

## **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 2023-2024 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**

Grand Valley State University (GVSU)

School Representative – Brooke Franklin

201 Front Ave. SW, Suite 310

Grand Rapids, MI 49504

## **Hanley International Academy Administrative Staff**

Steve Paddock	Superintendent
Jenna McGregor	Principal
Brian Dunn	Assistant Principal
Samantha Fowke	Assistant Principal
Elizabeth Kandt	Instructional Coach
Terral Hector	Office Manager

## **Board Members**

Jeffrey Leib, President  
Richard Kaufman, Vice President  
Loay AlFasih, Treasurer  
Robert Brooks, Secretary  
Stella Szczesny, 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 7:00 a.m. – 3:30 p.m.

**Students are to NOT be on the premises prior to 7:00 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 parents/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 / Handicap Accessible Parking Spaces is Prohibited. Do not double park.

## **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. The determination between excused and unexcused will be made by school administration. When reporting absences to the State of Michigan, there is no difference between excused and unexcused absences. Hanley International Academy greatly appreciates being informed of the reason why a student is absent and being provided with doctors notes, however, even with these, the absence is included in the total number of days missed.

A pattern of unexcused absences exceeding **5 days** may require a meeting with administration. Excessive absences of any type are problematic and affect student outcomes

**Truancy:**

The State of Michigan holds parents responsible for student attendance. In regards to overall truancy, the State of Michigan does not separate excused absences from unexcused absences. Therefore, an absence is an absence, and an accumulation of several absences could warrant further measures, such as a Notice of Truancy, which will be sent by U.S. Mail and/or electronic notifications to the parents/guardians following a student's absence from school:

It is the responsibility of parents to keep track of attendance for their students, however, Hanley's office staff and administration will attempt to support families with regular updates about student attendance.

- 1st Notice - 3 accumulated absences: Phone Call
- 2nd Notice - 5 accumulated absences: Concentric
- 3rd Notice - 8 accumulated absences: Meeting
- 4th Notice - 10 accumulated absences: Concentric
- 5th Notice - 12 accumulated absences: Meeting
- 6th Notice - 15 accumulated absences: Concentric

When a student reaches 18 accumulated absences, truancy is required to be reported to the State of Michigan.

An appeals board will consider a student with extenuating circumstances/emergencies. Extenuating circumstances are defined as emergency situations.

**Vacations and/or Students Leaving the country are not considered an extenuating circumstance. These circumstances are subject to our Drop Policy.**



**Drop Policy:** Students who accumulate 10 consecutive unexcused absences will be dis-enrolled (dropped) from Hanley International Academy.

Dropped students are not guaranteed a seat for the following school year, and will be placed back on the waitlist in order to reenroll as a Hanley student.

### **Concentric Education Solutions**

Concentric Education Solutions (CES) provides evidence-based solutions that assist us in bridging the gap between homes and schools by supporting students both academically and socially. Through our work with CES, we will strengthen existing supports, services, and resources while identifying strategies and systems to maximize your child's social and academic achievement including school attendance. The most exciting component of this partnership is how it will directly impact you and your student. Throughout the school year, representatives from CES will be conducting informational home visits.

### ***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.

## **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 parents/guardians 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.

## **PROMOTION/RETENTION POLICY**

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.

## **Hanley International Academy Promotion Protocol**

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, achieve 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.

## **Hanley International Academy Retention Protocol**

At Hanley International Academy, we are hopeful that every child will be promoted to the next grade level. We work to identify students' needs early, and provide appropriate assistance so that all children can succeed. Multiple factors are considered when determining student retention to include, but not limited to: assessments, classroom performance and attendance. Retention decisions are carefully made by a committee, with input from parents, teachers, support staff and Administration. Parents will be notified by letter at conference time, if students are determined to be at risk for retention.

It is not our goal at Hanley International Academy to retain students. However, we are committed to whatever it takes to assure your child's academic success. We hope that you will continue to partner with us in that effort.

**All final retention decisions are determined by Administration. Please note that Summer School services are provided as academic support. Summer School participation does not guarantee promotion.**

The Board authorizes the Principal or the Principal's designee to establish rules and procedures governing the promotion, placement, and retention of students.

### **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.

Students are not permitted to bring medications (prescription/non-prescription) to school to self-administer. Prescription medication will only be administered to the patient identified on the prescription with **Written Parental Authorization Form**. Siblings are not permitted to share prescription medication.

## **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 29, 2023**.

## **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 if at any time my child is not succeeding at 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 upon, are expected to agree to **respond positively** in a **responsible, appropriate,** and **timely** manner.

---

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 attends school on a regular basis.
- Please schedule vacations in conjunction with school breaks and holidays

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 guests 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 and/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.

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**

**\*Please note: Under no circumstance is it appropriate for an adult to address/confront students other than their own.**

## **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 parents about school information and news. Please look for this newsletter each week. An updated newsletter is posted by the office and on our School Dojo Page. 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. Please be sure to sign up for ClassDojo to stay up to date with classroom happenings!

## **Parent Participation**

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).

## **Fundraising**

Hanley Academy will conduct fundraisers during the school year. They are a valuable tool in providing things we cannot purchase otherwise. We appreciate HIA families doing their part to support fundraising efforts.

## **SCHOOL VISITS**

**PLEASE NOTE: Visitors will be limited to emergency situations and business only and may go no further than the main office.**

In order to maintain a secure building, upon entering our building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office, pick up paperwork, or sign their student out early.

Former students and parent volunteers must have prior approval from school administration, before participating in classroom activities.

## **PHONE CALLS AND MESSAGES**

During the school day students are **not** allowed to receive phone calls from anyone except their parents or guardians; 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.** Smart devices (apple watches, air pods, etc.) will follow the same expectations as cellular phones. If a student brings a cell phone to school, it is to be kept off and in a backpack during the school day. 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.

### **Middle School:**

Cell Phones will be turned off and turned in at the beginning of each class period. Cell phones will remain in classroom phone holders for the duration of each class period, and travel with students each hour of the day. Cell phones are to remain off during the school day. If cell phones are being used for a pre-planned activity, parents will be notified for permission prior to the activity by the classroom teacher.

Students are expected to adhere to the cell phone policy. Failure to do so will result in the consequences above based on the offense.

## **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, air pods, 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 International 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: Blue Only

6-8: Black Only

Uniform shirts may not be altered, decorated, adorned or bedazzled. Additional attire (such as undershirts or sweatshirts) should be plain, free of writing, and solid uniform colors.

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.

NO tops that expose front/back torso or shoulders will be allowed. Torso must be covered.

### **Student Bottoms:**

Skirts, jumpers, skorts, or pants can be worn knee length as follows for all grades (K-8): Solid black, navy blue, and khaki color.

Jeans are appropriate N.U.T Day attire.

Pants may not sag and should be worn at waist level. Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

Cultural Garments must be of solid uniform colors (blue, black or khaki). Colorful, decorative print, bedazzled Abayas/Hijabs not permitted.

**Shoes:**

Snow Boots are outerwear only, students must change shoes.

Sandals/open toed shoes are not permitted.

Heels are to be no higher than 1 inch in size. Soles are to be no higher than 1/2 inch.

No Heelies are allowed.

**Student Accessories:**

No hats are permitted

Hoods are to be removed in school

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

Students are permitted to be out of dress code in appropriate attire provided they donate \$1 dollar on the designated day. Prior notification will be provided.

# **Student Code of Conduct**

## **RIGHTS AND RESPONSIBILITIES**

### **Students have the right to:**

1. A public education unhindered because of race, religion, national origin, gender, sexual orientation, disability, parenthood, pregnancy, marital status, economic status, and other personal characteristics or any reason not related to their individual capabilities.
2. An orderly, safe school and classroom environment that will promote learning for all students.
3. Be treated fairly, courteously, and respectfully.
4. Express themselves in speech, writing, or symbolism within boundaries of the law and policies of the school system.
5. Peaceful assembly.
6. Protection from unlawful search and seizure of their personal possession(s) or their person without reasonable suspicion.
7. Safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the school system.
8. Tell his/her side of the story before receiving a consequence and document, both verbally and in writing, the reason(s) for any disciplinary action.

## **Students have the responsibility to:**

1. Read and become familiar with the Family and Student Handbook and Student Code of Conduct.
2. Be accountable for the decisions they make in the classroom and school-related activities.
3. Attend school daily, prepare for class, and complete classwork and homework assignments to the best of their ability.
4. Avoid actions or activities that may be unsafe and interfere with the right of any other person to a public education.
5. Know and obey school expectations and instructions given by the school principal, teachers and other staff.
6. Ensure that communications do not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others or violate the law or Board policy.
7. Respect school property, community property and the property of others.
8. Ensure that their conduct contributes to a safe environment while being transported to and from school.
9. Tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community.

### **Parents/Families have the right to:**

1. Be actively involved in your child's education.
2. Be treated courteously, fairly and respectfully by all school staff and principal(s).
3. Receive information about the policies of the Board and procedures related to their children's education.
4. Get regular reports, written or oral, from school staff regarding your child's academic progress and behavior.
5. Be notified promptly of behavior violations by your child and any disciplinary actions taken by principal(s) or school staff.
6. Receive information about due process procedures for disciplinary matters concerning your child.
7. Receive information from school staff about ways to improve your child's academic or behavioral progress.

### **Parents/Families have the responsibility to:**

1. Read and become familiar with this Family and Student Handbook and Student Code of Conduct.
2. Make sure your child attends school regularly and on time, and when absent, let the school know why.
3. Inform school officials about any concerns in a respectful and timely manner.

4. Work with principals and school staff to collaboratively address academic and behavioral problems their child may exhibit.
5. Talk with your child about the behaviors expected at school.
6. Be respectful and courteous to staff, other parents, families and students while on school premises.
7. Support your child's learning and school activities at home.
8. Give the school accurate and current contact information.

**School staff has the right to:**

1. Be treated courteously, fairly and respectfully by students, families and other school staff.
2. Receive timely notification of appointments, meetings, and/or conferences with parents/community members.
3. Not be interrupted by parents/community members during instructional time.
4. Work in a safe and orderly environment.
5. Receive professional development to support understanding and the implementation of positive behavior supports and other interventions to maintain a positive school climate.

### **School staff has the responsibility to:**

1. Demonstrate respect and courtesy for all persons in the community – students, parents, and all other staff.
2. Begin school/class every day on time, prepared with well-planned, effective, and engaging instruction.
3. Actively supervise students at all times.
4. Set clear and high expectations for student achievement and behavior.
5. Teach what students are expected to know and do.
6. Be knowledgeable about the Hanley Student and Family Handbook as well as the Student Code of Conduct and policies/procedures.
7. Model and teach behavioral expectations and procedures to students and articulate them to parents.
8. Keep parents/family informed of student’s academic progress and behavior status.
9. Communicate with parents in a timely manner using their preferred language (with the use of translation when necessary.)
10. Create meaningful opportunities for family participation.
11. Provide make-up work for students with absences and suspensions.

### **School administrators have the right to:**

1. Be treated courteously, fairly and respectfully by students, parents/families and other school staff.
2. Receive timely notification of appointments, meetings, and/or conferences with parents/community members.
3. Work in a safe and orderly environment.
4. Provide and receive professional development to support understanding and implementation of positive behavior supports and interventions to maintain a positive school climate.

### **School administrators have the responsibility to:**

1. Define, teach, model, reinforce, and support appropriate student behaviors to create positive school environments.
2. Monitor, support and sustain the effective implementation, including data analysis, and maintenance of Multi-Tiered Systems of Support.
3. Expand and support the adoption and implementation of alternatives to suspension.
4. Distribute the Hanley Student and Family Handbook and Student Code of Conduct to students, parents and all school personnel.
5. Ensure English Language Learners (ELL) and their parents are provided the opportunity to fully understand behavior expectations and consequences in a language that they understand.



6. Practice an awareness and sensitivity to cultural differences a student or groups of students may exhibit.

7. Implement the Student Code of Conduct in an equitable, fair and consistent manner.

## **Intervention Strategies and Disciplinary Actions**

The principal, assistant principals, or lead teachers may issue student 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
- Detention
- Denial of participation in class and/or school activities
- Temporary or permanent suspension from school athletic teams or clubs
- In/Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days
- Law enforcement agency notification

## **Infractions/Levels**

### **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 a 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, cyber or physical act that a reasonable person, under the circumstances, should know will have the effect of 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.

**Off Campus (out of school) Social Media and Cyberbullying- It is the responsibility of the parent to handle matters of social media conversations and cyberbullying when it is occurring outside of the school building. The administration at Hanley will only become involved if it interferes with the academic school environment.**

## **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.

---

### **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 APPROPRIATE DISCIPLINARY ACTIONS TO ALL STUDENTS GRADE Pre-K-8<sup>TH</sup>.**

## **School Technology and Student Usage**

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.

### **Viewing explicit content on school owned devices**

Students are prohibited from viewing explicit content on school owned devices. Should a device be used inappropriately, students may lose the privilege to have a school device, and face additional disciplinary action. Misuse of school technology violates the Hanley Student Code of Conduct.

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



## **SCHOOL SUPPLIES**

School supply lists vary by grade level 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**

Breakfast will be served from 7:45 – 8:00 a.m. only.

Student Lunch Periods are 25 minutes long.

Please check with your child's teacher as to their lunch period. 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 2023-2024**  
**School Day: 7:45 a.m. - 3:15 p.m.**  
**Number of School Days: 180**

**August**

30 Student Orientation

**September - Patriotism**

5 First Day of School  
**29 Early Dismissal 11:45 a.m.**  
TBD NWEA MAP Testing

**October - Citizenship**

4 Count Day (100% Attendance Needed)  
**31 Early Dismissal 11:45 a.m.**  
TBD Hearing/Vision Screening  
TBD Mobile Dentist  
TBD Fall Picture Day

**November - Responsibility**

3 End of First Quarter  
**7 Early Dismissal 11:45 a.m.**  
9 Parent Teacher Conferences  
Report Card #1 Distributed  
**22-24 School Closed - Thanksgiving**  
27 School / Afterschool Resume

**December - Integrity**

11 Progress Reports  
11-15 Santa Shop  
22 Holiday Concert  
**25-5 School Closed - Winter Break**  
TBD Fall Picture Retake

### January- Perseverance

8	School Resumes
15	<b>School Closed - Observance of Martin Luther King Day</b>
26	End of 2nd Quarter and 1st Semester
31	Report Card #2 Distributed
TBD	After School Resumes
TBD	National Honor Society Assembly
TBD	Honors Assemblies (K-5) and (6-8)
TBD	Hanley Spelling Bee
TBD	NWEA MAP Testing

### February- Compassion

14	Count Day (100% Attendance Needed)
16	<b>Early Dismissal 11:45 a.m.</b>
19	<b>School Closed- Observance of President's Day</b>
23	Black History Program
28	Progress Reports
TBD	Daddy Daughter Dance
TBD	TRG Charter School Spelling Bee

### March- Respect

22	<b>Early Dismissal 11:45 a.m.</b>
25-29	<b>Spring Break</b>
TBD	Science Fair Activities/STEM

### April- Loyalty

1	School Resumes
5	End of 3rd Quarter
10-12	<b>School Closed - EID</b>
18	Parent Teacher Conferences Report Card #3 Distributed
TBD	MSTEP Testing

TBD Spring Picture Day  
TBD Career Day

**May- Cooperation**

6-10 Teacher Appreciation Week

15 Progress Reports

17 Kindergarten Roundup

24 Spring Music Concert

**24 Early Dismissal 11:45 a.m.**

**27 School Closed**

**Memorial Day Observance**

TBD NWEA MAP/MSTEP Testing

TBD Magic with Mom

TBD Washington DC Trip (8th Graders Only)

**June- Courage**

6 8th Grade Graduation

10 Moving Up Day

11 Field Day

12 Honors Assembly - All Grades

13 All School Field Trip

**14 Last Day of School**

**Half Day (Students dismiss at 11:45 a.m.)**

Kindergarten Graduation

End of Fourth Quarter and Second

Semester / Report Card #4 Distributed

## **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.
- Parents/Guardians will need to come to the Main Office to sign a non-release form for their child not to be photographed. Without a signed form on file, the assumption is that Hanley Academy has the right to use your child's likeness in all forms of communication.
- Provide proper nutrition for the 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.**



**PLEASE TEAR OUT THIS PAGE AND TURN IN TO OFFICE  
SIGNED and DATED.**

I (we) understand that 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,
- Absenteeism, or
- Other events and incidents as they may occur.

When called on, I agree to **respond positively** in a **responsible, appropriate,** and **timely** manner.

Print Student Name & Grade: (one per child)

\_\_\_\_\_

Print Parent Name:

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

*By signing this document you are committing to following the policies, procedures, and supporting Hanley International Academy as we support your child's educational needs.*

