

## **FOREWORD**

This handbook was developed to answer many of the commonly asked questions that students and parents/guardians 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. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers and/or the Principal.

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 Hanley International Academy's rules.

# **HANLEY INTERNATIONAL ACADEMY**

## **2016-2017 School Year**

Welcome to Hanley International Academy! We thank you for your confidence in our school and staff. We realize you have a choice, and we pledge ourselves to providing the best for your student's learning experience.

Hanley International Academy is managed by The Romine Group (TRG) and authorized by Grand Valley State University (GVSU).

### **Educational Service Provider**

The Romine Group

7877 Stead Suite 100

Utica, MI 48317

### **Authorizer**

School Representative – James D. Smith

201 Front Ave. SW, Suite 310

Grand Rapids, MI 49504



## **Hanley International Academy Administrative Staff**

Steve Paddock	Superintendent
Shameka McPherson	Principal
Brian Dunn	Assistant Principal
Simone Gardner	Assistant Principal
Michelle Robinson	Office Manager
Dominic Sarvello	Program Director

## **Board Members**

Jeffrey Leib, President  
Chaffaye Carter, Vice President  
Richard Kaufman, Treasurer  
Zenna Elhasan, Secretary  
Stella Szczesny, Board Member

## **HANLEY INTERNATIONAL ACADEMY MISSION STATEMENT**

**Hanley International Academy, in partnership with home and community, will provide a safe learning environment that promotes the academic, physical, social, and emotional development of our diverse learning community.**

## **HANLEY INTERNATIONAL ACADEMY VISION STATEMENT**

**Educating your child like our own!**

## **BUILDING OPERATIONS**

### **School Operations**

*Full day hours: 7:45 a.m. – 3:15 p.m.*

*Half-day hours: 7:45 a.m. – 11:45 a.m.*

*(lunch is not provided on half-days)*

### **School Facilities:**

The school will be open from 6:30 a.m. – 3:30 p.m.

**Students are to NOT be on the premises prior to 6:30 a.m. and after 3:30 p.m.** unless prior permission is obtained due to after school activities/ athletic participation ONLY.

Teachers are required to inform the local police if a student is left with no parent communication after 4:00 p.m.

### **Main Office:**

The Main Office operating hours are from

**7:15 a.m. – 3:45 p.m.** Please feel free to contact the office of information regarding your students' needs at the following: **(313) 875-8888**.

The Main Office should be contacted for the following reasons:

- Late Arrival Notification
- Early Dismissal Notification (before 2:30 p.m.)
- Update School Forms
- Copy of Progress Reports/ Report Cards
- Meal drop-off
- Student Records (must obtain official consent)
- Student Absences

## **ARRIVAL AND DISMISSAL - "Stop, Drop, & Roll"**

Parents needing to drop off students prior to 7:40 am and pick up after 3:30 pm must make arrangements with before and after-school programs.

Students in detention or participating in official after school activities must be picked up on time. If parent/guardians do not arrive, authorities will be notified and consequences may be levied. Students may not leave the school grounds for personal reasons and return unless prior written permission from administration has been secured.

- Drop your child off and go in the morning. A staff member will get them into the building.
- Pick up your children at their assigned pickup time.
- Please drive slowly and follow the directions of the staff members directing traffic. Speeding/ reckless operation is prohibited.
- Please be courteous and kind for our students' sake.
- Parking in Fire lanes / Handicapped Spaces is Prohibited.



## ATTENDANCE

School attendance is the law! As stated in the Michigan Compulsory School Attendance Act (PA 451 or 1977), all children from age six to sixteen are required to be in attendance during the entire school year at a public school, unless that child is enrolled in an approved non-public school. At Hanley International Academy, students are expected to be in attendance every day that school is in session. Whenever a student misses school, he or she must bring a note from the parent stating the reason for the absence. The parent must provide the following information: student name, grade, teacher, date(s) of absence, reason for absence, parent phone number. Written documentation is required immediately upon return to school. We realize that things happen which are out of our control, however, a note from the parent does not necessarily mean the absence is excused. If the reason falls under the excused category, the absence will be marked excused. If not, it will be marked unexcused. The determination between excused and unexcused will be made by school administration. A pattern of unexcused absences exceeding **8 days** may require a meeting with administration. Excessive absences of any type are problematic and affect student outcomes.

***Tardiness :***

Students are considered tardy if they are not in their classroom at 8:00 a.m. Tardy students must go to the main office and obtain a late slip before being admitted to class.

Three (3) tardies will = 1 unexcused absence.

***Excused Absences:***

The Board considers the following factors to be reasonable excuses for time missed:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or Celebration of a bona fide Religious Holiday
- G. Good Cause Acceptable to the Principal.



### ***Truancy:***

The State of Michigan holds parents responsible for student attendance. A Notice of Truancy will be sent by U.S. Mail to the parent/guardian following a student's absence from school according to the following criteria:

- 1st Notice - 3 days of accumulated unexcused absences
- 2nd Notice - 8 days of accumulated unexcused absences
- 3rd Notice - 13 days of accumulated unexcused absences
- Petition to Local Law Enforcement Agency –15 days of accumulated unexcused absences

An appeals board will consider a student with extenuating circumstances/emergencies. Extenuating circumstances are defined as emergency situations. Vacation is not considered an extenuating circumstance.

## **STUDENT GRADE LEVEL PLACEMENT TESTING**

The placement testing of newly-enrolled students to a particular grade level within Hanley will consist of assessment in mathematics and reading as one means of assessing the appropriate grade level in which to place a newly-enrolled student. Hanley also reserves the right to assess newly-enrolled students by course content/credits earned at a prior school, student demonstrated knowledge, and compliance with established State requirements as a prerequisite to grade level placement. Reasonable accommodations will be made for students with disabilities or limited English proficiency.

A student's parent/guardian will be asked to participate in a conference for grade placement if the professional staff of the school are considering placement in a grade above- or below- the grade in which the student had previously been placed. Final determination of a student's placement will be made by the professional staff of the school.

## **STUDENT GRADE LEVEL PROMOTION/RETENTION**

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

It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his or her own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

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

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

A student who by the conclusion of the 2nd, 5th and 8th grade years, has not scored at grade level on a nationally norm referenced assessment will be retained and required to repeat their current grade level in order to develop the skills necessary to succeed at the next grade level. The Board authorizes the Principal or the Principal's designee to establish rules and procedures governing the promotion, placement, and retention of students that:

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

## **HOMEWORK**

Homework is proven to be invaluable in reinforcing the concepts learned in the classroom. Expect some sort of homework or other reinforcement responsibility for your child on a daily basis. Daily reading & math is essential for building a strong academic foundation. We encourage you to provide time for math and reading skills.

\* Note there may be some class assignments or projects that require weekend homework.



## **MEDICAL GUIDELINES**

All parents must sign and maintain an updated **Release/Emergency Contact Form** with the school detailing any health problems. This form also gives the school the right to authorize any necessary medical treatment in the event of an emergency when the parents cannot be reached.

No staff member will be allowed to administer any medications, tranquilizers, aspirin, any pills, etc. to any student for headaches, fever, or other reasons without **Written Parental Authorization Form** with administrative approval.



## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hanley International Academy with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hanley International Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Hanley International Academy to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you **do not** want Hanley International Academy to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 14<sup>th</sup> 2016**.

## **PARENTAL INVOLVEMENT AND COMMITMENT**

The role of the parents/guardians is **critical** to the success of the students. We also recognize that without parents/guardians support and oversight, many students do not have the self-discipline or self-motivation to work independently.

Students and parents/guardians agree to:

- Provide (and update as necessary) current phone numbers, mailing address, email address or other means of communication with the main office.
- Provide proper nutrition for student daily.
- Provide payment for services to Hanley International Academy; if an outstanding balance exists, the student record will not be forwarded nor will copies be provided until the balance is satisfied.
- Commit to timely, weekly attendance to school and all classes; students are expected to arrive to school on time and prepared on a daily basis
- Communicate daily with the student concerning school work, review assignments, and provide appropriate assistance.
- Contact the appropriate teacher immediately if the student drops below a passing grade in any class.
- Provide a study atmosphere and support a regular schedule for studying at home.

I (we) understand that the if at any time my child is not succeeding at school, I (we) understand that the school staff will call on me (us) to aid in resolving any issues. These issues may include, but are not limited to:

- Addressing behavior problems
- Appropriate uniform for school
- Missing or incomplete class assignments
- Tardiness and/ or Absenteeism

- Other events and incidents as they may occur

Hanley parents when called on, are expected to agree to **respond positively** in a **responsible, appropriate, and timely** manner.

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By enrolling your child at Hanley International Academy, you have chosen to participate in an educational experience that actively involves both you and your child. We ask that each parent:

- **Sign the student parent compact agreement** and turn in to the school main office
- Ensure your child will attend school on a regular basis. We also ask that you schedule vacations in conjunction with school breaks and holidays.
- Ensure that your child is on time to school. A child being late 5 minutes each day means a loss of two full school days in a school year for the entire class.

Provide your child with the necessary materials:

- ✓ Completed homework
  - ✓ Signed homework or other school related forms
  - ✓ Proper uniform
  - ✓ Water bottle
  - ✓ Healthy snacks (low in sugar and high in protein)
- 
- Attend conferences & communicate with your child's teachers, regularly, to monitor progress & to address questions/concerns as they occur
  - Adhere to school policies and procedures within this handbook



- Respond respectfully and appropriately to all staff, students, parents, and guest within the Hanley International community and at the school.

### **Expressing Concerns or Complaints:**

All concerns need to be addressed in a respectful manner with the teachers or administrators. If a problem arises, parents are encouraged to meet with the teacher and or administration to calmly work towards arriving at a solution. Parents that do not express themselves in a respectful manner will be asked to leave the school and/or banned from the school premises by the principal. If you are unsuccessful then you have the right to consult the next level of authority to arbitrate the issue.

It is the goal of Hanley International Academy to respond to concerns and complaints.

Please adhere to the following order to address concerns:

- 1. Classroom Teacher**
- 2. Grade Level Lead Teacher**
- 3. Assistant Principal**
- 4. Principal**
- 5. The Romine Group**

## **Parent Communications:**

- A weekly newsletter (*Parent Reminders*) is sent home to keep parents informed of the events in the school. These newsletters are Hanley International Academy's way of communicating with the parent about school information and news. Please look for this newsletter each week. An updated newsletter is posted by the office and on our website. Policy updates and announcements found within these documents are extensions of this handbook and should be treated as such.
- Classroom teachers and grade-level teams will send updates weekly.

## **Parent Participation Committees**

This is your chance to make major contributions to your child's education. Hanley welcomes parent volunteers to work in various capacities (fundraising, student events and book fairs). Please fill out the parent participation form and commit some time to your child's school.

## **Fundraising**

Hanley Academy will conduct fundraisers during the school year. They are a valuable tool in providing things we cannot purchase otherwise, and can help make up any shortages in the school experience. We appreciate HIA families doing their part to support fundraising efforts.

## **SCHOOL VISITS**

In order to maintain a secure building, **all** non-staff, non-students, parents, and guests must check in at the school office immediately upon arrival. Former Hanley students must obtain approval to support classrooms. Classroom visits must be scheduled and approved. Volunteer opportunities are encouraged and supported but must be structured and approved. Visitors must present identification, state the purpose and intended length of their visit, sign in and obtain a Visitor's Badge. This badge is to be worn at all times and remain easily visible to staff. At the end of the visit they must sign out.

**PLEASE NOTE: Parents/Guardians will not be allowed to remain in the school building, nor make unannounced visits to the classroom without prior notice of arrival/authorization.**

## **PHONE CALLS AND MESSAGES**

During the school day students are **not** allowed to receive phone calls from anyone except their parent or guardian; Hanley strongly encourages parents/guardians to leave a message that can be delivered from the office to the student.

A telephone is available in each classroom and the school office for emergency use only by students with staff permission.



Messages for teachers and administration must be handled through the Main Office, staff e-mail, or voicemail. Please take the time to make an appointment to speak with staff and give clear information as to the nature of the issue so that appropriate attention and care may be taken to accurately address your concern.

## **CELLULAR PHONES**



**Cellular Phones are strongly discouraged at Hanley International Academy.** If a phone is seen/heard the following will be enforced:

- 1<sup>st</sup> Offense: Phone confiscated and returned only to parent/guardian of student.
- 2<sup>nd</sup> Offense: May result in a 3 day suspension
- 3<sup>rd</sup> Offense: May result in a 10 day suspension, up to and pending possible expulsion.

## **STUDENT PERSONAL PROPERTY**

Hanley students are allowed to bring the items necessary for school. Such items would include pencils, ink pens, erasers, rulers, protractors, tissues, etc. Any other items such as toys, CD players, MP3 players, portable gaming devices, iPods, cameras, playing cards, etc., are not allowed unless required or permitted by school personnel (in writing). Items of great personal or monetary value should not be brought to school. Also, reimbursement or replacement for the loss or damage of these items **will not** be the responsibility of Hanley International Academy.

Students are forbidden to bring any kind of weapon to school. Students who bring weapons to school will be subject to expulsion proceedings. Likewise, students whose actions endanger student lives or school property are subject to severe consequences including potential expulsion.



## **SEARCH AND SEIZURE POLICY**

Hanley Academy reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved or missing item. Such a search may be conducted without the student or parent's permission, and registration of the student in the school constitutes parental consent to such searches. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances, when the health or safety of the student or of others is immediately threatened. The Principal shall be responsible for the prompt recording, in writing, of each student search, including the following information: reasons for the search; information received that established the need for the search; the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. Items which may be searched include, but are not limited to the following:

- Student's desk/lockers
- Backpacks/purses
- Student clothing/shoes

If unauthorized, stolen, or illegal items are found in the searches, the school reserves the right to confiscate such items. These items may or may not be returned to the parent, if returned. If illegal items are found, the principal will schedule a parent meeting to discuss what action is to be taken, and determine whether or not the authorities will be notified.

### **Policy on Searches of Student Lockers:**

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. Unapproved locks will be cut from lockers and discarded. No financial liability for these locks rests with Hanley Academy and no restitution will be made for their damage in removal.





## **STUDENT DRESS AND APPEARANCE CODE**

Hanley International Academy holds high expectations for our students' success and has adopted the following uniform dress code:

### **Student Shirt Guidelines:**

All students will wear a designated polo style shirt with the Hanley logo embroidered, on the front.

K-5: Maroon, Navy, or White Polo only

6-8: Blue Oxford or Gray Polo only.

The student may wear a shirt or turtleneck under the Hanley uniform shirt. This undershirt must be plain, free of writing, and in the solid uniform colors of maroon, navy, gray, or white.

Plain button down sweaters may be worn over the Hanley uniform shirt and also are to be in the colors of maroon, navy, black, gray or white.

The only sweatshirt allowed to be worn in the classroom is a Hanley logo hoodie. No other hoodie, coat, sweatshirt, zipper jacket, or vest will be allowed to be worn in the classroom.

Students will need to be dressed for the weather conditions for outside play. This clothing will be stored in lockers when not being used outdoors.

Shirts must be fully tucked into pants except in PE classes. **NO tops that expose front/back torso or shoulders** will be allowed. Torso must be covered.

### **Student Bottoms:**

Skirts, jumpers, skorts, or slacks can be worn knee length as follows:

K-8: Solid black, navy blue, and khaki color

**GAUCHOS, YOGI PANTS, PAJAMAS, SHORTS, OR CAPRIS ARE NOT ALLOWED. SWEATPANTS ONLY PERMITTED FOR PE.**

Slacks must be uniform, khaki style, cargo or corduroy material.

Jeans only permitted on N.U.T Day. Pants may not sag and should be worn at waist level.

When Slacks have belt loops, a belt must be worn.

Socks, tights, or nylons are to be solid black, navy, white, or skin-toned.

Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

No stretch pants/leggings/footless tights.

**Shoes:**

Shoes can be any shoe as long as the toe is enclosed.

Boots are outerwear and students must change shoes

Females may wear a closed-toe sandal with a strap on the back.

Additional athletic shoes are required for all grades for PE class.

Heels are to be no higher than 1 inch in size. Soles are to be no higher than ½ inch.

No Heelies are allowed.

**Student Accessories:**

No hats are permitted.

Watches are allowed – free of adornment or large ornate or distracting closures.

**N.U.T. Day (No Uniform Today)**

This is a fundraiser where students can wear jeans provided they pay \$1 dollar on the designated day. Prior notification will be given by a parent reminder for N.U.T. days.

\* Students are permitted to wear cultural garb these must be of solid black, blue, gray, khaki, and maroon color. Hijabs must be of solid black, blue, gray, khaki, and maroon. Students are not allowed to wear floral, decorative, adorned, and distracting Hijabs.

## **Student Code of Conduct**

A teacher may issue suspensions for up to one day. The principal, assistant principal, or lead teacher may issue short-term suspensions or long-term suspensions. All expulsions will be administered by the principal or designee; students and parents may appeal to the board. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before- and/or after-school detention;
- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed;

- Temporary or permanent suspension from school athletic teams or clubs
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

## **Level I:**

### **1. Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

### **2. Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

### **3. Disorderly Conduct**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

#### **4. Inappropriate Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

#### **5. Inappropriate Dress Code**

A student does NOT have on Hanley shirt or inappropriate color pants or skirt. This also applies for PE dress.

#### **6. Insubordination/Unruly Conduct**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

#### **7. Leaving School Without Permission**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

#### **8. Possession of Inappropriate Personal Property**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette

players, compact disc players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

**9. Profanity and/or Obscenity Toward Students**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student. A list of unacceptable words will be available for parent/guardian review upon request.

**10. Sexual Harassment (Level I)**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

**11. Tardiness**

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

**12. Technology Abuse**

A student will not violate the district's "Technology Use Guidelines."

**13. Truancy**

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

## **Level II:**

The following violations are considered **Level II violations** and will be handled similar to Level I offenses and:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

### **NOTE:**

Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

## **1. Bullying/Harassment/Intimidation**

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect or harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or



damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

## **2. Destruction of Property**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

## **3. Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

## **4. Fighting**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

## 5. **Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

## 6. **Gang Activity**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

## **7. Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

## **8. Profanity and/or Obscenity Toward Staff**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

## **9. Sexual Harassment (Level II)**

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

## **10. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

## **11. Threat/Coercion**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

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### **LEVEL III:**

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

#### **1. Alcohol and Drugs**

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

#### **2. Arson (Starting a Fire)**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

"Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

#### **3. Extortion**

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

#### **4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL380.1311a[2]).

#### **5. Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

#### **6. Physical Assault**

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

## **7. Robbery**

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

## **8. Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

## **9. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his

or her possession property valued at more than \$100.00 that does not belong to the student.

#### **10. Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

#### **11. Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or

- Any destructive device.

The term “firearm” does not include an antique firearm (18 U.S.C § 921).

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).



“School property” means 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, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

## **12. Weapons: Use of Legitimate Tools as Weapons**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

**PLEASE NOTE: ADMINISTRATION RESERVES THE RIGHT TO ASSIGN APPRIOPRIATE DISCIPLINARY ACTIONS TO ALL STUDENTS GRADE Pre-K-8<sup>TH</sup>.**

## **COMPUTER LAB AND LAPTOP COMPUTERS**

Students will have use of computers in our lab or from the laptop cart. Students are to follow all rules and guidelines set forth by the Hanley Academy Board of Directors and the Hanley Academy technology use policies. Parents will need to sign a release yearly to ensure they are of the understanding of the policies and procedures. If the Internet Permission slip is not signed then the student will not be allowed to use the Internet at Hanley Academy. Violation of the acceptable use policy may result in limited use of technology.



## **SCHOOL SUPPLIES**

School supply lists vary from teacher to teacher and are on file in the office for the parent to receive a copy. Teachers will also give a class syllabus the first week of school.

## **BREAKFAST/LUNCH FOOD**

Breakfast will be served from 7:45 – 8:00 a.m. only. The lunch shifts will consist of 25 minutes.

Please check with your child's teacher as to their lunch shift. We will serve a hot lunch for those who wish to participate, or students may bring a sack lunch. NOTE: Please be aware of student food allergies (i.e. Nut products) being prohibited.

Hot lunches must be ordered in advance AND SUBMITTED by the designated due dates, on a pick and choose basis. Daily orders will not be accepted.

Microwaves are not available for heating student lunches.

## **FIRE, TORNADO, AND EMERGENCY DRILLS**

During the course of the school year Hanley will conduct at least 5 fire drills, 2 tornado drills and 3 emergency drills. Records of these activities will be kept in the school office. Said records will contain the date, time and results of the drills. Any disruption of these drills will be dealt with seriously as these drills are crucial to the maintenance of safety. There is not to be talking by students during the entire drill including the return to class.

## **School Calendar 2016-2017**

**School Day: 7:45 a.m. - 3:15 p.m.**

**Half Day: 7:45 a.m. - 11:45 a.m.**

### **AUGUST – BACK TO SCHOOL PREP**

29 MANDATORY ORIENTATION (K-8)

### **September - Respect**

<b>6</b>	<b>First day of School</b>
<b>12</b>	<b>SCHOOL CLOSED for (Staff and Students)</b>
14	October Meal Menu Due
15	Open House
19	Afterschool Begins
TBD	MAP Testing

### **October- Responsibility**

5	Count Day (100% Attendance Needed)
10	Progress Reports
19	November Meal Menu Due
24-28	Spirit Week
<b>28</b>	<b>Early Dismissal 11:45am</b>
TBD	Hearing/Vision Screening

- **TBD – To be determine**



### **November- Citizenship**

- 2 Picture Day  
**8 Professional Development  
(No school for students)**  
16 December Meal Menu Due  
22 First Trimester Ends  
**23-25 SCHOOL CLOSED –  
Thanksgiving**  
28 School Resume / Second Trimester  
Begins

### **December- Integrity**

- 5 Honors Assembly – 6-8<sup>th</sup>  
6 Honors Assembly – K-5<sup>th</sup>  
12-16 Santa Shop  
14 Parent/Teacher Conferences (4-  
6pm); Report cards distributed  
14 January Meal Menu Due  
16 Holiday Concert  
22 Afterschool Ends  
19 Holiday Celebration  
**25-6 SCHOOL CLOSED – Holiday  
Recess**

- **TBD – To be determine**

## 2017

### January – Perseverance

9	School Resumes
<b>16</b>	<b>SCHOOL CLOSED – Observance of Martin Luther King Jr.</b>
17	Afterschool Resumes
21	February Meal Menu Due
25	Progress Reports
<b>27</b>	<b>Early Dismissal 11:45am</b>
TBD	National Honor Society Assembly
TBD	Hanley Spelling Bee
TBD	MAP Testing

### February - Compassion

8	Count Day (100% Attendance Needed)
15	March Meal Menu Due
<b>20</b>	<b>SCHOOL CLOSED – President’s Day</b>
24	Black History Program
<b>24</b>	<b>Early Dismissal 11:45am</b>
TBD	Daddy/Daughter dance
TBD	TRG Charter School Spelling Bee

### March - Wisdom

10	Second Trimester Ends
13	Third Trimester Begins
15	April Meal Menu Due
20	Honors Assembly – 6 <sup>th</sup> -8 <sup>th</sup>
21	Honors Assembly – K- 5 <sup>th</sup>
22	Parent/Teacher Conferences (4-6PM); Report Cards Distributed
30	Afterschool Ends
<b>31</b>	<b>Early Dismissal 11:45am</b>
TBD	Science Fair Projects Due

- **TBD – To be determine**

### **April – Loyalty**

<b>3-7</b>	<b>SCHOOL CLOSED – Spring Break</b>
10	School Resumes
10	Afterschool Resumes
<b>14</b>	<b>SCHOOL CLOSED – Good Friday</b>
19	May Meal Menu Due
20	Career Day
TBD	Spring Pictures
TBD	MSTEP Testing

### **May - Cooperation**

1-5	Charter School Week/Teacher Appreciation Week
3	ACE Day
17	June Meal Menu Due
25	Afterschool Ends
26	Music Concert
<b>26</b>	<b>Early Dismissal 11:45am</b>
29	SCHOOL CLOSED – Memorial Day Observance
TBD	MAP/MSTEP Testing

### **June – Courage**

1	Kindergarten Roundup
8	8 <sup>th</sup> Grade Graduation
12	Honors Assembly – 6 <sup>th</sup> -8 <sup>th</sup>
14	Moving Up Day Honors Assembly – K-5 <sup>th</sup>
15	Field Day
<b>16</b>	<b>Last Day Of School – Early Dismissal 11:45am. Third Trimester Ends Report Cards Distributed</b>
TBD	MSTEP Testing

- **TBD – To be determine**

## **Hanley International Academy -MI Public Charter School Student/Parent/School Agreement**

The administration and staff at Hanley International Academy have the desire and obligation to provide the best education to its student body.

Please read the following information carefully.

### **Part 1 - Expectations of the School and Staff:**

The administration and staff at Hanley International Academy - Charter School agrees to the following.

We will:

- Treat students and parents/guardians with respect and courtesy.
- Provide the best instructional strategies for the success of each student.
- Respond to the parents/guardians and students' concerns in a timely manner.
- Closely supervise students while on campus and provide a safe learning environment.
- Conduct ourselves in a professional manner.
- Work closely with the parents/guardians to implement the best and most appropriate learning situations within our abilities and resources.
- Identify students who are not making academic progress and refer students and parents/guardians to the Child Study Team.
- Communicate with and make consistent efforts to inform parents/guardians of both the student's strengths and challenges.



## **Part 2 - Expectations of the Parents/Guardians and Students:**

The role of the parents'/guardians' is **critical** to the success of the students. We also recognize that without parents/guardians support and oversight, many students do not have the self-discipline or self-motivation to work independently.

Students and parents/guardians agree to:

- Provide (and update as necessary) current phone numbers, mailing address, email addresses or other means of communication with the main office.
- Provide proper nutrition for student, daily.
- Provide payment for services to Hanley International Academy; if an outstanding balance exists, the student record will not be forwarded nor will copies be provided until the balance is satisfied.
- Commit to timely, weekly attendance to & from school and all classes; students are expected to arrive to school on time and prepared on a daily basis
- Communicate daily with the student concerning school work, review assignments, and provide appropriate assistance.
- Contact the appropriate teacher immediately if the student drops below a passing grade in any class.
- Provide a study atmosphere and support a regular schedule for studying at home.

## **Part 3: Understanding the Agreement**

**\*\*DO NOT** sign this agreement unless you are ready and willing to meet its conditions. **\*\***

Failure on the part of the parents/guardians or the student to meet the terms contained in this agreement will result in referral to the Hanley International Academy Administration. **VISIT [WWW.HANLEYACADEMY.COM](http://WWW.HANLEYACADEMY.COM) for all handbook updates.**