

HARRISON COMMUNITY SCHOOLS  
Harrison, Michigan 48625  
WEBSITE: [www.harrisonschools.com](http://www.harrisonschools.com)

August 2016

Dear Hillside Families,

Welcome to Hillside Elementary School. Parents and guardians are an important part of the educational team and with your active participation, this will be a rewarding school year.

We hope this handbook familiarizes you with our school, regulations, procedures and services.

It is important that our school community to be safe, productive and rewarding for all. You will find the information in this handbook to be very useful.

Please read the handbook with your family members, discuss and highlight areas of interest, and keep it for a reference throughout the school year. Pay close attention to the sections on attendance and discipline, as there have been changes effective for the 2016-2017 school year.

If you have questions at any time, please feel free to call or email. You are always welcome to call our offices to arrange a personal meeting.

Again, welcome to Hillside Elementary School, and Harrison Community Schools. We are looking forward to sharing many exciting educational experiences with you.

Sincerely,

Andrea J. Andera, Principal  
Hillside Elementary School  
(Grades 3, 4, and 5)  
(989) 539-6902 (ext. 1100)  
aandera@harrisonschools.com

#### SCHOOL IMPROVEMENT

Harrison Community Schools are actively seeking ways to improve student achievement and the learning environment. During the 2016-2017 school year, Hillside is striving to activate a Parent Advisory Committee. If you have suggestions and are interested in participating in the school improvement process, please contact the building principal by letter, e-mail or a visit to the office.

Table of Contents

	Page
Welcome	1
Table of Contents & Administrative Offices	2
Academic Expectations, Mission/Vision Statement	3
School Closing and Delays	4
Parent Advisory Committee & “Good to Know” Information	5
Your Child’s Health	6
Notice to Parents & Hillside Staff	7
Discipline Procedure	8
Attendance Information	9-11
Transportation	11
Student Code of Conduct	12-14
Dress Code	14
General School Rules	15
Bullying	16-17
School Safety Plans	17
HCS District 2016-2017 Calendar	18

ADMINISTRATIVE OFFICES

**SUPERINTENDENT’S OFFICE**  
 710 S. Fifth Street 539-7871  
 Richard T. Foote, Superintendent

**BUSINESS OFFICE**  
 710 S. Fifth Street 539-6071  
 Jan Ranck, Business Manager

**HILLSIDE ELEMENTARY**  
 201 N. Fourth Street 539-6902 (ext 1100)  
 Andrea J. Andera, Principal, McKinney Vento Liaison, Title IX Liaison, District Improvement Director, District Assessment Coordinator

**LARSON ELEMENTARY**  
 455 W. Spruce Street 539-3259 (ext 1200)  
 Julie A. Rosekrans, Principal, GSRP Pre-school Director, Special Education Director (Elementary)

**MIDDLE SCHOOL ~ COMMUNITY EDUCATION**  
 701 S. Fifth Street 539-7194  
 Kelly Pieprzyk, Principal, State & Federal Programs Director

**HARRISON HIGH SCHOOL**  
 700 S. Fifth Street 539-7141  
 Ryan Biller, Principal, Alternative Education, Special Education Director (Secondary)

**ATHLETIC DEPARTMENT**  
 700 S. Fifth Street 539-2991  
 Joe Ashcroft, Director, Dean of Students 6-12

**CHARTWELLS FOOD SERVICE**  
 710 S. Fifth Street 539-7202  
 Lacie Curns, Director

**MAINTENANCE**  
 725 W. Spruce Street 539-9711  
 Scott Haskell, Supervisor

**TRANSPORTATION**  
 406 W. Main Street 539-7082  
 Ann Whitaker, Supervisor

# Academic Expectations

The Harrison Elementary Schools have high expectations for all students. The staff expects all children to get the most out of their educational experience. It is important that every student:

1. Come to class prepared and on time
2. Follow class and school rules
3. Show respect to others
4. Do his/her best

## Grading:

During the 2016-2017 school year, Hillside teachers are transitioning to Standards Based Grading. Families should expect to see a numerical scale on report cards, instead of the traditional letter grades. Report cards will list student levels of mastery, with 3 being the highest, and will indicate the Core Standard directly on the report card. This transition brings consistency to the report card format between Hillside and Larson Elementary. Hillside teachers and staff believe that this is a more authentic means of reporting student progress.

Parents can expect Progress Reports to be sent home monthly. Additionally, families can access student grades and assignments through Skyward. Please contact the Hillside Office for your username and password.

## **Hillside Mission Statement (Updated 2016):**

At Hillside, we encourage students to participate in goal setting in an effort to self-monitor their own learning in a positive environment, feeling comfortable taking part in risk-taking on clearly communicated learning expectations.

## Vision

The Shared Vision of Harrison Elementary Schools reads as follows:

Our school is a welcoming, engaging and creative environment that is clean, orderly and safe.

Parents and community are an essential part of our school culture by valuing education. They do this by volunteering, supporting students, learning and celebrating successes. Staff works collaboratively in a supportive atmosphere with willingness to share ideas and successes. Students are responsible, respectful and set goals to meet academic expectations.

## Values

In order to advance our shared vision of an exemplary school, we commit ourselves to:

- Providing an inviting learning environment with clear expectations, consistent procedures, and SMART goals.
- Helping students value learning and become life-long learners by providing positive meaningful learning experiences.
- Promoting a positive school culture by modeling appropriate social skills and behavior.
- Scaffolding instruction based on data to meet individual student's needs and build on their strengths.
- Implement best practices through ongoing professional development for continuous improvement.
- Working collaboratively with colleagues in developing instructional strategies, designing methods of assessment, and working toward SMART goals.
- Recognizing the value of each other through communication and respect.
- Creating a welcoming environment for parents and community to involve them in the learning process.

# HCS CLOSINGS AND DELAYS

Elementary Time Schedules	
Building Opens	7:30 a.m.
<b>School Begins</b>	<b>8:05 a.m.</b>
<b>School Dismisses</b>	<b>3:05 p.m.</b>
2 – hour delay	10:05 a.m.

HMS & HHS times are 8:00am – 3:00pm

## School Closing and Weather Emergencies

Occasionally school is dismissed early during the school day due to rapidly changing weather conditions. Public announcements will be made approximately one hour before the students are dismissed over the TV and radio stations listed below. If school should be closed early for any reason, you should already have a contingency plan for where your child should be sent. The office should be notified ahead of time as to what your arrangements are since it is very difficult to get through the phone at the last minute. (This way both the school and you will be assured that children will not be going home to an empty house.) Please fill out an Early Dismissal Form and return it to the school office.

## School Delays

In the event of a school delay, it will be announced over the above radio/TV stations. Under the 2-hour delay policy, all schools will open exactly two hours later than the normal starting time. Larson Elementary and Hillside Elementary will begin at 10:05 a.m. If it becomes necessary to close school after the 2-hour delay, announcements will be made by 8:25 a.m.

## School Closing Due to Inclement Weather

Parents and students can receive information about school closings or delays by dialing the School Phone Advisory at 539-7818, (push 5, then push 1), or listening to the following radio and TV stations:

WUPS/Houghton Lake 98.5 FM  
 WCFX/Clare 95.3 FM  
 WCEN/Mt. Pleasant 94.5 FM  
 WNEM TV 5  
 TV9 & 10 Cadillac

## Hillside Elementary Parent Advisory Committee (PAC)

Hillside Elementary wishes to actively participate with families to improve education from all angles. With this in mind, Hillside has a Parent Advisory Committee that meets at least once per marking period (no fewer than 4 times per year) to discuss policy and procedure, as well as school improvement goals, objectives, strategies, and activities. All families are welcome, and if you wish to be a member of this committee please feel free to contact the Hillside office. A schedule of meeting dates is communicated through fliers sent home, on the Hillside webpage, and via the Hillside Facebook page.

### “GOOD TO KNOW” Information

#### RECESS:

A supervised recess is provided each day. When weather does not permit outside play, an inside recess time is provided. Please be sure your child is dressed appropriately for outside play every day. During the mud and snow months, your child will need separate shoes or boots for outside play (you may choose to provide extra socks to stay at school to assure dry and warm feet).

Students are expected to go outside for recess unless they have a medical excuse written by a doctor. Our policy is such that if the wind chill temperature is 10 degrees above zero, children are expected to go outside.

Hillside: If the wind chill is between zero and 10 degrees, children will have the option to go outside (if properly dressed), or stay indoors for their recess. If the wind chill is below zero, all children will stay inside.

**PARKING:** Parking is a safety issue for both of our elementary schools. Please be sure to observe the NO Parking, Handicapped, and Bus Loading areas at the school. For safety reasons, children WILL NOT be allowed to cross the parking lot and street unless an adult accompanies them. **For pick/up and drop/off, please pull PAST the Flag Pole, and leave the space to the North of the Flag Pole for bus loading and unloading.**

**LOST AND FOUND:** Items found on school property will be stored in each school’s Lost and Found area. Please remind your child to check there when he/she has lost something. Articles not picked up at the end of each trimester will be disposed of.

**STUDENT PICTURES:** Student pictures will be taken in the fall. There is no obligation to purchase these pictures. Information regarding pictures will be sent home with each child prior to picture day.

**SCHOOL SUPPLIES:** Students may bring their own school supplies. Check with the classroom teacher for suggested classroom supplies.

**ASSEMBLIES:** Assemblies are held periodically to celebrate successes and to provide enrichment.

**FIELD TRIPS:** Field trips are planned to correlate with curriculum and to provide enrichment. The permission slip must be signed and sent back to the school office for the

student to go on the trip. A letter will be sent home approximately one month before the field trip with information about the event. As a parent, you have the option to not have your child participate. If your child chooses not to attend the field trip it is not an excused absence. Contact the school regarding your wishes and other arrangements will be made for your child. School suspensions, attendance, and/or behavior at school will determine field trip eligibility.

**LIBRARY/MEDIA CENTER:** Books need to be returned before new books may be checked out. All students are responsible for anything they borrow. Students are expected to pay for damaged or lost materials.

**PARENT/TEACHER CONFERENCES:** Conferences are scheduled for one (1) time during the school year (fall) at the end of the 1<sup>st</sup> semester. This is an excellent opportunity to meet with your child’s teacher and discuss progress. Parents may request additional conferences with a teacher or a principal at any time.

**BOOK FAIR:** You will be given the opportunity to purchase books for your home library through the School Book Fair. Fliers will be sent home with more information.

**REPORT CARDS:** Harrison Community Schools operate on a semester grading schedule. At the Elementary level, report cards are issued two times per year. The first report card is given to parents at the fall Parent Teacher Conferences. The next two report cards are sent home with the student. At Hillside, teachers are required to send progress reports home monthly.

**SPECIAL SERVICES:** Our elementary schools offer programs for children needing academic support. These programs are Title I, Reading and Math support, and

**S.P.A.R.K.S.** (Students Participating in Academics and Recreation for Knowledge and Success).

#### PERSONAL ITEMS AND MONEY

No personal items or money should be brought to school unless special arrangements have been made with the teacher. Cell phones, CD/DVD players, game systems, action figures, trading cards, toys, stuffed animals, and jewelry, are all examples of things that are easily damaged, lost, or misplaced, and are inappropriate for school.

**NOTE TO PARENTS:** Please DO NOT bring your pets into the School when picking up your child(ren).

## Your Child's Health

### Health Forms

Each child will receive an individual Health Form. Please fill the form out completely and return to the school office as soon as possible. If your child has special health needs or health conditions that require special treatment or an emergency plan, please contact the school of any changes during the school year.

### Student Illness and Injuries

The parents of children who become ill during school will be contacted by phone. Our office staff will assist a student who becomes ill. If the student is unable to continue at school, the parent will be notified and arrangements will be made for the student to leave school. Please be sure your emergency data card contains current information and is complete. Please be aware that school first aid services are limited. Be sure you have completed our medical forms so we know your child's health history and are aware of any medical concerns and/or allergies.

Children are expected to go outside for recess. Only children with a doctor's note will be kept inside.

### Immunizations

State Law requires that immunizations be up to date. Please report any updates of your child's immunization record to the office. Students will be excluded from the school if their immunizations are not current. Make sure your child's immunizations are up to date.

### Medications

Due to the increasing number of students taking prescription medications during school hours, we are asking for your help in keeping the medications safe and correct for your child. All medications require a doctor's order. This includes all over-the-counter (otc) medications such as, Tylenol, cough syrup, etc. If it is necessary that your child be given medication during school hours, we are asking that you comply with the following policy:

Obtain an Authorization for Medication Form from your child's school. The medication may not be given unless a physician and a parent/guardian sign this form and return to the school office. All medications must be in properly labeled prescription bottles. The drug store can give you an extra bottle with the label on it for school. Please include enough medication for the length of time the child will be taking it at school.

All medications are dispensed through the school office. Children are not allowed to keep medication in their

possession at school with the exception of inhalers. If a child is to self-carry an inhaler, he/she must have a written order from the doctor.

### When to Keep Your Child Home

The following are guidelines for when to keep your child home from group childcare or school:

- Appearance/Behavior: Unusually tired, pale, difficult to wake, confused or irritable, with lack of appetite. These problems are sufficient reason to exclude a child from group childcare or school.
- Diarrhea: Three or more watery stools in a 24-hour period, especially if your child acts or looks ill.
- Ear Infection: Your child may attend school after receiving medical treatment. (Untreated ear infections can cause permanent hearing loss and even more serious problems.)
- Eyes: Pink eye, or thick mucus or pus draining from the eye. Your child probably can attend school immediately after starting treatment.
- Fever: Temperature of 100 or higher and confusion, diarrhea, earache, irritability, rash, sore throat, vomiting, cough, or headache.
- Lice/Scabies: Children cannot return to childcare or school until their hair has been treated with lice shampoo and the dead eggs ("nits") have been combed out with a special comb. Children with scabies can go to school after treatment has been started.
- Rash: Body rash, especially with fever or itching.
- Sore Throat: Especially with fever, or swollen glands in the neck.
- Vomiting: Vomiting two or more times within the past 24-hours.
- Common cold: If your child had minor cold symptoms but does not have the symptoms described in this article, he/she may not need to be kept home from school. A long-term (chronic) greenish nose discharge, and/or a chronic cough are symptoms that should be looked at by a doctor.

Using Common Sense: Do not send your child to school with an illness that could spread to other children. Do not send your child to school if he/she would be miserable all day, or if his/her presence would distract the other children. If you have something very important coming up at work that you simply cannot miss, make "just in case" plans (neighbor, grandmother, or spouse care) in the unlikely event your child wakes up ill that morning.

**Head Lice:** If your child is found to have head lice (live lice) he/she may be sent home for treatment. Once your child has been treated he/she may return to school. Your child will be followed up by designated staff to check on the progress of the treatment. All eggs must be removed within 7-10 days from the first day of treatment. We recognize that head lice can be chronic. It is our goal at Hillside to work with families experiencing chronic head lice so that a child's attendance due to head lice does not negatively impact their academic performance, while also stopping the infestation from spreading to others.

## Notice to Parents

As a parent of a student at Harrison Community Schools you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

Whether Michigan Department of Education has licensed or qualified the teacher for the grades and subject he/she teaches.

Whether Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degree.

Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's school.

### Hillside Elementary School Staff

Principal – Andrea J. Andera

Secretary – Denise Urbaniak

#### Third Grade

Susan Clark  
Tracy Lubs  
Andrew McMillan  
NEW TEACHER

#### Fourth Grade

Tracey Merillat  
Lisa Kreider  
Julie Jackson  
Anthony Taylor

#### Fifth Grade

Heather Jensen  
Michael Long  
Amy Romanowski  
Renee Pratt

#### Title I

Keith Foote

#### Interventionist / Parent Liaison

Peggy Roe

#### Special Education

Lisa Rauch  
Kimberly Hollis  
Matt Wyatt

#### Technology / Science / Physical Education & Health

Laura Mann

#### Paraprofessionals

Carol Mason

#### Playground Supervisors

Becky Stamper  
Christi Fillhard  
New Playground Supervisor

“The Road to Success Begins at Harrison Community Schools.”

## DISCIPLINE

### Hillside Elementary School Discipline Procedure

*Teachers institute a warning procedure within their own classroom (i.e., clip chart, DoJo, Etc.). A referral is issued when the behavior is persistent and/or extreme. Discipline referral forms will indicate the menu of possible consequences.*

- 1<sup>st</sup> Offense: Discipline Referral form (indicate consequence).
- 2<sup>nd</sup> Offense: Discipline Referral form (indicate consequence), AND Phone call to parent / guardian alerting them that the student will need to go to detention if there is a 3<sup>rd</sup> offense.
- 3<sup>rd</sup> Offense: Discipline Referral form (indicate consequence), AND Phone call to parent / guardian to notify them that their child will have a detention (**Detentions will be held on Wednesday afternoons from 3:05 – 4:05 Transportation will not be provided.**)
- 4<sup>th</sup> Offense: Discipline Referral form (indicate consequence), AND Parent / Guardian Meeting. Upon receiving a fourth discipline referral, parents / guardians will be required to meet with the principal to develop a plan for success.
  - A plan for success will be developed to meet the students' needs, indicating what to do in the case of future referrals.

#### Consequences:

Hillside staff recognize that blanket consequences are not an effective means of behavior management. To that end, the Hillside staff has developed a “menu” of consequences, and the referring adult reserves the option of selecting alternate consequences as appropriate to the situation. Consequences include, but are not limited to: completing a written behavior plan, loss of recess, loss of lunchroom privileges (food is served), restriction from school events, additional assignments, parent meetings, and/or forms of community service within the school building/grounds as appropriate and as discussed with parents (i.e., picking up litter, washing windows, sweeping the floor, etc.).

Students will be subject to immediate disciplinary action up to and including suspension for the following offenses:

- Fighting or aggressive behavior
- Violent threats
- Weapons in school
- Vandalism
- Theft
- Extreme disrespect
- 3 detentions
- Use of a controlled substance, alcohol possession, use of drugs, narcotic drugs, marijuana, and prescription drugs not prescribed to the user, look-alike items or possession of drug paraphernalia
- Possession of tobacco products (including look-alike products) as defined: having tobacco on one's person whether lighted or not, exhalation of smoke or obvious evidence of tobacco use or possession.

ATTENDANCE

Clare County Truancy Protocol

INTRODUCTION

Truancy is a problem that can only be solved through the cooperative efforts of the school, parents, law enforcement officers, the Prosecuting Attorney, and the Family Division of the Circuit Court. This protocol has the student’s educational problems (i.e. excessive absences, behavioral issues, failing grades, etc.) and counseling, alternative agency services, and additional school services have been offered to the student, MCL.712A.2(a)(4).

Before a truancy petition can be filed in the Family Division of the Circuit Court and court intervention sought, the Prosecuting Attorney must have evidence that the juvenile is not attending school or repeatedly violating school rules or regulations, and that the school has taken steps to help the student be successful. Thus, the school must keep a record of all contacts with the parent/guardian detailing who participated in the contact; the place, date and time of the contact; and a summary of what was discussed. It is also important to note if the child was to participate in any additional services, such as counseling, small group instruction, tutoring, etc.

PROCEDURE

Effective implementation of our efforts to eliminate truancy requires consistently following a uniform procedure. The first step begins with the school detecting the problem, and ends with the Prosecuting Attorney requesting court intervention from the Family Division of Circuit Court. Ideally, the initial steps will resolve the truancy issue by working with the parents/guardians and the student prior to law enforcement involvement and court intervention.

STEP 1: The school needs to monitor every student’s attendance. When a student has accumulated 5 UNEXCUSED ABSENCES (as defined by that school district’s attendance policy) the school shall notify the student’s parents/guardian of the lack of attendance. A letter may be sent to the parents/guardians. If the school opts to send a letter, it may be mailed via regular mail, certified mail, return receipt requested, deliver to addressee only, or personally delivered to the parents/guardians.

STEP 2: When the student accumulates 10 UNEXCUSED ABSENCES, the school shall again

been developed so that we may work together in achieving the goal of regular attendance for all students. The truancy law allows for Court intervention where a student repeatedly absents him/herself from school, or repeatedly violates school rules or regulations, and the student, the student’s parent/guardian, and school officials have met regarding notify the student’s parents/guardians of the lack of attendance. If a second letter is sent, it shall be delivered certified mail, return receipt requested, deliver to addressee only, or personally delivered to the parents/guardians. This second letter should also warn that the next step if the truancy issue does not resolve will be submitting a referral to the Prosecuting Attorney for delinquency and/or criminal charges.

STEP 3: Contemporaneous to the second letter, a school official shall hold a meeting with the student and the parents/guardians. This meeting should explore the reason(s) for the student’s truancy and determine what other interventions may be beneficial.

STEP 4: The liaison officer (if applicable) shall investigate the student’s circumstances and determine if the student’s absences are justified. If the officer determines the student’s parents/guardians failed to comply with the Compulsory School Attendance Act, the officer shall give written notice to the parents/guardians in person or by registered mail requiring the student to appear in attendance on the next regular school day following receipt of the written notice, and to continue in regular and consecutive attendance. The officer shall notify the appropriate local school official or the service of notice, and the appropriate local school official shall notify the officer if the student does not appear in attendance. MCL 380.1587.

STEP 5: As soon as the student accumulates 15 UNEXCUSED ABSENCES, the officer and/or school shall refer the matter to the Prosecuting Attorney so Family Court intervention may be sought. If the officer deems appropriate, warrant requests for the parents/guardians shall also be submitted to the Prosecuting Attorney for failure to comply with the Compulsory School Attendance Act.

Revised 3/1/12

## STUDENT ATTENDANCE

Michigan Compulsory Educational law states that students must attend school until they are sixteen (16) years of age. The law provides that “every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and sixteen (16) years, shall send that child to school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.” (MCL§ 380.1561)

Students who attend school regularly are more likely to achieve high grades, enjoy school to a greater degree, and have more employment opportunities after leaving school. Regular and prompt attendance is necessary in order for a pupil to progress satisfactorily with his/her class.

A major factor in a student’s lack of progress in school is irregular attendance. Not only does the student miss the instruction that is given on the missed day, but children with excessive absences can also develop serious behavior problems. Once a child gets behind his/her classmates, it is difficult to catch up and quite often a student will develop a dislike for school and a lowered self-concept.

We recognize that there are times when a child should not be in school because of an illness or injury, or on an occasion when he/she has the opportunity to experience some event or family activity that could supersede going to school on that particular day, but we encourage parents to see that their children are in school on a regular basis.

### Absences

Students are expected to be in school except in cases of emergency or for reasons as explained below. The Michigan School Code states that a student should not be absent in excess of ten (10) school days. Excessive absences are considered truancy. Students absent more than ten (10) days not verified by a doctor will be evaluated for a court referral.

If a student is missing from the building without parental knowledge, police contact may be necessary.

The term excused will refer to any absence from class based on the following with documentation:

- Personal illness of the student or of any immediate family member where the student’s presence is needed (doctor’s note required)
- Death of a family member or close friend of the family or student
- Medical or dental care
- Legal business
- Out-of-school suspension

Any other type of absences will be considered unexcused. When students are ill or parents / guardians have indicated a necessary absence, the absence will be marked “P-IL” (illness), or “P-PE” (parent-excused). However, these absences are still not considered “EXCUSED” or exempt from the Clare County Truancy Protocol. Appropriate documentation is required to excuse absences.

### Reporting Absences

A parent or guardian should call the school before 8:00 am on the day of the absence. (Hillside 539-6902, ext 1100) (Larson 539-3259, ext 1200)

If no phone contact has been made a parent or guardian must send a signed note with the student’s name, date(s) and reason for absence. The student must bring a note to the school office before 8:05 am on the day he/she returns to school.

If the absence is pre-planned a parent or guardian must notify the school prior to the absence.

It is important that parents call school no later than 8:00 am to report their child’s absence. Please call the school each day your child is absent unless the absences are prearranged. We will attempt to contact a parent for each absent child unaccounted for. We will call all available emergency card numbers until we can ascertain that the child is home and that nothing has happened to him/her on the way to school.

If a family does not have a telephone, the student is to bring a note to the office and to his/her teacher on the day of returning from the absence. The note must specify the reason(s) for the absence and the student’s parent or guardian must sign it. In the event of an absence, it is the student’s responsibility to keep all schoolwork current. Being absent or truant from school is not cause for reduction of a student’s grades. Failure to make up missed work, however, will result in the student’s failure on the portion of the work not completed.

### Late Arrivals & Early Departures (Tardy)

Students reporting to class 9:00am are considered absent for the morning session. Similarly, students picked up early shall be considered absent for the afternoon session (1/2 day) if they leave before 2:00 p.m.

A total of 5 “tardies” equal one half-day absence. 10 “tardies” equal one full-day absence. As such, these absences affect a student’s overall attendance and are subject to the Clare County Truancy Protocol.

Students delivered to school late must be signed in, and those picked up early must be signed out (and signed back in should they return).

**PLEASE, Do Not sign students out early at the end of the day unless there is an EMERGENCY. This is very disruptive to the learning environment.**

Signing Students In (after the start of the school day)

If your child arrives at school after the start of the school day, you must come into the office with your child and sign him/her in.

Signing Students Out (during the school day)

**If you need to pick up your child during the day, we require you to stop in the office to sign out your child. Do not go directly to the classroom. Teachers do not have authorization to release students directly to parents. Please have your identification ready.**

**If you normally pick up your child at the end of the school day, we request that you do not come into the building until 3:00, and wait until students are dismissed at 3:05 so as not to disrupt classroom instruction.**

**Hillside Policy For Tardy and Half-Day Attendance**

- School begins at 8:05 am.
- A student arriving at school between 8:05-9:00 am will be considered tardy.
- A student who signs into the building after 9:00 am will be marked ½ day (AM) absent.
- A student leaving school before 2:00 pm will be marked ½ day (PM) absent
- A student picked up after 2:00 will be considered an early leave (PM tardy)
- 5 “tardies” = ½ day absence
- 10 “tardies” = 1 day absence

TRANSPORTATION

Students who regularly ride the bus need to have written permission from their parents to go home by any other means. If you have a change in your regular transportation plans, please notify the office in writing. Special bus considerations of any kind will have to be cleared through the bus garage. **You must call before 2:30 with changes to transportation.** If your child is not riding the bus, please notify the bus garage. The phone number of the bus garage is 539-7082.

Clare County Transit Corporation (CCTC)

If your child will be using CCTC (Clare County Transit Corporation) services to or from school, it is your responsibility to make all necessary arrangements with the CCTC. You may purchase a book of tickets, or you may prepay at their office. The CCTC phone number is 539-1473.

Electric/Gas Bicycles, Electric/Gas Scooters, Snowmobiles or Off Road Vehicles

Electric/gas bicycles, electric/gas scooters or ORVs are not permitted at Hillside or Larson Elementary Schools. Snowmobiles, ATV's and other seasonal vehicles are not permitted on Harrison Community School's property at any time.

Harrison Community Elementary Schools utilize First Student for student transportation. Please refer to the First Student discipline procedures and code of conduct for transportation specific behavior expectations. Harrison Community Schools cooperates fully with First Student to hold students accountable to behavior expectations both at school and on the bus.

## STUDENT CODE OF CONDUCT

The Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students. Each prohibited act listed in the Student Code of conduct sets forth the discipline, which may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion: for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. A student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined. Additionally, a student who engages in a prohibited act, which violates law, may be referred to the appropriate police authority.

### Definitions of Discipline:

- Administrative Intervention
  - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work before or after school, additional classroom assignments, revocation of the privilege of attending school function, after school functions and activities, events etc.
- Suspension
  - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions.
- Expulsion
  - The permanent exclusion of the student from the school system.

### Prohibited Acts

1. Failure to Cooperate
  - a. A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceedings.
2. False Allegations
  - a. A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers) Board of Education: members; or volunteers.
3. Failure to Comply with Directions of School Personnel
  - a. A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity.
4. Falsification of Records
  - a. A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records. Students may not sign permission slips.
5. Scholastic Dishonesty
  - a. A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.
6. Copyrighted Material
  - a. A student shall not unlawfully duplicate, reproduce, retain or use copyrighted materials.
7. Improper Communications
  - a. A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), board of Education members, chaperones, volunteers or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communication are made during, before, or after school hours or during times when school is not in session.
8. Indecency
  - a. A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.
9. Disruption of School
  - a. A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonable likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.
  - b. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct, which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.
  - c. Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use:
  - d. Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a building principal:
  - e. Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly:

- f. Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.
10. Discriminatory Harassment
- a. A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g. sexual or racial comments, threats or insults, unwanted sexual touching, etc.)
11. Violations of Building Rules and Regulations
- a. A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.
12. Bullying and Hazing
- a. Students are prohibited from engaging in conduct, whether written, verbal or physical, that unreasonably interferes in another's participation in or enjoyment of school or school-related activities, such as bullying or hazing. Bullying means intimidating or attempting to intimidate others by any means or methods, including: taunts, name-calling, put-downs, discriminatory harassment, extortion or exclusion. Hazing means initiating another student in any grade, school or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment or discomfort.
13. Dress
- a. A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.
14. Smoking/Tobacco
- a. A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.
15. Trespassing, Loitering
- a. A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.
16. Suspended Student On School Property or Attending School Activities
- a. A student, while on suspension, shall not enter onto School District property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator.
17. False Alarms
- a. A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.
18. Electronic Communication Devices and Laser Pointers
- a. Students are prohibited from using or possessing active (i.e., turned on) electronic communication devices (e.g., pager, cellular telephone, etc.) on school premises from the beginning until the end of the instructional day, including passing times, lunch times and after school detention. Students are also prohibited from openly possessing inactive electronic communication devices from the beginning until the end of the instructional day, and such devices shall be stored in the student's book bag, locker, purse, etc.
- b. Student use and possession of active electronic communication devices before and after the instructional day shall be limited to areas designated in writing by school administration. Students are prohibited from using or possessing active electronic communication devices, at any time, in the locker rooms and bathrooms and on school buses.
- c. Students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration. **Hillside recognizes the prevalence of electronic communication devices and embraces technological advancements. As such, we understand that there are educational uses for such devices and teachers and administrators may make exceptions to this rule. As a generalization however, any device which disrupts the learning environment or educational community, is prohibited.**
19. Damage of Property or Theft/Possession
- a. A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.
20. Coercion, Extortion or Blackmail
- a. A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.
21. Arson
- a. A student shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.
22. Fireworks, Explosives, Chemical Substances
- a. A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.
23. Criminal Acts
- a. A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.
24. Alcohol/Chemical Substances
- a. A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence of any alcoholic beverages or intoxicant of any kind. A student shall not inhale, glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence.
25. Look-Alike Weapons
- a. A student shall not possess, handle or transmit any object or instrument that is a 'look-alike' weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).
26. Weapons and Dangerous Instruments
- a. A student shall not possess, handle or transmit a knife with a blade of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or

other object or instrument that can be considered a weapon or is capable of inflicting bodily injury. The word “firearm”, for purposes of this section only, means any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by action of any explosive; or any destructive device which includes any explosive, incendiary or poison gas (i) bomb (ii) grenade (iii) rocket having a propellant charge of more than four (4) ounces (iv) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce or (v) mine. A weapon free school zone means school property, which includes a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school or vehicle used by a school to transport students to and from school property.

#### 27. Personal Protection Devices

- a. A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

#### 28. Drugs, Narcotic Drugs and Counterfeit Substances

- a. A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressants controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption. A student shall not see, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxative, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.
- b. A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g. selling NODOZ as “Speed” or “Crack”) or sell, manufacture, possess, use, deliver or transfer “designer” drugs).

#### 29. Fighting, Assault and/or Battery on Another Person

- a. A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and

student teachers), student, volunteer, chaperone or other person (e.g. fighting).

#### 30. Violation of Acceptable Use Policy

- a. A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may result in a loss of: access privileges/ technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

#### 31. Gang Insignia/Activity

- a. A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; as student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to, a) soliciting others for membership in any gang or gang related activity b) requesting any person to pay protection or otherwise intimidating or threatening any person c) committing any other illegal act or violation of School District rules or policies, or; d) inciting other students to act with physical violence on any person. The term “gang”, means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

## DRESS CODE

The style and manner in which a student dresses while he/she attends school shall be the responsibility of parents/guardians. Parental discretion shall be the major criteria for student dress. The District maintains the right to impose reasonable restrictions on dress for the following reasons:

1. If the style of dress or grooming is disruptive to the educational process.
2. If the style of dress or grooming is detrimental to the health, safety, or welfare of the student or other students.
3. If the dress is of a type, which may cause physical damage to the school.

Parents are encouraged to guide their children in appropriate dress for school. School involves a lot of activity, and clothes should provide this flexibility.

- Crop-tops, short shorts or skirts, belly shirts, spaghetti straps (underwear should not be seen), shorts should be at an appropriate length, head apparel, and see-through clothing are not acceptable.
- Students must wear shoes in school at all times. Tennis shoes must be worn in gym.
- Clothing or accessories, which have logos, printed materials, are deemed to be crude, obscene or suggestive is prohibited.
- Clothing which promotes drug use, including tobacco, and alcohol or advertises the logo of such a

product shall not be allowed in school. Students should come dressed appropriately for the weather, especially during the winter months when weather is unpredictable.

- No hats or bandanas in class or in the hallways.
- Hoods on sweatshirts must stay down.

#### GENERAL SCHOOL RULES

The primary objective of Harrison Community Schools is to assist each student to develop into a responsible, self-controlled individual, willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

#### School Rules

- Walk/don't run. Keep hands and feet and whole body to yourself.
- Respect others and their property.
- Be proud of your school and help keep it clean. Don't litter, deface, destruct or vandalize.
- Toys are prohibited in school except for special classroom activities, in which case, you will be notified.
- Quiet and orderly conduct is required when moving around the school building.
- Respect wall displays throughout the building.
- Obscene language and disrespect will not be tolerated.
- Cooperation is expected from students with all staff, at all times.
- Fighting will not be tolerated and will be dealt with severely.
- Use sidewalks.
- Follow hallway procedures.

#### Harrison Elementary School's Playground Rules

- Keep hands and feet to self at all times.
- Leave rocks, sticks, sand, and snow on the ground.
- Always use kind words.
- Take turns when sliding, swinging, jumping rope, and running while participating in playground activities.
- No teasing or bullying.
- No excessive body contact during games of kickball, soccer, football, baseball, or other games.
- Exercise good sportsmanship.

Playground supervisors have the authority to cancel sports on the playground if they deem necessary, due to excessive body contact and/or poor sportsmanship (trash talking).

Our Philosophy: "Teachers have the right to teach and students have the right to learn in a safe environment."

## Bullying

### BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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 example 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 (ie. cyberbullying).

#### 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, students, 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 he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the 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 and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

#### NON-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 actions as indicated above.

#### Bullying

The ERIC Clearinghouse on Elementary and Early Childhood Education defines bullying as follows:

Bullying is comprised of direct behaviors such as teaching, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of intimidation occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Bullying in schools is a worldwide problem that can have negative consequences for the general school climate and for the right of students to learn in a safe environment without fear.

Bullying at the Harrison Elementary Schools will not be tolerated. It will be addressed as a serious behavior problem. Discipline for bullying will be administered according to the severe clause procedure.

### School Safety Plans

#### Statement to Parents

The primary goal of the Harrison Elementary Schools is to ensure your child's safety at all times. To meet this goal, the district has a complete, school-wide safety plan for the following incidents:

- Fire – fire drill procedures posted in all classrooms
- Severe Weather – tornado and severe weather procedures posted in all classrooms
- Dangerous Situations – procedures reviewed with entire staff
- Hazardous Materials Spill – procedures reviewed with entire staff

All staff members - teachers and support staff - are in full knowledge of the School Safety Plan and know how to react during these situations. The Plan will be reviewed with the staff at the beginning of school and from time to time throughout the school year. Adjustments and changes to the School Safety Plan will be made as needed; these changes will be communicated to and implemented by the entire school staff.

#### Safety

It is mandatory for all parents and visitors to stop at the office where you will be issued a visitor's pass.

We regret not being able to allow parents to go directly into the classroom areas but we must have security procedures in place to protect all of our students. Please help us keep our school a safe place for your child by observing this rule. Students will not be released to

anyone other than the parents without written permission.

Safety is of the utmost importance to us. For this reason, we ask that you ALWAYS stop in the office to check in and get a mandatory visitor's pass, whether you are coming to volunteer, pick up a child, or meet with a teacher. Please enter through the front door, nearest the school office and check in with office personnel before going any further into the building. Children will NEVER be released from the classroom or playground unless the parent has first checked in with the office.

Students can only be released to the adults you have listed on the Emergency Release Form. If this is someone the office personnel would not be familiar with, please have that person come prepared to show proper identification before picking up your child.

Parents need to be aware of the seriousness of a student bringing a weapon to school. Public Law 103-382 requires elementary and secondary schools to expel, for a period of not less than one year, any student who brings a weapon to school, who commits arson, or is involved in serious sexual misconduct while in school or on school property. A weapon may be defined as a knife, firearm or any other object that might be used with the intent to commit great bodily harm to another child or adult.

If you have any questions or concerns about the Hillside or Larson Elementary School Safety Plan please contact

either school administrator. A copy of the School Safety

Plan is available for public review at these locations.