

Hansen Elementary School  
Student Handbook  
2017-2018



**Elementary School**  
**350 Walnut South**  
**Hansen, Idaho 83334**  
**208-423-5475**  
**[www.hansenschools.org](http://www.hansenschools.org)**

**Mrs. Heidi Skinner – Principal**  
**Mrs. Sharee Hamilton – Counselor**  
**Mrs. Shari Loveless – Administrative Assistant**

# Mission Statement

**The Hansen School District, working collaboratively with all stakeholders, will develop the skills and qualities necessary to create lifelong learners and productive citizens.**

*This handbook has been reviewed and approved by the Hansen School District Board of Trustees and may be considered policy. As such it becomes the guidelines for the administration to implement for the safety and efficient management of the Hansen School District.*

The faculty, staff, and administration welcome you to Hansen School District and extend best wishes for a successful year. Whether you are new to Hansen Schools or a returning family, we are happy that you joined us, and we are confident that your time here will help prepare you for life beyond K-12 schooling. Hansen Schools are a place in which we all take great pride, and we ask that you join us in continuing to build this fine tradition. This handbook is designed to help familiarize each student and his/her parent or guardian with the rules and regulations of the school. Please become thoroughly familiar with the information contained in this handbook, and keep it as a handy reference. You will be held accountable for knowing and following it. If you have any questions not addressed in the handbook, you are encouraged to contact your teachers, counselor, or administrator.

## Administration

Ms. Kristin Beck.....Superintendent of Schools/Federal Programs Director  
Mrs. Kayla Kelly.....Junior/High School Principal  
Mrs. Heidi Skinner.....Elementary Principal  
Mrs. Elayne Howell.....District Clerk  
Mrs. Sharee Hamilton.....District Counselor  
Mr. Rich Henderson.....Director of Special Education Services  
Mr. Jim Lasso.....Athletic Director  
Mrs. Marilyn Stanger.....Jr. High & High School Secretary  
Mrs. Shari Loveless.....Elementary Secretary

## SCHOOL HOLIDAYS

Labor Day	September 4 <sup>th</sup>	Presidents Day	February 19 <sup>th</sup>
Thanksgiving	November 22 <sup>nd</sup> -24 <sup>th</sup>	Spring Break	March 26 <sup>th</sup> -30 <sup>th</sup>
Christmas Vacation	December 22 <sup>nd</sup> -January 5 <sup>th</sup>		

## SCHOOL RELATED DISMISSALS

October 26 <sup>th</sup>	Parent/Teacher Conferences	(no school for students)
March 22 <sup>nd</sup>	Parent/Teacher Conferences	(no school for students)

## **GRADE REPORTS**

October 19 <sup>th</sup>	END OF 1st QUARTER
December 21 <sup>st</sup>	END OF 1st SEMESTER
March 15 <sup>th</sup>	END OF 3rd QUARTER
May 24 <sup>th</sup>	END OF 2nd SEMESTER

## **STUDENT SUCCESS DATES (8:00-2:00)**

September 22<sup>nd</sup>  
October 13<sup>th</sup>  
November 17<sup>th</sup>  
December 15<sup>th</sup>  
January 19<sup>th</sup>  
February 9<sup>th</sup>  
March 9<sup>th</sup>  
April 27<sup>th</sup>  
May 18<sup>th</sup>

## **STATEMENT OF BELIEFS**

We believe that...

- ...all students can learn.
- ...learning is a life-long activity.
- ...school should prepare students for the workplace and further endeavors.
- ...school should enhance citizenship skills.
- ...school should provide for a wide range of learning opportunities.
- ...students should be able to work independently as well as cooperatively.
- ...school should be a safe environment.
- ...achievement should be rewarded.
- ...school should be a place where mutual respect and goodwill exists for all.
- ...school should provide for the physical, social, intellectual and emotional growth of all students.

## **STATEMENT OF EXPECTATIONS**

We expect...

- ...you to do your best.
- ...to do our very best to assist you.
- ...success.
- ...you to come to school drug, tobacco, and alcohol free every day.
- ...you to show up on time with appropriate learning materials ready to learn.
- ...our school and our campus to be litter free. Our goal is "0" litter.
- ...you to do your own work unless the teacher says collaboration is acceptable.
- ...you to be truthful about all things.
- ...you to be respectful to other students and authorized personnel.
- ...you to be respectful of the property of others.

## **SCOPE OF STUDENT HANDBOOK**

The policies, rules, and regulations in this handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Trustees, Superintendent and the Principal reserve the right to amend, suspend, repeal, modify, or revoke any of the policies, rules, and regulations at any time as to any student or related persons without incurring any obligation with respect to the old or existing policy, rules, regulations or administrative procedures. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students, and the ongoing educational mission of the school.

## HANSEN SCHOOL DISTRICT STUDENT/TEACHER/PARENT COMPACT

### *The teachers of Hansen School District will:*

- Believe each student can learn
- Show respect for each child and his or her family
- Come to class prepared to teach
- Provide an environment that is conducive to learning
- Help each child grow to his or her fullest potential
- Provide meaningful and appropriate homework activities
- Enforce school and classroom rules fairly and consistently
- Maintain lines of communication with students and parents
- Seek ways to involve parents in the school program
- Demonstrate professional behavior and a positive attitude

### *The students of Hansen School District will:*

- Always do their best work and use their best behavior
- Work cooperatively with classmates
- Show respect for self, school, and other people
- Obey the school and bus rules
- Come to school prepared with homework and supplies
- Believe that they can and will learn

### *The parent/guardians of Hansen School District will:*

- See that their child attends school regularly and arrives on time
- Provide a home environment that encourages their child to learn
- Insist that all homework assignments are completed
- Communicate regularly with their child's teachers
- Support the school in developing positive behaviors
- Talk with their child about his/her school activities every day
- Read with their child at home and monitor their TV viewing
- Volunteer time at their child's school, if possible
- Show respect and support for their child, the teacher, and the school

## CHAIN OF COMMUNICATION

**It is expected that problems that arise in the classroom are first addressed with the classroom teacher.** If disagreement persists, the teacher or parent may contact building administration. In the event the building administrator is unable to resolve the conflict in a satisfactory manner, the school superintendent may be contacted.

## ATTENDANCE

Idaho State Law requires that a student attends school between his/her seventh and sixteenth birthday, unless the child is receiving home-based instruction.

**NOTIFICATION OF ABSENCE:** The school will attempt to notify the parents or legal guardians on a daily basis regarding absent children. A missing child report will be filed with the local law enforcement agency if it is deemed necessary. Attendance letters will be mailed to parents to notify them of excessive absences. Students are permitted to miss **no more than 7 days per school semester**. Parents will receive attendance letters once a child has missed 4 days in one semester. Attendance greatly affects a student's success in school.

Students who exceed the number of allowed absences without doctor permission will be referred to a truancy officer and a status offense may follow. **It is expected that students arrive on time and remain at school for the duration of the school day.** Elementary students will be counted absent for a half-day if they are excessively late or if they depart before the school day has ended.

**Guidelines for Attendance:** Since students are considered to be under the jurisdiction of school officials upon arriving at school, the following guidelines apply:

1. Parents must provide a written excuse or telephone call to school officials explaining reasons for absence.
2. School officials may require a written excuse from a medical professional justifying the absence.
3. A student is considered truant when he/she is absent without consent of parents/guardians or school officials.

**MAKE UP WORK:** A student will be allowed two days of make-up time for each excused absence. The maximum time allowed will be ten days, but an administrator may grant additional time. Work assigned prior to the absence is due upon return. Students must give sufficient notice (2 days) to teachers to arrange for work that will be missed if they know they will be absent in the future, if students are unable to provide sufficient notice, work may be obtained when the student returns to school.

**ADMITS:** After an absence from school, the student must bring a note or have a parent/guardian call the school within two school days of the absence in order to have the absence excused. After the 2-day limit, the absences will be counted as unexcused. It is advisable that students return with a doctor's note if applicable.

**TARDIES:** Students who are habitually late to school often miss important opening instruction. Three tardies in any class period will be equivalent to 1 absence. Students will be counted tardy when they are not in their assigned class area when the bell rings. Any further questions concerning tardies will be determined by the administration.

**TRUANCY:** Any time a student is absent from school without permission of school personnel or a parent/guardian the student will be considered truant. Consequences include loss of privileges at the principal's discretion, and students may be referred to a truancy office. Repeat offenses may lead to expulsion.

#### ELEMENTARY BELL SCHEDULE

School Begins: 8:15

Morning Recess K-2: 10:00-10:15

Morning Recess 3-6: 10:15-10:30

Lunch Recess K-6: 12:20

Afternoon Recess K-2: 1:45-2:00

Afternoon Recess 3-6 2:00-2:15

School Dismissed: 3:55

Please do not allow your children to arrive at school before 7:50 as no supervision will be provided until that time. Supervision after school will end at 4:10, please ensure that your child is not left unattended at school.

#### ACTIVITIES

Students must be present at school for at least half the day to participate in any school activity district wide falling on the same day (music programs, athletics, field trips, etc.) Participation in or attendance at after school activities may be restricted by building administration due to low attendance in school.

## **BUS POLICY**

Buses are provided as a convenience. Riding the bus is a privilege that carries both rights and responsibilities. According to state law, the bus driver has authority over all passengers (even to the point of recommending student suspension from bus privileges). Students are to act respectfully at all times, failure to do so will result in a referral to building administration. School rules apply from the time students board the bus until the time they unload from the bus, and at all times while on school grounds.

## **CAFETERIA**

The cafeteria serves hot meals at reasonable prices. Breakfast is free for all students. Free or reduced priced lunches are available to students who qualify. Information about the free lunch program is available from Mrs. Loveless. The cafeteria employees have authority to enforce school policy during the lunch period.

## **COMPUTERS/INTERNET**

All students will be subject to the district policy concerning use of the computers, Ipads, Chromebooks, and the Internet. Students and parents will be required to sign the internet policy before students will be allowed to have internet access.

- Consequences for inappropriate use of the Internet:
  - 1<sup>st</sup> Offense: Loss of computer privileges for a week.
  - 2<sup>nd</sup> Offense: Loss of computer privileges for the remainder of the semester.
  - 3<sup>rd</sup> Offense: Loss of computer privileges for the remainder of the school year.

## **FOOD AND DRINK**

Water may be taken to class in a container that can be sealed. Food and other drinks will not be taken into the classrooms unless prior approval is granted by a classroom teacher or administration. Students are expected to eat lunch within the time frame allowed. Any exceptions must be approved through the principal's office.

## **CLASSROOM PARTIES**

Students may bring treats for their birthday or classroom celebrations. Please make all arrangements with your child's classroom teacher before bringing in treats.

## **ELEMENTARY FRIDAY STUDENT SUCCESS DAYS**

Students who are struggling to achieve proficiency in a class may be strongly encouraged by a teacher to attend a Friday tutoring day. Student success days begin at 8:15 and end at 2:00 for the students. Please ensure that your child is dropped off and picked up no earlier or later than the designated start and end times.

## **STUDENT SUCCESS DAYS (8:00-2:00)**

September 22<sup>nd</sup> ... October 13<sup>th</sup> ... November 17<sup>th</sup> ... December 15<sup>h</sup>... January 19<sup>th</sup> ... February 9<sup>th</sup> ...  
March 9<sup>th</sup> ... April 27<sup>th</sup> ... May 18<sup>th</sup>

## **GUIDANCE SERVICES**

Guidance services include assistance with counseling, educational planning, interpretation of test scores, occupational information, study skills, help with school, home and /or personal social concerns.

**GYM USE:** The gym is open to student use under the following conditions:

1. Individuals or organizations will NOT be allowed in the gym without adult supervision and prior approval from school administration.
2. No one will be allowed on the gym floor without appropriate footwear.
3. School equipment will be issued ONLY to the adult supervisor of the group.

4. The gym is to be left clean before the group leaves.
5. Individuals or organizations wishing to use the gym need to schedule it with Mrs. Skinner.

### **HARASSMENT**

All students enrolled in the Hansen School District are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. This expectation includes all extracurricular activities, competitions, and social events sanctioned by the school. Sexual harassment includes unwelcome advances, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when made by a student to another student or observed by others. Students who become involved in any form of harassment will be disciplined.

### **INJURIES**

All injuries should be reported to school staff. The parents will be notified.

### **LOST OR STOLEN ITEMS**

Hansen School District will not be responsible for any items lost or stolen on school grounds. Students are strongly discouraged from bringing any valuable items to school, especially electronic communication devices. Lost or stolen items should be reported as soon as possible, and an effort will be made to locate them.

### **LICE- NO NIT POLICY**

Head lice is a common condition in school aged children. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or items. School personnel will screen students for head lice. **If nits (egg cases) or lice are present, the student will not be allowed to attend school until he/she is nit and lice free.**

### **MEDICATION**

All prescribed medication must be left in the office and dispensed from there at the appropriate time. The school does not supply any medication for the students. Medication kept at the school must be submitted in its original packaging including the prescription label.

### **PERFORMANCE ETIQUETTE AT ASSEMBLIES**

Appropriate student behavior is expected at all assemblies.

### **NON-RESIDENT STUDENTS**

Non-resident students must apply for admittance through the district administration office. All non-resident students must comply with their individual contracts re: attendance, behavior, and academic performance.

### **POWERSCHOOL**

Parents are encouraged to utilize the school's online grade reporting system. Grades and communication with teachers can be achieved by logging on with a unique username and password to view student performance and attendance. See the front office for details. Students are also provided a login for their use.

### **SCHOOL CAMPUS**

The campus of Hansen School District is defined as the actual property of the school site and the streets and sidewalks surrounding the school property. School rules will be enforced within this area during the school day and when school activities are taking place on campus. Students violating school rules inside private vehicles parked on streets adjacent to the school site will be subject to the enforcement of school rules in the same manner as if in a school parking lot.

## **CELL PHONE POLICY**

Students are not to use the classroom phones without permission from a staff member. Cell phone use of any type by students is prohibited during school hours (8:15 AM-3:55 PM). Cell phones will be confiscated when misused and are subject to search in accordance with search and seizure policies. First offenders will get their phone back after school the following day. Second offenders will need to have the parent come to school for the phone. Third offenders will have a meeting with the administration and their parent/guardian before the student will regain possession of the cell phone. Cell phones are required to remain off while students are in class.

## **VISITORS**

Parents, guardians, and alumni are always welcome to visit Hansen Schools. It is best for visitors to come to school before classes start, during lunch, or after school. **No other visitors are allowed without administrative approval. All visitors must check in at the office immediately before accessing a classroom. Visitors will be given a pass after they have signed in at the office. Visitors are only to enter through the main front doors of the school building.** Visitors who fail to check in will be referred back to the school office. This is a safety issue for students and staff, noncompliance will not be tolerated. Visitors who continually fail to comply will be referred to local law enforcement.

## **WITHDRAWING FROM SCHOOL**

The secretary has the necessary forms to be filled out prior to official withdrawal. The forms must be signed by a parent/guardian. Students are expected to return all textbooks and materials, clean their desks, pay fines as necessary, and check out with the school lunch supervisor before leaving.

## **ZERO TOLERANCE**

The Board of Trustees has determined that a number of violations of district and or building rules and regulations governing the student's behavior will not be tolerated and may result in immediate suspension and possible expulsion subject to a due process hearing by the Board. These violations include, but are not limited to: possession of firearms and other weapons, alcohol, tobacco, controlled substances, and vandalizing of school facilities and equipment. The policy manual for Hansen School District contains thorough guidelines and descriptions of prohibited items.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All student conduct at Hansen School District is to be based on respect and consideration of individual rights and for the rights of others. Students have the responsibility to know, respect, and abide by the rules and regulations of the Hansen School District. Students have the responsibility to conduct themselves in such a manner that would reflect honor and dignity upon the individual and the school.

## **INTERROGATION**

Individual students **may not** be interrogated by any person, except an employee of the school district without the approval of the principal. Officials representing the Idaho Department of Health and Welfare will be allowed access to students upon proper notification to the building principal.

## **PERSONAL SEARCH**

A student's person and/or personal effects (e.g., book bag, and pockets) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student is conducted, it will be conducted in private by a school official of the same sex and when feasible, with an adult witness present. A student who refuses a reasonable request by an administrator to submit to a personal search shall face disciplinary action.



## **DUE PROCESS**

All students will be accorded rights as guaranteed under the constitution. When an incident of misconduct occurs, a student shall be given written or oral notice of any charges against him/her and an opportunity to present his/her version of the incident in question. School administration must give each student the opportunity, either oral or written, to defend himself/herself against the charges of misconduct prior to any disciplinary action. Such procedures must be reasonable, fair, and timely.

## **PLAGIARISM AND CHEATING**

Plagiarism and/or cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Hansen School District.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own.
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- presenting the work of tutors, parents, siblings, or friends as one's own.
- submitting purchased papers as one's own.
- submitting papers from the Internet written by someone else as one's own.
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not.
- using any form of memory aid during tests or quizzes without the expressed permission of the teacher.
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result.
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

## **HANSEN SCHOOL-WIDE DRESS CODE:**

It is the desire and the intent of the Hansen School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger. The Dress for Success code supports workplace norms for appropriate attire. It is our belief that schools are in the business of learning that necessitates discipline by the individual student in all areas such as language, behavior, attendance and dress.

Students are to observe the following guidelines regarding attire:

1. Shirts must have a modest neckline (NO CLEAVAGE).
2. Shirts must be long enough to cover the midriff (front and back).
3. No spaghetti straps, tube tops, off the shoulder, halter-tops, or muscle shirts.
4. Tank tops may be worn, however straps must be 1 inch wide.

5. No backless, strapless or half-tops are to be worn.
6. Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see through, excessively tight, or revealing attire is permitted.
7. Shorts and skirts must reach the length of the middle finger when arms are extended at sides. Spandex clothing (including leggings) alone is not appropriate.
8. Pants must be worn at hip-level or higher (no excessive bagging or sagging).
9. No pajamas, slippers or sleepwear of any kind is allowed.
10. Hats or head coverings (including sunglasses) of any kind are not allowed in the building.
11. Shoes must be worn at all times.
12. Clothing accessories, and visible tattoos with words/pictures that contain any of the following are prohibited: alcohol, tobacco, drugs, sex, death, destruction, hate groups, racial separation, or obscenity.
13. Jewelry on face is prohibited. Earrings are allowed.
14. Spikes, chains, wallet-chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.
15. Excessive or extreme makeup is not allowed.

If the principal determines that a student's dress is disruptive or detrimental to the educational atmosphere the student will be asked to change their clothes. The school has some available clothes for students to borrow. If there is no availability of clothing at the school, the student will be asked to go home and change clothes or have a parent bring new clothes. If none of the options above are feasible, the student will remain in the office and will not be allowed to return to the classroom.

#### **HANSEN SCHOOL DISTRICT RULES**

1. Follow all directives
2. Be on time for school and be prepared
3. Respect others and their properties
4. Be honest and take responsibility
5. Follow all safety procedures
6. Follow any additional rules set forth by classroom teachers

## Hansen School District Discipline Guide

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### **Belief Statements:**

Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:

- ...will not be allowed to interfere with the learning opportunities of another student.
- ...will not be allowed to interfere with a teacher's responsibility to teach all students.
- ...will not excuse the misbehaving student from successfully completing the learning objectives.

### **Behavior Expectations:**

Students and staff will demonstrate:

- ...self-respect
- ...respect for others
- ...respect for all things in their environment

### Level 1- Personal Environment

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This level addresses behaviors that occur in the classroom and only affect the individual. These are behaviors that should generally be addressed in the classroom unless they are reoccurring even after consequences have been issued by the classroom teacher. ***Before*** a referral is made to the office because of multiple offenses, teachers must have documented incidents ***and*** documented contact with parents in PowerSchool.

These behaviors include:

- The student is off task, but not disrupting others
- The student is failing to turn in homework
- The student is failing to complete assignments
- The student does not come to class prepared
- The student is sleeping during class time

Consequences may include:

- Keeping the student from recess
- Assigning the student lunch detention
- Calling the student's parents for a conference
- Assigning the student a community service project within the classroom
- Time out
- Assigning the student to after school detention
- Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

## Level 2- Classroom Environment

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This level addresses behaviors that occur in the classroom and interfere with the learning of others. These are behaviors that should generally be addressed in the classroom unless they are reoccurring even after consequences have been issued. If a referral is made to the office because of multiple offenses documentation of such shall be available in PowerSchool. **Teachers must make and document contact with parents in Power School at this level after a warning has been issued.**

These behaviors include:

- The student is out of their seat without permission
- The student is disturbing other students
- The student is not following directives
- The student is partaking in horseplay in the classroom
- The student is improperly using equipment
- The student is cheating
- The student is being disrespectful
- The student is talking out inappropriately

Consequences may include:

- Keeping the student from recess
- Assigning the student to after school detention
- Assigning the student lunch detention
- Calling the student's parents for a conference
- Assigning the student a community service project within the classroom
- Time out
- Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

## Level 3- School Environment

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This level addresses behaviors that occur outside the classroom that are not physically threatening, and are not illegal. These are behaviors that do affect an orderly environment. **Level three infractions require a referral to the building administrator.** Parents must be contacted when students have a level three infraction. When appropriate, law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child.

These behaviors include:

- The student does not comply with the attendance policy (compulsory attendance)
- The student is using inappropriate or foul language
- The student has excessive tardies
- The student is truant (required in school suspension)
- The student is destructive to or defaces property (required suspension and depending on the severity may be moved to level four (4))

- The student is incorrigible (required suspension and may be referred to law enforcement for status offense)
- The student is disruptive in the hallways, cafeteria, or bus
- The student is disruptive while at a school sponsored activity
- The student is in violation of the dress code after a warning has been issued
- The student is displaying inappropriate affection
- The student is misusing the internet
- The student is found guilty of forgery
- The student displays tacit consent by acting as a spectator of level three or four violations by others

Consequences may include:

- Immediate removal from the environment
- In-school suspension
- Possible involvement of law enforcement
- Out of school suspension
- Parent conference
- Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- Removal from athletics/events/clubs

#### Level 4- Safe Environment

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This level addresses behaviors that are physically threatening to others and/or are illegal. ***Level four infractions require a referral to the building administrator.*** Parents must be contacted when students have a level four infraction. When appropriate law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child.

These behaviors include:

- The student is found guilty of arson (immediate suspension and required recommendation for expulsion)
- The student is in a fight (assault or battery of any kind) (required suspension)
- The student files false emergency reports (bomb threats)(required suspension)
- The students shows gross disrespect toward an adult (cursing and name calling)(required suspension)
- The student is found guilty of hazing (required suspension)
- The student is intimidating, threatening, or extorting others (required suspension)
- The student is in possession and or uses alcohol and or drugs (required suspension first offense, required recommendation for expulsion second offense)
- The student is in possession and or uses explosive devices (required recommendation for expulsion)
- The student is in possession and or uses weapons (required suspension, second offense will result in recommendation for expulsion)
- The student is in possession and or uses weapons and shows intent to harm (required recommendation for expulsion)
- The student is sexually harassing others (required suspension)
- The student is found guilty of theft
- The student displays tacit consent by acting as a spectator of violations by others

Consequences may include:

- Immediate removal from the environment
- Police are contacted if the infraction is illegal
- In-school suspension
- Out of school suspension
- Recommendation for expulsion
- Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- Removal from athletics/events/clubs

### **CONSEQUENCES FOR BROKEN RULES**

Teachers may use their own discretion for consequences when students do not obey rules. Teachers will send students to the principal for disciplinary action when appropriate. Disciplinary actions at the administrative level may include: expulsion, suspension, detention, cleanup duty, loss of privileges, and loss of busing transportation. When appropriate, law enforcement entities will be notified and involved.

Grounds for disciplinary action apply whenever the student conduct is reasonably related to school or school activities including: on or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group, off school grounds at a school sponsored activity or event that bears a reasonable relationship to school, traveling to and from school or a school activity, function, or event, or anywhere including off campus if the conduct may reasonably be considered a threat or an attempted intimidation of a member of the school community.

### **CONDUCT POLICY**

Students are expected to conduct themselves in such a manner as to display the highest respect for themselves (kissing, touching, etc...) will not be tolerated.

### **FREEDOM OF EXPRESSION & ASSEMBLY OF STUDENTS**

Students have the right and freedom of expression in a manner that does not disrupt the rights of other students nor deny them the right to an education. Any person who disrupts the educational process or whose presence is detrimental to the health, morals, safety or academic learning process is guilty of a misdemeanor. Students are allowed to distribute printed material, but any student who distributes material must assume responsibility for the content. Distribution of such material must take place at a reasonable time and location approved by the administration. Material must be free of libel, obscenity, and defamatory statements. Written or oral expression shall not advocate the commission of a criminal act. Profanity will not be tolerated.

### **PERSONAL SEARCH**

A student's person and/or personal effects (e.g., purse, book bag, and pockets) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student is conducted, it will be conducted in private by a school official of the same sex and when feasible, with an adult witness present.

A student who refuses a reasonable request by an administrator to submit to a personal search shall face disciplinary action.

### **SEARCH BY A DRUG-SNIFFING CANINE**

Student lockers and vehicles located on or near campus may be searched by a drug-sniffing canine at any time and under any circumstances deemed as appropriate by school administration.

# 2017-2018 Hansen School District Calendar

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Key	
Green	First/Last Day of School
Turquoise	No School
Yellow	Student Success Day 8-2
Blue	Professional Development
Pink	End of Quarter/Semester
Purple	Teacher W.Day/Conference/Mtgs
Red	Midterms

**August:**

14<sup>th</sup>- District Wide Breakfast Mingle 8:30-9:30, Building Meetings, Teacher Workday

15<sup>th</sup>- Teacher Workday

16<sup>th</sup>- First Day of School

**September:**

4<sup>th</sup>- No School Labor Day

21<sup>st</sup>- Midterms

22<sup>nd</sup> - Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

**October:**

13<sup>th</sup> - Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

19<sup>th</sup>- End of First Quarter (37 Days)

25<sup>th</sup>- Regular School Day with Parent Teacher Conferences to Follow 4:30-8:30

26<sup>th</sup>- No School Parent Teacher Conferences 4:30-8:30

**November:**

16<sup>th</sup> - Midterms

17<sup>th</sup>- Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

22<sup>nd</sup>-24<sup>th</sup>- No School Thanksgiving Break **December:**

15<sup>th</sup>- Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

21<sup>st</sup> End of Second Quarter/First Semester (33 Days, 70 Days)

22<sup>nd</sup>-31<sup>st</sup>- No School Christmas Break

**January:**

1<sup>st</sup>- 5<sup>th</sup> No school Christmas Break

19<sup>th</sup>- Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

**February:**

8<sup>th</sup>- Midterms

9<sup>th</sup> - Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

19<sup>th</sup>- No School President's Day

**March:**

9<sup>th</sup> - Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

15<sup>th</sup>- End of Third Quarter (39 Days)

21<sup>st</sup>- Regular School Day with Parent Teacher Conferences to Follow 4:30-8:30

22<sup>nd</sup>- No School Parent Teacher Conferences 4:30-8:30

26<sup>th</sup>-29<sup>th</sup> - No School Spring Break

**April:**

26<sup>th</sup>- Midterms

27<sup>th</sup> - Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

**May:**

18<sup>th</sup>- Student Success Day, Students 8:00-2:00, Teachers 8:00-4:00

24<sup>th</sup>- End of Fourth Quarter/Second Semester (35 Days, 74 Days), Last Day of School, High School Graduation @ 7:00

28<sup>th</sup>- Not a Contract Day, Memorial Day

29<sup>th</sup> - Teacher Work Day, Last Teacher Contract Day



## Student and Parent Signature Page:

Please read the Hansen Elementary Handbook and remove this page and return it to school. Thank you.

I, \_\_\_\_\_, have read the Hansen Elementary School Student Handbook with my son/daughter and we are aware of the policies set forth in this handbook.

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name (printed) : \_\_\_\_\_

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