.
2. Has displayed good character and citizenship qualities.
3. Properly completes and returns application forms to the NJHS advisor on time.
4. Receives satisfactory evaluation by the NJHS council in the four basic requirements of leadership, character, service and scholarship.
5. Completes monthly service projects (minimum of four hours per month).
6. Attendance at all induction ceremonies.
7. Displays appropriate conduct as a member of the NJHS.

ATHLETICS

Hanover-Horton Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information contact the Athletic Director at 517-563-0101.

<u>School Nickname:</u>	C O M E T S
<u>School Colors:</u>	RED AND WHITE
<u>School Song:</u>	Hanover-Horton we're all for you

strong, united, loyal, and true.
We'll carry on 'til victory is won,
Oh Comets we're all for you.
Rah, Rah, Rah. (Repeat)

League Affiliation: Cascades Conference

Sports for 7th & 8th grade

Fall: 7/8 Football
 7/8 Girls Volleyball
 Sideline Cheerleading
 7/8 Cross-Country
Winter: 7/8 Boys Basketball
 7/8 Competitive Cheer
 7/8 Girls Basketball
 6/7/8 Wrestling
Spring: 6/7/8 Boys/Girls Track

Middle School Athletic Admission: adults \$5.00, students \$3.00

Physical Examinations: A physical exam is required for any student participating in interscholastic sports prior to the first practice. Forms for this purpose are available in the office. Sports physicals are given by medical personnel at the school in the spring of each school year. Physicals must occur after April 15th for the following school year.

Eligibility Requirements: The Michigan High School Athletic Association (M.H.S.A.A.) rules and regulations will be enforced. In addition the following local criteria shall be used to determine an athlete's eligibility:

Eligibility Standards: Students must have a 1.0 (D) grade point average to be eligible to participate in the athletic program at Hanover-Horton. This G.P.A. average will be based on the last term that has been completed. During the present term the student athlete must be passing all classes with a D (1.0) grade or better. The student athlete's grade will be checked on a weekly basis during the season. If a student has a failing grade two weeks in a row or two failing grades in one week, they will be ineligible the following week of school. School weeks for eligibility purposes will run from Monday through Sunday and are weeks that school is in session.

Students who lose athletic eligibility due to the 1.00 GPA rule, and have met the weekly eligibility requirements, may regain eligibility on a probationary status if, at the end of the 3rd week of the new marking term, the student has achieved a 1.00 GPA in their current courses and maintains the 1.00 GPA on a weekly basis through the end of the term.

Athletic rules are handed out to each student who joins a sport at Hanover-Horton. They are to be signed by both parents and students. All students have the right to appeal any athletic decision that is made in reference to the athletic discipline code.

Daily Attendance: An athlete must be in school for the entire school day or be excused by the middle school principal or athletic director in order to compete in any athletic contest on that day.

Practices: Practices shall be scheduled at the discretion of the coach but may not be scheduled on Sundays.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

When a student is absent a parent should call the office before 10:00 a.m. to excuse their child (563-0102). Failure to comply with the procedure will result in the absence being counted as unexcused. Good attendance usually reflects good grades and good habits.

Classification of Absences

Absences will be classified under the following categories:

Completely Excused

1. These are absences that fall into medical or dental appointments, etc. The school will need a note from the doctor to verify.
2. Funeral or family emergency - unforeseen occurrences that fall into all of our lives.
3. Pre-arranged family vacation. Students need to make arrangements (1) one week prior to being absent.

All completely excused absences will not count in the total absences that are allowed.

Excused

Students are allowed a total of (10) ten absences per year. All absences after (10) ten unless completely excused may result in an incomplete for the course.

1. It is the student's responsibility to approach the teacher to find out what work needs to be made up.
2. Students will be given an equal number of days to make up the class work as the number of full school days missed. If the work is not completed, a failing grade may be given for this work.

3. If a student is in attendance the day a long term project is assigned, the student is expected to turn the assignment in on the original due date.

Unexcused

Unexcused absences generally will fall into the following categories:

- a. Out of School Suspensions
- b. Babysitting
- c. Working
- d. Skipping school
- e. Missing bus (students must furnish their own transportation to school if they miss the bus).

All work missed for any reason must be made up for credit. It is the student's responsibility to approach the teacher to obtain work that is missed.

Pre-arranged Absences/Vacations

When students know in advance they are going to be absent they are requested to bring a note, signed by parent or guardian, stating the length of time and reason for the absence. Pre-arranged absences must be made at least one week ahead of time.

The written request for a pre-arranged absence must be taken to the office. If approval is given, the student must have each of his/her teachers sign the request.

Parents and students are encouraged to check the grade level websites for missed assignments. Teachers will determine the manner in which work is to be completed during a pre-arranged absence.

Truancy

Under the compulsory school attendance law of the State of Michigan all children must attend school on a continuous and regular basis at least until age sixteen. Students who miss more than ten (10) days of school are considered to have excessive absences. It is the school's responsibility to refer students in violation of this regulation to the Jackson County Attendance Officer.

Suspension from School

Absence from school due to suspension (in-school or out of school) shall be considered an unexcused absence. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be considered absent for the class period.

- First Tardy = Warning
- Second Tardy = Notification from Attendance Aide
- Third Tardy = Silent Sustained Lunch Detention
- Fourth Tardy = Two Silent Sustained Lunch Detentions
- Fifth Tardy = One half-day in school suspension
- After the sixth tardy the student will receive an office referral for insubordination

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work 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 that 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.

Students must comply with the Code of Conduct at school events, regardless of the location.

Students must be present in school the day of an after school social event in order to be able to attend that activity.

Students are not to remain on the premises unless an activity is scheduled immediately after school.

If a parent wishes to have their child leave early from an event he/she must come inside to pick them up, otherwise students will be released at the appropriate time.

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

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

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Personal appearance and good grooming are vital to a good learning environment. Students are expected to be neat and clean at all times. A reasonable cleanliness of a student and his/her apparel is necessary as a matter of health and aesthetics. Dress and grooming styles that are unsafe or create a disruption of the learning process must be avoided.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Am I dressed appropriately for the educational setting? (yes)

- Clothing bearing printing, slogans, mottos and advertisements not in good taste shall not be worn. Clothing with statements or pictures that can be interpreted as inappropriate will not be allowed. Examples: alcohol, tobacco, drug related symbols, violence, sexual promiscuity, inappropriate relations.
- Shoes shall be worn at all times for health and sanitary reasons.
- Slippers are not safe footwear and pajamas are not appropriate attire and are not allowed. Blankets are not appropriate items to bring to school.
- Immodest clothing is not allowed – examples: exposed midriff, muscle shirts, strapless tops, crop tops, spaghetti straps, shirts that are too low cut, spandex shorts. Shorts or skirts should be modest in appearance. Leggings, yoga pants and any other

tight fitting pants must not be see-through. Tights must be covered (front & back) by a shirt, shorts, or skirt that is at least mid-thigh. Any items of apparel which are ripped, torn, or severely altered must also adhere to the mid-thigh guideline.

- Head coverings, including hats, hoods and other concealing headwear, are not to be worn in the building during school hours. Costumes, sunglasses and other out of the ordinary accessories are not to be worn except on designated days unless permission is granted by the principal.
- For safety reasons, wallet chains or belts with chains are not to be worn. Likewise, accessories with spikes or studs are also prohibited due to safety issues and may be confiscated.

Decency, as interpreted by the principal and/or staff, is to be maintained at all times. 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.

Hall/Classroom Procedures

Students are to walk through the halls. Yelling and horseplay are inappropriate behaviors and will be handled through the discipline policy.

Students are responsible for keeping the hallways clean. Please help keep our school looking nice by picking up litter.

Glass bottles of any kind are not permitted in the school building.

Students are not allowed to have food or beverages in the hallway. Lunches should only be opened in the cafeteria.

For safety reasons backpacks, duffle bags and tote bags are not allowed in classrooms.

Perfumes, deodorants, and body sprays of any kind are only to be used in the locker room. Failure to comply will result in disciplinary action and items to be confiscated.

In addition, items and/or toys deemed inappropriate or dangerous will be confiscated by teachers or administration and will only be returned to a parent. The school district is not responsible for the recovery of lost or stolen items.

Off Limits Area

Middle School students are not allowed into the high school building or ramp area during the school day or before and after school. Exceptions to this are students going to or from scheduled activities or classes.

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, such as bandanas, 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. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

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

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

STUDENT DISCIPLINE CODE

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

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

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

1. Use of drugs

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

The Department of Community Health periodically distributes to 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 athletic and 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 that a student has consumed an alcoholic beverage.

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

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

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

3. Use of tobacco

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

4. Student disorder/demonstration

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

5. Possession of a weapon

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

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

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

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to

expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

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

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

11. Extortion

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

12. Gambling

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

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs 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.

The use of Artificial Intelligence may be considered cheating when a teacher expects original creations and thought of the student. The use of Artificial Intelligence should only be used with the consent of the teacher.

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

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

17. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of Wireless Communication Devices (WCDs)

Students may be in possession of a cellular telephone or other electronic communications device subject to the terms of this policy and the administrative rules of the District. Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such devices **shall not be used or be visible** during instructional time and shall be stored in the student's locker and be "away for the day." Students who violate the cell phone policy will be subject to the following disciplinary action:

- 1st offense - Device will be taken to office where student may pick it up at the end of the day.
- 2nd offense - Device will be taken to office and a parent must be notified.
- 3rd offense - Referral for insubordination and parent must pick up the device and may include loss of privilege.

Cameras are disruptive to the educational process and are not allowed to be used during school hours without permission from the principal.

Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.

The administration shall promulgate rules to enforce this policy at the building level.

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

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

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and be suspended.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

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

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of 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 handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

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

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports **must** 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 employees, 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 unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29a. Hazing

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

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

29b. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the

school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

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

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

Implementation

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

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, 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 that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

Non-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, or wireless handheld 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 a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517; Hazing, see Policy 5516. M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

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

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a 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 that state law requires that 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;
- after-school detention;
- in-school restriction.

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 the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may

also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

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

Discipline of Students with Disabilities

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

Demerit System

3 – 5	1 half-day in-school suspension
6 – 9	2 half-days in-school suspension
10 – 12	3 half-days in-school suspension
13 – 15	1 day out-of-school suspension
16 – 18	2 days out-of-school suspension
19 – 21	3 days out-of-school suspension
22 – 25	5 days out-of-school suspension
26 +	10 days out-of-school suspension

1	Public display of affection
1	Out of class without a pass
1	Loitering in high school
2	Disruptive behavior
2	Disrespectful behavior
3	Insubordinate behavior
3	Dress Code Violation (repeated offense)
3	Skipping Class
3	Use of obscenity written, gestured, or verbal
3	Unsafe or unsanitary conditions
3	Forgery or Lying
3	Cheating or Plagiarism/Improper use of Artificial Intelligence
3 – 6	Defacing School Property
3 – 5	Throwing snowballs
4	Defiance of Authority
5	Demonstrations, sit-ins, walkouts
6	Gross Misbehavior
6 – 9	Endangering Others

- 6 – 9 Vandalism
- 6 – 9 Unauthorized entry into facility or other’s property
- 6 Theft
- 13 Possession of fireworks
- 13-26 Video/audio recording without permission of all involved
- 15-19 Fighting
- 16 Use of fireworks
- 19 Gross Insubordination
- 22* Possession/Use of tobacco/Vape devices/or other paraphernalia
- 26* Possession/Use of alcohol or other drugs, including look-alike drugs
- 26 Possession of weapon (items less than Federal Standards)
- 26 Arson
- 26 Drug Trafficking

Points are compiled through the trimester only. A maximum of five (5) in-school suspensions may be served in one trimester. Other forms of discipline may be imposed when deemed appropriate by the administration.

*5 day suspensions could be reduced to 2 days and 10 day suspensions reduced to 3 days with a contract to complete an acceptable intervention program. Please see page 65 to review the contract.

DUE PROCESS RIGHTS

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

Suspension from School

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

During the appeal process, the student shall not be allowed to remain in school.

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

When a student is suspended, s/he may make-up work missed after the return to school.

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

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

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents 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 and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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

Within two (2) days 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 Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the 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 that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

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

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

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

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

STUDENT 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, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,

4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SECTION V - TRANSPORTATION

Bus Transportation to School

The transportation schedule and routes are available by contacting the Transportation Supervisor at 517-867-6409.

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

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

**HANOVER-HORTON SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**

**10000 Moscow Rd.
Horton, MI 49246
(517) 867-6409**



**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 517-867-6409 or your child's building principal office.

Bus Conduct & Rules

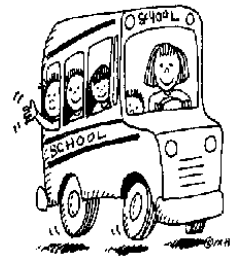
To provide for a safe and pleasant ride, students will:

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 a 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.



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:

1. who **litter** on the school bus. (1)
2. who bring **glass containers/objects** on the bus. (1)
3. who fail to **remain seated and facing forward** at all times, except when properly moving to and from the jump seat. (1)
3. who fail to stay off the **roadway and use proper boarding/departing procedures**. (2)
4. who make unnecessary **loud, boisterous sounds, yell, are rude, discourteous or annoying** (2)

5. who have part(s) of their body **hanging out of the windows.** (2)
6. who **eat/drink on the bus.** (2)
7. who use **improper language/profanity/gestures.** (2)
8. who **push/hit/trip/kick** (2)
9. who engage in behavior that abuses **the safety, well-being and respect of others** on the bus or at the bus stop. (2)
10. who **show disrespect** to the driver. (2-6)
11. who **throw objects** in, at or out of the bus (2)
12. who cross in **back of the bus** instead of the front. (2)
13. who **threaten** others. (2)
14. who **spit or bite.** (7)
15. who bring **illegal/dangerous articles/substances** on the bus (7-17)
16. who **light matches, use lighters or possess or use tobacco products.** (7-17)
17. who **destroy property. Students are responsible for restitution.** (7-17)
18. who **tamper with bus equipment. Students are responsible for restitution.** (7-17)
19. who engage in **sexual misconduct/harassment.** (7-17)
20. who **fight or engage in violent behavior.** (7-17)
21. who **threaten** another person with **bodily harm.** (7-17)
22. who **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 ACCEPT NOTES FROM PARENTS LETTING THEIR STUDENT GO HOME WITH ANOTHER STUDENT.**

Due to safety regulations and policies regarding reopening 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 is made of glass, (jars, bottles, cups, etc.) is not allowed on the school buses.

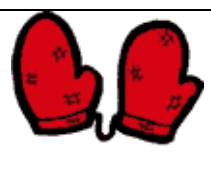
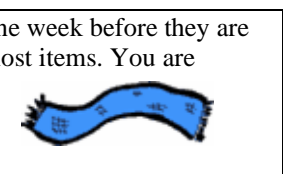
SLEDS – Unless prohibited at their school, roll up sleds that can be contained in a backpack, may be transported on the bus.

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>LOST & FOUND – 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 6am and 5pm, 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.

BOARD OF EDUCATION MEMBERS:

President: Chris Blackledge

Vice-President: Kristin Flick

Secretary: Liz Scott

Treasurer: Leon Densmore

Trustees: Tim Evans

Gail Proctor

Tonya Sears

SUPERINTENDENT: Denise Bergstrom 563-0100

HIGH SCHOOL PRINCIPAL: Isaac Cottrell 563-0101

MIDDLE SCHOOL PRINCIPAL: Jeff Waltz 563-0102

DEAN OF STUDENTS/ATHLETIC DIRECTOR: Chris VanEpps 563-0101

Hanover-Horton School District
Statement of Assurance of Compliance with Federal Law

The Hanover-Horton Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Hanover-Horton School District Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination in any program or activity for which it receives financial assistance from the U.S. Department of Education.

STAFF INFORMATION

<u>STAFF</u>	<u>PREP PERIOD</u>
Akers, Bryan	11:41 – 12:30
Alley, Kimberly	11:41 – 12:30
Beach, Erin	12:35 - 1:24
Clement, Stephanie	8:35 - 9:25
Frank, Tessa	12:35 – 1:24
Glassel, Tracy	1:29 - 2:18
Green, Adam	7:40 - 8:30
Griffis, Brad	1:29 - 2:18
Herendeen, Kristine	9:30 - 10:19
Herwat, Rhonda	11:41 – 12:30
Jones, Bill	12:35 – 1:24
Kughn, Karla	8:35 – 9:25
Kuhrt, Theresa	7:40 - 8:30
Marvin, Scott	1:29 - 2:18
Mortimer, Chad	8:35 - 9:25
Scheese, Gabrielle	10:24 - 11:13
Stone, William	12:35 - 1:24

**HANOVER-HORTON MIDDLE SCHOOL
2024 - 2025 SCHOOL YEAR CALENDAR**

August 21	First Day of School - 1/2 day
August 30 – September 2	Labor Day Weekend – No School
September 24	Picture Day
October 3	Parent/Teacher Conferences–4:00 – 7:00
October 4	Half Day – In-Service Day
October 21	No School – Fall Break
November 4	Picture Retake Day
November 15	End First Trimester
November 27 - 29	Thanksgiving Break – No School
December 20	Half Day – Winter Break Begins
December 23 – January 3	Winter Break – No School
January 20	MLK Day - No School – In-Service Day
January 30	Parent/Teacher Conferences-3:00 – 6:30
January 31	Half Day – In-Service Day
February 14 - 17	President’s Day Weekend - No School
February 28	End Second Trimester
March 20	½ day for Students & Staff
March 21 - March 28	Spring Break - No School
April 18	No School – Good Friday
May 5	No School – In-Service Day
May 26	No School – Memorial Day
June 6	Half Day – Last Day of School

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

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

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

Please check each that applies:

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

Parent/Guardian's Signature: _____ Date: _____

Student

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

Student's Signature: _____ Date: _____

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

Contract to Enroll in Intervention Program

As the parent/guardian of _____, I wish
(Name of Student)

to enroll my child in an approved intervention program. I understand that it is my burden to find, enroll my child in, and pay for, if necessary, said program. In recognition of this intervention, Hanover-Horton School district will allow the above named student to return to school early from suspension. It is the belief of Hanover-Horton School District that a proper intervention could lead to better life choices and outcomes.

By signing this contract, I, _____,
(Name of Parent/Guardian)

understand that I have 5 school days to identify, see approval for (if a program other than what is provided), and enroll my child in an intervention program. I also understand that failure to do so requires the suspension to be reinstated and carried out in its entirety. If at any point it is felt that the signing of this contract was an attempt to circumvent the system for personal gain (e.g. to attend school for a specific event) the reinstated suspension may include an additional amount of time equal to that which will be/has already been served. I also understand that if the intervention is not carried out in a timely manner, the suspension will be reinstated.

A signed note from the intervention specialist outlining the appointment commitment will serve as the good faith effort to seek out and enroll in an approved intervention. A final note of completion signed by the intervention specialist must be submitted to the office. Documentation of any changes in the appointment should be provided to the school.

Number of days to be suspended: _____

Reduced number of days to be served with the signing of this contract: _____

Date by which the scheduled appointment is to be received: _____

Name of program provider: _____

Date of appointment: _____

Date of the completion of intervention: _____

Student signature: _____

Parent/Guardian signature: _____

Administrator signature: _____

Date of Agreement: _____

NOTE: Be advised that the following forms are available in the School Office as they are referenced in the Student/Parent Handbook.

- **Title VI, IX, 504 Grievance Form 2260 F2**

- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**

- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**

- **Notification to Parents Regarding Student Records Form 8330 F9**

- **Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5**

- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**

- **Authorization for Prescribed Medication or Treatment Form 5330 F1**

- **Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**

- **Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**

- **Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c**

- **Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2**

- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**

- **Parent Notification Regarding Student Records. Form 8330F9**

INDEX

Academic Service Learning	19
Acceptable Use Policy (Technology)	57
Advertising Outside Activities	18
Aiding or abetting violation of school rules	35
Asthma Inhalers and Epi-pens	10
Athletics	24
Attendance	25
Board of Education	54
Bullying	38
Bus Conduct	50
Bus Transportation to School	49
Care of Property	30
Code of Conduct	28
Computer Technology and Networks	22
Conference With Teachers	20
Contract to Enroll in Intervention Program	59
Control of Casual-Contact Communicable Diseases and Pests	11
Control of Non Casual-Contact Communicable Diseases	11
Criminal Acts	42
Damaging property	34
Demerit System	44
Discipline	43
Discipline of Students with Disabilities	44
Disobedience	34
Displays of affection	35
Disruption of the educational process	36
Dress and Grooming	28
Due Process Rights	46
Early Dismissal	9
Emergency Closings and Delays	16
Emergency Medical Authorization	9
Enrolling in the School	8
Equal Education Opportunity	3
Expected Behaviors	28
Explanation of Terms Applying to the Student Discipline Code	31
Explosives	33
Extortion	33
False alarms, false reports, and bomb threats	34
Falsification of school work, identification, forgery	33
Field Trips	19
Fire, Lock Down, and Tornado Drills	16
Foreword	3

Gambling	33
Gangs	29
Grades	20
Guidance & Counseling Department	21
Hall & Classroom Procedures	29
Harassment	37
Hazing	37
Homebound Instruction	7
Homework	21
Immunizations	9
Individuals with Disabilities	12
Injury and Illness	7
Knowledge of dangerous weapons or threats of violence	32
Limited English Proficiency	12
Lockers	19
Long-term suspension or expulsion from school	46
Lost and Found	18
Meal Service	16
Mission of the School	3
National Junior Honor Society	23
Non Prescribed (Over-the-Counter) Medications	11
Parent Involvement	4
Penalties for Infractions of Bus Rules	52
Persistent absence or tardiness	34
Physically assaulting a staff member/student/person associated with the District	33
Possession of a firearm, arson, and criminal sexual conduct	42
Possession of a weapon	32
Possession of electronic equipment/Using camera cell phones	35
Prearranged Absences/Vacations	26
Promotion, Placement, and Retention	21
Purposely setting a fire	33
Recognition of Student Achievement	21
Refusing to accept discipline	35
Review of Instructional Materials and Activities	16
Scheduling and Assignment	8
School Calendar	56
School Day	6
School Sponsored Clubs and Activities	22
Search and Seizure	47
Sexual Harassment	38
Staff Information	55
Student Assessment	22

Student Attendance at School Events	27
Student Concerns, Suggestions, Grievances	48
Student Council	23
Student Discipline Code	30
Student disorder/demonstration	32
Student Fees, Fines and Supplies	15
Student Fundraising	15
Student Planners	22
Student Records	12
Student Rights and Responsibilities	6
Student Rights of Expression	47
Student Sales	18
Student Well-Being	6
Student Valuables	15
Suspension From School	45
Theft	34
Transfer Out of the District	9
Transportation	49
Trespassing	34
Unauthorized use of school or private property	35
Use of an object as a weapon	32
Use of breath-test instruments	31
Use of drugs	31
Use of Library	17
Use of Medications	10
Use of School Equipment & Facilities	18
Use of Telephones	18
Use of Tobacco	31
Use of Tobacco on School Premises	17
Verbally threatening a staff member/student/or other person associated with the District	33
Violation of bus rules	36
Violation of individual school/classroom rules	36
Visitors	17
Wellness Policy	19
Website & Automated Call	17
Withdrawal From School	9