

Hale Area Schools
STUDENT/PARENT HANDBOOK
2014-2015

MISSION STATEMENT

Hale Area Schools will equip students with the innovative and technological skills to transfer knowledge from the classroom to the global workplace.

DAILY SCHEDULE

Breakfast:	7:45 a.m. - 8:10 a.m.
1 st Hour:	8:10 a.m. - 9:02 a.m.
2 nd Hour:	9:07 a.m. - 9:59 a.m.
3 rd Hour:	10:04 a.m. - 10:56 a.m.
4 th Hour:	11:01 a.m. - 11:55 p.m.
Lunch: Elem	11:15 a.m. - 11:45 a.m.
Lunch: MS/HS	11:55 a.m. - 12:30 p.m.
5 th Hour:	12:35 p.m. - 1:27 p.m.
6 th Hour:	1:32 p.m. - 2:24 p.m.
7 th Hour:	2:29 p.m. - 3:20 p.m.
Dismissal:	3:20 p.m.
8 th Hour-Extended Hour	3:25 p.m. - 4:27 p.m.

SCHOOL SONG

- 1) "Hale, Hale the gang's all here; never mind the weather as long as we're together.
- 2) Hale, Hale, the gang's all here, so let the spirit start right now.
- 3) On for Area, On for Area, we are sure to win; let them know that we are fighting, we will not give in.
RAH! RAH! RAH!
- 4) On for Area, On for Area, cheer the blue and white. Come all ye loyal fans and see us fight.

This Planner belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE NUMBER: _____

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FOREWORD

Welcome to Hale Area Schools! This handbook was developed to answer common questions that may arise during the course of the school year. This handbook contains information about student rights and responsibilities and the student is responsible for knowing its contents. Please take time to become familiar with the information. Any questions not addressed in the handbook should be directed to the high school office. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in the handbook. This handbook is to be used as a guide for the administration.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the principal at 728-3551.

EQUAL EDUCATION OPPORTUNITY/NON-DISCRIMINATORY POLICY/TITLE IX

It is the policy of Hale Area Schools to provide equal education opportunities for all students. Any person who believes that the school or personnel has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin or other protected characteristics; as well as place of residence within District boundaries, social or economic background, has the right to file a complaint in writing and directed to the superintendent, Ron Kraft, at the Hale Area Schools' Administration Office. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 working days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Title IX of the Educational Amendment Act of 1972 of the United States Congress specifically states: "No person in the United States shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." It shall be the policy of Hale Area Schools to fully comply with Title IX under guidelines adopted by the President of the United States and the United States Congress.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory of all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook including expulsion from school. When required by State Law, the District will notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counselor whenever such help is needed.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education shall, in compliance with State Law, provide for the education of all residents between the ages of 6 and 26 within the District. The school shall abide by all the legal rights guaranteed to the students. Each student has a right to all educational resources necessary to operate an instructional and extra-curricular program, and the Board of Education shall not discriminate against any student on the basis of race, creed or gender.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect the rights of their fellow students and staff. Students are expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed from school. The staff expects the students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program (i.e. bring paper, pencils, textbooks, etc. to class). If, for some reason, this is not possible, the student should seek help from the staff. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support the staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Finally, students 18 years of age and older are considered students first and, by law, adults. As such, they are entitled to function in place of their parents in matters concerning personal, CA-60 records, test scores, report cards, disciplinary action files and attendance and tardiness. An "Emancipation" form must be completed, including a parent signature, for an 18 year-old to assume such responsibility. However, in matters such as loss of academic credit, suspension or expulsion occurs, the school will assume the parent and/or guardians will want to be notified.

STUDENT WELL-BEING

Student safety is a responsibility of all school personnel. All school personnel are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any school personnel immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office. A student who fails to return to the school the completed form will be unable to attend special school events and/or field trips.

Students with specific health care needs should submit those needs, in writing and with the proper documentation by a physician, to the school office. **All medications, prescribed and non-prescribed, are to be delivered to the school office and taken only with adult supervision.** The medication must accompany a medication form with the **parent and physician's signature.** (The only exception to this is if the student is using an inhaler, which may be kept on their person, or in the student's locker with the appropriate paperwork filed in the school office.) No medications or medical treatments are to take place in school without parental approval. The office personnel are available to discuss the procedure for medications and treatments.

SECTION I – GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

Announcements or posting of outside activities are permitted only with the prior approval of the principal or designee. A minimum of 48 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

ASSEMBLIES

The student body may be assembled in large groups, with the consent of the administration, for the purpose of instruction or entertainment. Students are to sit in the section of seats set aside for them when attending assemblies and/or pep meetings. Courteous attention to the speaker or performer is expected so that all individuals are able to enjoy the program. Whistling, stomping of feet, shouting or throwing of objects are unacceptable actions and could result in disciplinary action. Students removed from assemblies for unacceptable behavior could lose the privilege of attending future events.

BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their duties. Because of the serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandate procedure includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent.

CLOSED CAMPUS

Students arriving at school, at any time before the first bell, are not permitted to leave school grounds without the principal or designee's permission. (This includes the morning before the first bell for students who walk or ride to school.) Students who arrive after the morning tardy bell MUST SIGN IN AT THE OFFICE before proceeding to their first class. A student who has pre-arranged permission to leave school before the end of their normal day MUST SIGN OUT IN THE OFFICE. (Also see **Code of Conduct – Closed Campus.**) Areas that are considered part of the school property, but not a part of the school campus and are, therefore, off limits for students from the time they arrive at school until dismissal are: 1) Staff and student parking areas.

COMPUTER/INTERNET USE

Hale Area Schools promote the use of its computing facilities and seeks to improve the computer literacy of its students. All students are encouraged to make use of these facilities in pursuit of their educational goals, but are asked to remember that computing facilities are to be used for academic purposes only. Hale Area Schools views the use of the computer and its facilities as a privilege, not a right, and seeks to protect legitimate computer uses by imposing sanctions on those who abuse the privilege. **Students are required to have an "Acceptable Computer Use Agreement" form on file to be able to use the computers at Hale Area Schools.**

The internet is a very effective tool to introduce students to the global nature of information and to share information in a variety of ways. With increased access to computers and people all over the world, there is also increased access to controversial material that may not be of educational value in the context of the school setting. The school district has the right to monitor and track the use of the computers in our schools. A student may have their privileges suspended or revoked and additional disciplinary action taken for unacceptable use of the district's computers.

The following activities are not permitted on the district computers: 1) Sending, displaying or accessing offensive messages or graphics. 2) Using obscene or vulgar language. 3) Harassing, insulting or attacking others. 4) Damaging computers, computer systems or computer networks. 5) Violating copyright laws. 6) Using another person's password. 7) Trespassing

in others' folders, work or files (School officials will monitor student folders or files without permission or notice.) 8) Intentionally disrupting the system or wasting resources in any way (i.e. disc space or printing capacity.) 9) Using the network for illegal or commercial purposes. 10) Using the equipment in any way that is inconsistent with individual school policies. 11) Students using the equipment without the permission of school officials.

Communications on computer networks are usually public in nature and privacy cannot be guaranteed, even for personal messages. Therefore, users should: 1) not include personal messages, pictures of self, phone numbers, location of school and the personal financial information in their communications. 2) Give notice immediately to a parent or school personnel if they encounter material which violate the rules of **appropriate** use, or if the messages or files sent to them contain threats, sexual references or if they make them feel uncomfortable. 3) Never agree to meet "online" without first getting permission from a parent or guardian. 4) Not divulge their password to another person.

Discipline for misuse of the internet:

- 1st – One school day off the school computers (24 hours)
- 2nd – Five school days off the school computers
- 3rd – Thirty school days off the school computers
- 4th – One calendar year off the school computers

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The school's staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly-transient pest, such as lice. Removal is for the contagious period, as specified in the school's administrative guidelines. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have child's blood checked for HIV, HBV and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

DANCES

Dances are arranged through school organizations. All dances are approved by the advisor and principal prior to being scheduled. Middle school dances are limited to currently enrolled middle school students only. High school dances are open to all students and their guests (20 years of age or younger), but the school reserves the right to alter this procedure and refuse an individual entrance to these events. All dances will require a sign-in and sign out sheet at the door of the event. Anyone leaving the building without the chaperone's permission is not permitted to return that evening. Students being removed for disciplinary reasons are subject to further disciplinary actions upon their return to school.

Students bringing a guest must sign up the guest in advance of the event on a form in the office and assume responsibility for the actions of their guest at the dance. No middle school students are permitted to high school dances. Prom is open to high school juniors and seniors and their guests. Guests for prom, who are freshman or sophomore status, must have the approval of the principal before they are eligible to attend.

DIRECTORY INFORMATION

The following items are designated as Directory Information: student name, address, telephone number, date and place of birth, participation in official recognized activities and sports, weight and height of school athletes, awards and honors received, date of graduation, awards received and the student's photograph as published in the school's yearbook. The District will not release information it considers to be harmful or an invasion of privacy, if disclosed. The student's photograph may also appear in sports photographs, homecoming court, activities photographs and other school related photographs that could be published in the local newspapers and the school's yearbook.

The Hale School District has established the above information as "directory information" and will make it available upon a legitimate request unless a parent, guardian or adult student notifies the Hale Area Schools Records Officer, superintendent, in writing within 10 days from the date of this notification that he/she will not permit distribution of any or all such information: Lists of phone numbers and addresses are not released without permission from the parent and/or guardian except to class officers and yearbook members. (Also see **General Information – Student Records**).

DRIVING PRIVILEGE/VEHICLE SEARCHES

Students with a valid driver's license may be granted the privilege of driving to school. All student vehicles must be registered in the school office. The student is responsible for having the completed form on file in the office. Parking tags are issued and expected to be visible for any vehicle driven to school. Failure to register your vehicle while on school property could be subject to a search by school officials. **(See Searches of Motorized Vehicles, Lockers and Students)**. Parking of cars must be in an orderly manner with only 2 cars parked in a row. **Students may not remain in their cars in the morning, nor return to them at any time during the day without permission from the office.**

The student who registers their car is solely responsible for the use of their car and disciplinary action, including loss of driving privilege for the remainder of the school year, could be imposed for those who abuse the privilege. Drivers are responsible for items left in their vehicles and may be subject to disciplinary action for such items. All disciplinary action would be directed against the driver and the registrant if they are not the driver.

DUAL ENROLLMENT

High school students who are eligible may enroll in a post-secondary program providing he/she meets the requirements established by law and by the District. Interested students should contact the school's principal to obtain the necessary information.

ELECTRONIC COMMUNICATION DEVICES (CELL PHONES)

Students who, by parent/guardian request, are given permission by the building principal to have in their possession an electronic communication device (ECD) for health reasons must adhere to all rules and regulations as set forth in the Student Code of Conduct. Requests must be put in writing, stating the reason and duration, by a parent or guardian, and turned in to the office.

Cell phones and all electronic communication devices must be turned off between 8:10 a.m. and 3:20 p.m., excluding lunch periods (elementary lunch: 11:26 a.m. – 12:01 p.m.; middle school lunch: 10:56 a.m. – 11:30 a.m.; high school lunch: 11:56 a.m. – 12:30 p.m.)

In no case will any personal communication device be allowed that provides for an unfiltered wireless connection to the Internet or which has the capability to take photographs of any kind.

The use of cell phones and other ECDs in locker rooms and restrooms is **PROHIBITED**. "Walkie Talkies," either long or short range, portable CB radios, portable "HAM" radios, portable police scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, and inappropriate use of digital cameras, shall not be allowed in any circumstance unless proof is offered that such a device is necessary for health emergency purposes and permission is granted for their use by the building principal.

Electronic laser pointers are prohibited by the State of Michigan from being used at school. Students who possess these devices will have them confiscated and may only be returned to the parent and/or guardian. Repeated violation of this law will result in suspension or expulsion. Students who use these at athletic contests will be removed and will lose the privilege of attending all extra-curricular events for the remainder of the school year.

Violation of this policy may result in the confiscation of the device by school authorities and further disciplinary action including suspension from school could result.

1st offense ~ student loses device for rest of day; student may get back from principal at the end of the day.

2nd offense ~ student loses device until parent comes in to pick device up from principal.

3rd offense ~ student loses device until meeting with principal, parent, and student; student could be suspended until meeting. (Rule 6: Disrespect Toward Staff / Insubordination)

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents by school messenger, local radio and television stations. Parents are responsible for knowing about emergency closings and delays.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the district in which they live or have a "Schools of Choice" Application on file with the district. New students must have the following items upon registration with Hale Area Schools: 1) A copy of their certified birth certificate 2) Proof of up-to-date immunizations 3) Proof of residency in the Hale Area School District (or completed "Schools of Choice" Application) 4) Students not residing within the district or with their custodial parent must also have one of the following: 1) Guardian with guardianship papers 2) Court Authorized Emancipation Papers.

FIELD TRIPS / SENIOR TRIPS

Field trips are offered for educational purposes. They are an extension of the classroom and students are expected to follow all school rules and procedures while on a field trip with their class.

Participation in field trips/incentive trips is a privilege, and not a right. Guidelines will be sent home per marking period by grade level.

The following guidelines are provided to govern the Senior Class in preparing themselves to be able to go on a Senior Trip. Some of the guidelines apply to the class as a whole while others apply to the individual, but in combination all of the foregoing conditions must be met.

- 1) Proposed trip must be submitted to the Board of Education for approval.
- 2) Each student desiring to go on a Senior Trip must turn in an approved permission slip signed by a parent.
- 3) A Senior Trip shall be limited to no more than one (1) school day; no overnight trips.
- 4) Senior Trip destination will be limited to the continental United States.
- 5) At least two (2) approved faculty sponsors shall be chaperoning the trip.
- 6) Individual out of pocket contribution shall not exceed \$100.00 per student.
- 7) No less than 51% of the total class enrollment must actually go on the trip and therefore have met the following conditions:
 - a) Each person approved to go on the trip shall deposit with the Hale Area Schools Class Sponsor, a \$25.00 non-refundable personal down payment toward the total for their trip, by December 1 of their senior year.
 - b) Disbursement of all down payments and final payment for the class shall be the responsibility of a Class Sponsor designated by the high school principal and shall be completed to meet time constraints for the trip.
- 8) Extenuating circumstances may affect the waiver of the above stated conditions upon approval of the school's principal.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and conducts fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building. Tornado drills are conducted during the tornado season using the same procedures provided by the State.

HALL GUIDELINES

Students will have five (5) minutes passing time between classes. This is a sufficient amount of time for passing and restroom breaks. There is a ZERO (0) tolerance for tardies. Students are expected to be in their required classroom at all times. In the event that students need to be in the hallway, they are required to have their student planner in order to be in the halls. It is the responsibility of the student to have their planner signed before leaving class. Students wishing to have a conference with a teacher or counselor need to obtain a pass from that person before going to meet with them. Halls are to be orderly and litter free. Students are **not** permitted to store cans and bottles in their lockers. (Also see **General Information-Lunch Hour**). Hats are to be removed as soon as a student enters the building. **Hats are not permitted to be worn during the school day, either in the hall, classroom or going to an outside area for classes.** Hats may be worn on special occasions announced in advance. (Also see **General Information-Student Dress and Appearance**).

IMMUNIZATIONS

Immunizations

Ages 4-6

Ages 7-18

Diphtheria,
Tetanus &
Pertussis**

4 doses are required. If a dose was not given on or after the 4th birthday, a **booster dose** of DTP **is required.** Most children will have 5 doses.

4 doses are required. If a dose was not given in the last 10 years, a **booster dose** of Td **is required.**

Polio

3 doses are required. If the last dose was not given on or after the 4th birthday, a **booster dose is required.** Most children will have 4 doses.

3 doses are required.

Measles,
Mumps &
Rubella

2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose.

2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose.

Hepatitis B

Effective 1/1/00 3 doses are required.

Effective 1/1/00 3 doses are

Varicella ***
(Chickenpox)

Effective 2002/2003 1 dose is required
on or after 1st birthday.

required.

Effective 2002/2003, only 1 dose required if received on or after the 1st birthday but prior to the 13th birthday **or 2 doses required**, administered at least 28 days apart.

CHILDREN who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED IMMUNIZATIONS have been GIVEN, or have a waiver on file.

*Part 92, Act 368 of the Public Acts of 1978, as amended.

**Children ages 4-6 must have received 4 doses of pertussis. DT is only accepted if a waiver is on file for that particular dose of pertussis vaccine.

***Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

The State of Michigan (Part 92, Act 368 of the Public Acts of 1978, as amended) prohibits a principal or teacher from admitting new entrants to school without a record of 1 dose of each of the following: Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, (Whooping Cough) and effective January 1, 2000, Hepatitis B, or a signed waiver. (DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine). To stay in school, you must provide the school with a record showing that your child has received all of the immunizations listed below.

INJURY/ILLNESS/INSURANCE

All injuries must be reported to a teacher or the office. Minor injuries are treated in the office and the student is returned to class. Parent contact will be made for students who become ill during the school day and report to the office after checking with their teacher. No student will be released from school without proper parental permission. The school district does not provide health or accident coverage for injuries incurred by your child.

LIBRARY/MEDIA CENTER

The library/media center is available to students throughout the school day. Books on the shelves may be checked out for a specific period of time. To check out any other materials, contact staff. All materials checked out of the library/media center must be returned in a timely manner to the library/media center. Resource materials may not be checked out of the library/media center. Books, computers and other equipment in the library/media center may be used only with the permission of staff. Students are **not** permitted in the office or the use of the telephones in the office areas of the library/media center unless accompanied by an adult. **NO** students are permitted in the library/media center without staff supervision. There shall be no food, beverages, or gum allowed in the library/media center. Students are financially responsible for lost or damaged materials.

LOCKERS

Each student is provided with a locker without charge. The lockers are to be kept clean and orderly at all times. Students will be assessed a repair fee if the locker is physically damaged. Lockers are the property of the school and may be searched without notifying the student. (See **Searches of Motorized Vehicles, Lockers and Students**). Offensive language, alcoholic or drug advertising, obscene or indecent pictures will not be permitted in the lockers. (See **Code of Conduct – Vandalism**). **Students may not store bottles and cans in the locker and are not permitted to decorate the lockers with chewed gum.** Food items brought from home for lunch or after school may not be kept in the lockers for more than 24 hours.

LOST AND FOUND

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

FOOD SERVICE

All students have the option to eat school-prepared meals for breakfast and lunch. Breakfast and lunch are free to all students. Any milk purchased outside the Community Eligibility Option will cost .35 cents and must be paid for at the time of service. A-la-cart items will be available and must be paid for at the time of service. Students should put money on their meal account in advance. Students are expected to keep a positive balance on their meal account. Breakfast and lunch menu calendars are published on the schools website. Students are expected to keep their tables clean, never throw food (creates unsafe conditions, see Code of Conduct for consequences), return trays to the kitchen area, put trash in proper containers, and consume all food and drink in the cafeteria.

OUTSIDE AGENCIES QUESTIONING STUDENTS

School authorities are frequently asked by Officers of Law Enforcement Agencies, Social Services, Child Protection Agencies and others in their pursuit of alleged crimes, child abuse cases, child welfare cases and other investigative procedures that often involve children at school to speak with a student. In cases involving the Child Protection Agency, it is not the responsibility of the school to notify the parents. In all other cases, officers will not speak to students under the age of 17 without permission of the parent and/or a school official present.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class (for a period of one hour), particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal and obtain teacher approval, prior to coming to the school.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Changes in a student's schedule are handled by the principal's office. Some courses may be denied because of available space or the need to take prerequisites. Students are required to follow their schedules. Any change in a student's schedule must have a "Drop/Add Form" filled in with the principal prior to moving to another class. Students may change a schedule only during the official "drop and add" time within the first three days of each term. Students who change their schedule after this period must have approval of the withdrawing teacher or they will receive an "E" grade for the dropped class. (Also see **Academics-Drops and Adds**).

SEARCHES OF MOTORIZED VEHICLES, LOCKERS AND STUDENTS

Students possess the right of privacy as a person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers are the property of the school and a student's locker or other possessions may be searched in the event "reasonable suspicion" dictates the administration take such action.

Searches of motorized vehicles, lockers and students may be conducted at any time, without student consent and without a search warrant. Lockers are the property of the district and at no time does the district relinquish its exclusive control of the lockers. Motorized vehicles brought onto school property are subject to search by the principal or designee. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Periodic general inspections of lockers and motorized vehicles shall be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant; especially when the contents are subject to threat or potential danger to the health, safety or welfare of other students or the school in general. (In the case of a locked vehicle, all efforts will be made to have the vehicle unlocked before proceeding with the search.) Students who refuse a search will have further disciplinary action taken. No law enforcement officer may search any locker or vehicle without a search warrant, unless they have the permission of the principal or designee. Upon reasonable suspicion and in order to protect the health, safety and/or welfare of students under the jurisdiction, the principal or designee are authorized to search students. No strip searches shall be conducted by school authorities. All searches are carried out in the presence of an adult witness.

SPECIAL EDUCATION

Hale Area Schools provides a variety of Special Education programs for students identified as having a disability by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement statement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Education, Ronald L. Kraft, at (989) 728-3551.

STUDENT DRESS AND GROOMING

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

The following are guidelines that have been established for student dress at Hale Area Schools. We feel they are reasonable and we seek your assistance in promoting and enforcing them. Student dress should not offend the moral standards of the community. Therefore students:

- A. Must wear shoes and appropriate, clean clothing that is not obnoxious or distasteful.
- B. Undergarments must not be visible at any time.
- C. Are not to wear sunglasses indoors, unless immediately entering or leaving the building.

- D. Will follow all guidelines at school, and at all school activities and events.
Examples: Athletic events, dances, plays, graduation exercises, etc.
- E. Cannot wear or display clothing and personal articles that advertise or contain logos of alcohol, tobacco, or other drugs, as they are considered inappropriate, and shall not have letters, pictures, or sayings that are obscene or otherwise objectionable.
- F. Are not to wear hats inside the building during regular school hours.
- G. Jeans/pants are not to have holes or tears above the knee.
- H. Other Examples of unacceptable dress include, but are not limited to:
 - a. Short and revealing clothing including, but not limited to:
 - 1. Halter/tube tops
 - 2. Any type of "see through" or sheer clothing
 - 3. Shirts not fully covering the midriff
 - 4. Short skirts and dresses
 - 5. Tank tops/Muscle shirts
 - 6. Clothing with holes
 - 7. Low cut tops
 - 8. Shorts (short shorts)
 - 9. Straps, spaghetti straps, over the shoulder need to be 2" inch width
 - 10. Sleep Wear
 - 11. Yoga pants
 - b. Hats or other head coverings are to be removed when entering the building and kept in the locker until you leave the building. Hoods on sweatshirts may not be put up to cover a student's head during the school day.
 - c. Clothing/accessories with inappropriate sayings or pictures.
 - d. Shorts and skirts must be reasonable in length. No shorter than the end of one's longest fingertip when the arms are placed at ones side or within six inches of the top of the kneecap. NO compression shorts are allowed.
 - e. Coats or jackets are not to be worn in class unless authorized by the teacher.
 - f. Students may not wear sunglasses in school.
 - g. No wallet chains or pocket chains.
 - h. No book bags (backpacks) in the classroom. Unless authorized by principal.
 - i. Footwear is required (NO slippers).
 - j. No tear away pants unless as part of an authorized, athletic uniform.

VIOLATIONS OF DRESS CODE

- A. 1st offense -- Conference with student and change of clothing.
- B. 2nd offense – Saturday school.
- C. 3rd offense – 1 Day suspension (this will fall under Disrespect Toward Staff after a third offense).

Because some individuals' or groups' representation is of our school, such as performing music groups, athletic squads, cheerleaders, etc., the school reserves the right to establish more definitive dress policies for these performing and representative groups. Students violating the dress guidelines for the first time will be asked to immediately dress in the correct way. If necessary, parents will be called to bring proper clothing, so that the student may resume his/her regular class schedule. Repeated violations of the dress guidelines will be treated as insubordination and possible suspension and/or other punishment deemed necessary by the Principal, may be imposed.

The above rules and guidelines are not meant to be an all inclusive list or a limitation upon the authority of school officials to deal appropriately with violations of established rules and regulations or other types of conduct which disrupts or interferes with the general good order of the school system, proper functioning of the educational process, or the health or safety of individuals or groups. Exceptions to the dress code may apply to formal dances or school-sponsored events. Exceptions to the dress code are only authorized with a written and sponsored request, which is approved by administration.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands, and other such groups understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written materials on the same subject. The school administrator has the discretion to make exceptions in extreme circumstances. This student handbook may later be amended to include any other violation not specified.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with his/her principal to discuss any legal requirements and obtain any needed documents.

STUDENT FEES, FINES AND CHARGES

Hale Area School charges specific fees for curricular programs that result in the student keeping a completed project or assignment. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Students who owe monies for fines, fees, overdue and/or lost books will not be able to participate in field trips, extra-curricular activities or special programs until the fines, fees, overdue and/or lost book/equipment fines are paid.

STUDENT RECORDS

There are two kinds of records-directory information and confidential records. In compliance with Federal regulations, Hale Area Schools has established the following guidelines concerning student records: (1) Mrs. Hewitt and Mrs. Scholtz are the Hale Area Schools Records Officers and are responsible for the processing and maintenance of all student records. (2) Each student's records will be kept in a confidential file located in the school's office area. The information in a student's file will be available for review only by the parents and/or guardian of a student, adult student (18 years of age or older), and those designated by Federal and/or District rules and regulations. (3) A parent, guardian or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with the principal or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act (FERPA).

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student (18 years or older) or a surrogate. The only exception to this would be to comply with the State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and are not made available to those who request that information, without written permission from the former student. (Also see **General Information-Directory Information**).

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT SALES/SOLICITATION

Student's may not sell any item or service, or solicit funds for special causes without the approval of the principal or designee. If proper approval has not been granted, the monies collected will be confiscated and the student will be referred to the principal or designee for disciplinary action.

TRANSFER OUT OF THE DISTRICT/WITHDRAWAL FROM SCHOOL

The parent is expected to notify the school office if a student is planning to transfer from Hale Area Schools. Transfers are authorized after the student has returned all school materials and paid any outstanding fees or fines. Students under the age of 18 must have written consent of their parent or guardian to transfer/withdraw from school.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal and/or designee to use any school equipment or facility. **Students must be under the direct supervision of a member of the faculty to be allowed to use any of the school facilities outside of the school day**, (i.e. gym, band room, cafeteria, or other classroom areas in the building). Office areas (school offices, librarian office, physical education offices, music room offices, custodial and kitchen area offices) are not permitted for student use and are OFF LIMITS to all students after school is dismissed for the day. Students will be held responsible for the proper use and care of any equipment or area they are allowed to use.

USE OF THE TELEPHONES

Telephones are not to be used for personal calls. Telephone use is for "emergency" situations in order to reach a parent or guardian. This policy includes the telephones in the following areas: main office, band/choir office, locker room offices, counselor's office, librarian's office, classrooms and teacher's lounge. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use **before school, at lunch and after school, Students are expected to be in their required classroom at all times.** Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

VISITORS

Visiting parents and/or guardians are welcome at the school. All visitors must report to the main office before proceeding to any area of the building. **Students may NOT bring visitors to school for any part of the day.** In order to properly monitor the safety of students and staff, visitors found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

WRITTEN, VERBAL AND SYMBOLIC EXPRESSION

Students have the right to form and hold their own ideas and beliefs and to express these through written, verbal and symbolic means. The encouragement of this right requires that each student be permitted to disclose or express an idea in the course of academic dialogue without penalty, embarrassment or any reflection in academic evaluation. However, the school retains a responsibility to maintain an appropriate educational environment. A material cannot be displayed if it is obscene to minors, libelous, indecent or vulgar, advertises any product or service not permitted to minors by law, intends to be insulting or harassing, intends to incite fighting or presents a likelihood of disrupting school or a school event. As such, posting or distribution of any written material including, but not limited to advertising, community events, etc. must receive administrative approval prior to it being distributed.

SECTION II – ACADEMICS

COURSE OFFERINGS

Course offerings and descriptions are located in the Course Selection Guide. Copies are available in the school office.

DROP / ADD

During the first 3 days of each new semester, students will have the opportunity to review their schedule and determine if the class they have selected meets their educational needs. When schedule changes become absolutely necessary, a student will follow proper procedure to change from one class to another. **Changes made during the first three days of the term may not be completed without the approval of the parent/guardian, teachers involved, and principal.** All changes in the student schedules must be done on a "Drop/Add" form available in the main office. The schedule change will be considered completed after all forms are signed, approved and returned to the main office. Only then can the student follow their adjusted schedule.

EXAMS

Students in grades 7 through 12 may have mid-term and/or final exams scheduled in their classes.

GRADES

Hale Area Schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon a number of assessments including test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students, in writing, at the beginning of the course work and post it within the classroom. If a student is not sure how their grade will be determined, he/she should ask the teacher. To define academic letter grades, the school uses the following codes:

A = 4.0 = Excellent Achievement	B = 3.0 = Commendable Achievement
C = 2.0 = Satisfactory Achievement	D = 1.0 = Minimum-Acceptable Achievement
E = 0.0 = Failure	INC = Incomplete (must be completed within 2 weeks or grade becomes an E)
CR = Credit Received	NCR = No Credit Received

GRADE POINT AVERAGE

To calculate grade point average (G.P.A.), assign the designated point value to each course grade and divide by the number of credits attempted.

GRADING PERIODS

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. A progress report of student achievement will be sent every 5 weeks of each report card period. When the student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher and find out what actions can be taken to improve poor grades.

GRADING SCALE

Grade point averages are based on the following scale:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	E = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in 4 years of high school. To receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the minimum required credits. Special Education students may still need to earn the required credits for graduation as indicated by the I.E.P.

The Michigan Merit Examination (MME) will be administered to all junior students. Students receive a score of Level 1-(Endorsed-Exceeded Michigan Standards), Level 2-(Endorsed-Met Michigan Standards), Level 3-(Endorsed-At Basic Level) or Level 4-(Not Endorsed). Students with scores of Level 1, 2 or 3 on the tests for Reading, Mathematics, Writing, Science and Social Studies will have that score placed on their final High School Transcript. Active attendance is required from the beginning of any student's senior year for consideration of class ranking for valedictorian or salutatorian.

Attendance at graduation is required of all graduating seniors unless parents and/or guardians of the graduate have made a special request not to participate. Notification of non-attendance should be submitted 1 week prior to graduation activities. **Students who fail to fulfill graduation requirements will not be allowed to participate in the commencement ceremonies. A cap and gown is required and suitable attire is to be worn underneath (a letter will be sent from the principal's office describing the attire in further detail in the fall);** students should check with the principal before ordering their cap and gown for graduation. One unit of credit is given for each term's work in a subject, if successfully completed. A student must successfully complete 23 credits in order to graduate. Students who transfer into the district from schools outside of Iosco County may be required to pass competency tests to gain credit for their completed courses. Class ranking for seniors is finalized after the first semester card marking.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is not used for disciplinary reasons, but only to enhance the student's learning. Students are expected to make up all work missed during any excused absence. It is the student's responsibility to contact their teachers for the make-up arrangements. The student is entitled to the same number of days to make-up work as the number of absent days. When the absence affects a major test or project, it will be made up at the teacher's convenience. Parents may request student's homework when the absence is for a prolonged period of time. Parents can telephone the school office to request work for their student and give the teacher twenty-four (24) hours to comply with the request. The work may be picked up in the office and returned to the student's teacher upon their return to school.

PROMOTION, PLACEMENT AND RETENTION

A high/middle school student's progress toward graduation and receiving a diploma is determined by completing required course work, earning the necessary credits and passing state mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.).

Students will be assigned a grade level at the beginning of the school year or upon enrollment and remain in that class/standing for the entire school year, regardless of the credits received at the end of the first 18 weeks of school. One credit will be given for each 18 weeks work in a subject, if successfully completed. Transfer students are expected to meet the requirements of Hale High School for their remaining terms. It is the student's responsibility to keep in contact with their principal and teachers to ensure that all requirements are being met. Information about credit and course requirements is available through the principal who will answer any questions.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism.

Honor Roll is determined each marking period for all students in grades K-12. The Honor Roll is to recognize those students with grades that show a high level of achievement. If a student is to be recognized, they must have all A's and B's on their report card. An all "A" report card will be noted within the Honor Roll listing with an asterisk (*).

Senior class ranking and top ten are determined after the first semester of the student's Senior year.

An Awards Assembly is scheduled in the spring to recognize individual student accomplishments during the school year. Valedictorians and Salutatorians are determined by the student's grade point average. In order to qualify for valedictorian and salutatorian status, the student must have active attendance at Hale High School from the beginning of that student's senior year.

STUDENT ASSESSMENT/TESTING

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to take the appropriate state mandated tests. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine the instructional needs. Classroom tests will be used to

assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Hale Area Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III – STUDENT ACTIVITIES

ACADEMIC LETTER

Hale High School students have the ability to earn an academic letter and guards. At the end of the fourth term each student's record and grades are reviewed. Students must meet the following criteria in each of the four terms to receive an academic letter and/or guard. Qualifying students will receive a letter with the "Lamp of Learning" for the first year and a guard designating each additional year of achievement thereafter. The requirements are:

1. Only students in grades 9-12 are eligible to participate.
2. The student must be attending 4 academic classes, not enrichment, per marking period. (Choir, Band, and Art are considered enrichment classes).
3. The student must be earning a grade of no less than a B- in all classes, **both enrichment and academic classes.**

ATHLETICS/EXTRA-CURRICULAR

Hale Area Schools believes in the educational value of interscholastic athletics and extra-curricular activities and has supported a full program of activities for males and females. In Hale, our athletes and activity participants are students first. A student who elects to participate in athletics/extra-curricular activities must understand that school work and academics come first. Beyond the classroom, these students have chosen to make a commitment to an athletic team or extra-curricular activity. The decision involves self-discipline, sacrifice and dedication, never losing sight of the fact that these activities should be fun and contribute to the physical, emotional and social development of the student. **(Students not in attendance during the school day are not permitted to attend any school related activity either home or away.)**

NATIONAL HONOR SOCIETY

Hale High School is a member school in the National Honor Society. Membership in this organization is based on a set of criteria that includes: Scholarship, Service, Leadership, and Character. The selection of new members to the society follows a multi-step process.

1) A student's academic record is reviewed to determine scholastic eligibility for membership. A minimum GPA of 3.25 is required. 2) Students who are eligible are notified and given a Student Activity Information Form to complete. This form is available from the National Honor Society Advisor. 3) Teachers are invited to comment on candidates being considered in to the National Honor Society. 4) The Faculty Council consisting of five teachers, appointed by the principal, meets to review the Student Activity Forms and teacher comments. The council then selects the candidates to be inducted into the Hale Area High School Chapter of the National Honor Society. 5) The principal will review the results of the Faculty Council for approval. 6) Selected students and their parents will be notified about the selection and the induction ceremony. 7) Candidates will be inducted at a candle lighting ceremony.

Students whose grade point average for two terms falls below a 3.25 (first nine week term below accepted average, students are put on probation and must raise their grade point by the second nine week term), fail to attend meetings and/or the induction ceremony or conduct themselves in a manner that is in violation of the National Honor Society are subject to disciplinary action **up to removal from the Hale High School National Honor Society**. Any infraction that is in violation of civil law is grounds for dismissal from the Hale High School National Honor Society.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The Building Use form, for permission can be obtained from the principal. The Building Use form must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Non-district sponsored organizations may **NOT** use the name of the school or school mascot.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Hale Area Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular related activity may be required for a particular course and/or contain school subject matter, where credit may be given. The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

HALE AREA SCHOOLS ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT

FOREWORD

When parents, student athletes, student activity participants, coaches and advisors have positive common goals, educational results are limitless. The purpose of the athletic/extra-curricular handbook is to explain Hale Area Schools' philosophies, objectives and guidelines so that all students may have a positive athletic/extra-curricular experience. Athletics and extra-curricular activities are part of the total educational program in Hale Area Schools. The philosophy adopted by the Board of Education emphasizes that all educational programs should stress the cooperative, contributive, creative and competitive values found in our society.

ATHLETIC/EXTRA-CURRICULAR PARTICIPANT RESPONSIBILITIES

There are occasions when you have a conflict of responsibilities. The following set of values should be used as a guideline to aid you in determining your prime responsibility:

- 1) Home and church responsibilities
- 2) Academic responsibilities
- 3) Athletic/extra-curricular responsibilities
- 4) All other social and school responsibilities

It is the responsibility of the student to properly care for equipment and uniforms issued to them during the course of their participation in the activity. All equipment and uniforms issued to the student must be returned to the coach/advisor at the end of the season or school year, whichever comes first. Equipment and/or uniforms not turned in will have to be paid for by the student. A student athlete will not receive any season awards or be allowed to participate in subsequent sports or extra-curricular activities until their equipment and/or uniform is returned or paid for.

ATHLETIC/EXTRA-CURRICULAR PARTICIPANT GUIDELINES

Students are encouraged to become involved in extra curricular activities, including interscholastic athletics, provided they agree to follow the rules and guidelines set by the district and their coach/advisor. Participation in these programs at Hale Area Schools is considered an honor and privilege that entails obligation to the school and the community. Students who violate these rules and guidelines will be subject to the consequences outlined, up to and including suspension from participation in such activities. This code is in effect year round (12 months) not just during the school term. Students must realize that these rules and guidelines are in effect 24 hours/day, 365 days/year both on and off school grounds. The consequences for violation of this code are cumulative starting with the student's first year at Hale Area Schools.

Individual coaches may have additional policies and consequences that must be adhered to by team members and team support personnel. Upon approval of the athletic director and principal, these individual policies will be presented in writing to each athlete and his/her parent or guardian and placed on file in the athletic office at the beginning of the season.

A student who violates the rules and guidelines will be subject to disciplinary action as outlined in this code of conduct. To participate in any extra-curricular activity the student and his/her parent or guardian must sign and return the designated school official participation form, which acknowledges that the student and his/her parent or guardian understands and agrees to abide by the code of conduct.

CODE OF CONDUCT VIOLATIONS

The following behaviors constitute a violation of the Hale Area Schools' extra-curricular code of conduct and subject the student to the consequences outlined in that section of this code:

Alcohol and Substance Abuse

- 1) Use, possession, concealment, distribution, sale or being under the influence of tobacco or tobacco products in any form;
- 2) Use, possession, concealment, distribution, sale or being under the influence of alcohol or alcoholic beverage in any form;

- 3) Use, possession, concealment, distribution, sale or being under the influence of illegal drugs, including, but not limited to, those substances defined as "controlled substances" pursuant to federal and/or state statute;
- 4) Use, possession, concealment, distribution, sale or being under the influence of steroids, human growth hormones or other performance enhancing drugs;
- 5) Use possession, concealment, distribution, sale or being under the influence of any substance purported to be illegal, abusive or performance enhancing, i.e. "look-alike" drugs;
- 6) Use possession, concealment, distribution, sale or being under the influence of inhalants.

It shall not be a violation of the code of conduct for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician or for which permission to use in the school has been granted provided he/she is taking prescription medicine, which could alter the student's ability to participate in the activity.

Students shall not engage in any acts of cumulative or gross misconduct, including but not limited to behavior which is addressed in the student handbook, such as acts of theft, extortion, vandalism, assault, sexual misconduct and gross disrespect.

CONSEQUENCES AND PENALTIES FOR VIOLATIONS

Violations for alcohol and substance abuse as delineated in numbers one through six (1-6) of the previous section are outlined below:

First Violation

If Self-Reported by athlete within 24 hours of incident:	10% of regular season contests scheduled for current sport (in season) and/or next sport (carryover or out of season), (Minimum of 1 full contest).
If the violation is determined through investigation:	30% of regular season contests scheduled for current Sport (in season) and/or next sport (carryover or out of season).

Self-reported by athlete with 24 hours of incident: Occurs when an athlete personally contacts their coach or the athletic director within 24 hours of the incident in which they have violated the Code of Conduct. If the athlete is incarcerated, then self-reporting must occur within 24 hours of being released. The athlete must admit the violation to the coach or athletic director removing the need for further investigation into the situation. This option is available for any of the types of Alcohol or Substance Abuse defined in items one through six (1-6) of the Code of Conduct. Second and third violations will not receive consequence reduction for self-reporting.

Contests: Games or matches played by teams that are considered MHSAA competitive events. These do not include scrimmages as defined by the MHSAA.

** The full sport season in which penalties are served must be completed by athlete to fulfill above requirements**

For either self-reported violations or a violation determined through investigation and at the discretion of Administration, the athlete must complete evaluation, counseling, drug testing, substance abuse programming, Alcoholics Anonymous or any other consequence deemed appropriate by Administration.

Second Violation

A second violation will result in an athlete being ineligible for athletic competition for 365 calendar days.

At the discretion of Administration, the athlete must complete evaluation, counseling, drug testing, substance abuse programming, Alcoholics Anonymous or any other consequence deemed appropriate by Administration.

Third Violation

A third violation will result in an athlete being ineligible for athletic participation for the remainder of their high school career.

Attendance at Parties Violation

Attendance at "parties with minors" where removal does not occur within the reasonable time frame and communication with the appropriate coach does not occur will result in a one-year probation for the first offense. Further violations of this rule will be treated the same as a violation of use, sale, or distribution as outlined above.

Reinstatement

The Athletic Director will determine if the athlete has met the requirements for reinstatement for all First and Second Violations.

Definitions:

Self-reported by athlete with 24 hours of incident: Occurs when an athlete personally contacts their coach or the athletic director within 24 hours of the incident in which they have violated the Code of Conduct. If the athlete is incarcerated, then self-reporting must occur within 24 hours of being released. The athlete must admit the violation to the coach or athletic director removing the need for further investigation into the situation. This option is available for any of the types of Alcohol or Substance Abuse defined in items one through six (1-6) of the Code of Conduct. Second and third violations will not receive consequence reduction for self-reporting.

Contests: Games or matches played by teams that are considered MHSAA competitive events. These do not include scrimmages as defined by the MHSAA.

Reporting & Investigating

Credible evidence of violation of the Student Athletic code of Conduct may take many forms, including digital, such as photos, videos, language and other credible evidence that is related to the Code of Conduct.

Any such evidence, including digital images that may appear on social networks like 'Facebook' or 'My Space' which is determined by proper school authority to constitute credible evidence shall be considered acceptable proof of a violation of the Code of Conduct. The burden of proving innocence then shifts to the student athlete to produce clear and convincing evidence that he/she is innocent. The school acknowledges the potential for digital manipulation and therefore advises student athletes to exercise great caution to avoid situations such as parties where alcohol and /or drugs are consumed so as not to put himself/herself in a potential 'false light' situation.

No student will be disqualified on hearsay evidence only. All allegations must be made to the athletic director. An initial verbal contact may be made, but must be followed up with a written statement. The individual reporting the violation (other than a court or law official) must be an adult and be willing, if necessary, to meet with the accused student, parents, and athletic director within five days of the witnessed offense if the athlete denies the charge. The athletic director will investigate the allegations to determine the appropriate action. Exceptions to these rules may be granted in the discretion of proper school authority when in the discretion of such officials, the best interest of the school and /or the students is best served.

Local law enforcement agencies and the court system will be in communication with the school when athletes are in violation of offenses listed in the Alcohol and Substance Abuse section of this code of conduct. The athletic director will then confront the student and invoke the appropriate consequence. Parents, coaches and the superintendent will be notified in writing of the infraction and consequences.

Appeals

Within three (3) school days following the application of a consequence, a student may appeal the decision in writing to the Superintendent. The Superintendent will hear the appeal. If the student does not agree with the decision of the Superintendent, the student may appeal the decision of the Superintendent to the Board of Education. This appeal to the Board of Education must be reduced to writing and presented to the Superintendent within three days of the Superintendents decision. The Superintendent will forward the appeal letter to the Board of Education immediately. The appeal to the Board of Education must be heard within five school days of presentation to the Superintendent. During the appeal process the student will not be allowed to participate in the sport or activity.

This appeal process is not available to those individuals disputing the violation if convicted by a court of law.

No student will be disqualified on hearsay evidence only. All allegations must be made to the athletic director. An initial verbal contact may be made, but must be followed up with a written statement. The individual reporting the violation (other than a court or law official) must be an adult and be willing, if necessary, to meet with the accused student, parents, and athletic director within five days of the witnessed offense if the athlete denies the charge. The athletic director will investigate the allegations to determine the appropriate action. "Exceptions to these rules may be granted in the discretion of proper school authority when in the discretion of such officials, the best interest of the school and /or the students is best server."

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This appeal process is not available to those individuals convicted by law enforcement agencies.

SUSPENSION FROM SCHOOL

Any student-athlete or participant in extra-curricular activities who is suspended from school for violation of the Hale Area School Student Code of Conduct will be ineligible for participation in practices, competitions or any outside of classroom activities for the duration of the suspension.

ATHLETIC OBJECTIVES

The Hale Area School Athletic Program is dedicated to the following: 1) Provide athletes with the best teaching and coaching personnel possible. 2) Provide all athletes with the best possible facilities and equipment. 3) Provide opportunities for all athletes to participate in the best interscholastic program possible. 4) Provide all spectators and opportunity to identify with and

support the interscholastic teams of Hale Area School. 5) Provide all athletes an opportunity to grow physically, emotionally and spiritually through participation in the athletic program. 6) To develop wholesome appreciation for a well-developed and properly conditioned body. 7) To help satisfy the physiological and psychological needs of the student athlete. 8) To develop school spirit. 9) To help develop desirable character traits consistent with this philosophy and the goals of athletics.

ATHLETIC PHILOSOPHY

Athletics are a part of the total educational program of Hale Area Schools. The athletic program at Hale High School shall: *Serve as a potential educational media through which optimum growth (physical, mental, emotional, social and moral) of the participants will be featured. *Provide for well planned and balanced interscholastic and intramural athletic activities for all concerned, consistent with the available facilities, personnel and financial support. *Be concerned with the total development of the student and shall promote competitive activity as a portion of the total educational program. *Be planned so as to present a minimum amount of interference with the academic program. *Provide an educational activity with professional leadership, established educational objectives and acceptable standards of behavior. *Be recognized as an important part of the educational process. As such, it is subject to the athletic policies and all policies governing the Hale Area Schools as approved by the Board of Education.

GENERAL RULES OF CONDUCT FOR ATHLETES

Dropping out of a sport is a serious matter. No athlete will be allowed to quit a team without first consulting their coach and/or athletic director.

SPORTSMANSHIP

1) A student spectator represents his/her school as well as the athlete. 2) The good name of the school is more valuable than any game won by unfair play. 3) Accept the decisions of officials without dispute. 4) Recognize and show appreciation of fine play or good sportsmanship on the part of the opponent. 5) Advocate that any spectator or athlete who continually demonstrates poor sportsmanship be excused from the athletic program.

CUTTING AND PARTICIPATION

The number of athletes kept on a team will be determined by each coach with the approval of the athletic director. The judgment of the number kept will be based on the number that can reasonably be handled within our facilities and budget and to the relative ability of the group. In keeping with our philosophy of providing opportunity for the greatest participation possible, a coach will generally be expected to play everyone within the following guidelines: *A coach will not be expected to play athletes who have discipline or attitude problems (i.e. missing practices, verbally abusive toward fellow teammates and their abilities). *In varsity sports, the goal is to win and play as many athletes as possible within the coach's judgment or as required by the rules. All other levels of sports, the athletes will generally be expected to participate in each contest except when regulated by the rules or as game conditions permit. *Ninth and tenth grade students on varsity sports (when JV/Freshmen squad is available) must participate in at least one-half of each contest. This rule may be waived in special cases by the athletic director. *Promotion of JV players to Varsity will be decided by the head coach and the athletic director.

A student must be present in school the entire day of a contest or activity unless the athletic director or principal has been notified and approval given for a pre-arrangement or emergency. A student must be present in school all day to attend daily practices unless the athletic director and/or the principal have been notified of a pre-arrangement or emergency.

Each athlete is responsible for reasonable care of all equipment issued to him/her. Equipment lost, stolen or damaged will be charged to the athlete. Athletes who have not turned in all equipment from one sport will not be eligible for any future sport participation (practice or event), until the matter is cleared up. All participants must travel to and from away contests with the team, unless arrangements have been made with the coach; parents/guardians may sign a sign-out form after the varsity contest to take their athlete home. Athletes will not voluntarily drop out in a season sport and be allowed to become part of another sport in that season. The exception to this will be by permission of both coaches involved, parent and/or guardian and the athletic director.

STUDENT ATHLETE GENERAL RULES OF ELIGIBILITY

To be eligible for athletics at Hale High School, an athlete must:

1) Have passed a physical examination by a doctor. Forms used for the physicals are in the high school office and are furnished through the Michigan High School Athletic Association. 2) Comply with current Michigan High School Athletic Association eligibility rules. 3) Have passed 5 credits for 18 weeks of enrollment (2 terms). 4) Be less than 19 years of age, except for a student whose 19th Birthday occurs on or after September 1 of a current year is eligible for the balance of that school year. 5) Have not been enrolled more than eight semesters at the end of the current school year. 6) Follow the current academic eligibility rules as listed below.

STUDENT ATHLETE ACADEMIC ELIGIBILITY

An athlete at Hale Area Schools must meet the minimum standard as set forth by the Michigan High School Athletic Association and Hale Area Schools academic eligibility standards. These guidelines will begin at the start of the student's freshman year, transfer students will use exit grades and/or previous semester from originating school and apply year round from that point forward. In accordance with that, fourth term grades will be applied to the following fall sport season to determine a student

athlete's academic eligibility. It is the philosophy of Hale Area Schools Athletic Department to give our student athletes as many opportunities to compete in their sport as we can while maintaining high academic standards for our student athletes.

Requirement: Student athletes in Hale Area Schools will be required to be passing all of their classes to be eligible for participation.

Monitoring: Each athlete's grades will be checked each Monday morning (Monday Check) by the athletic department through Skyward & PLATO.

Consequence: Eligibility will be considered on a per class basis. Any athlete with a failing grade (E) in a class will be given 1 week until the next Monday Check to raise their grade. Full participation will be allowed during this week. If the student raises the grade to a passing level (D- or higher) by the next Monday Check, they will be allowed to participate uninterrupted in their sport. If the student continues to have a failing grade in that class on the following Monday Check, they will be ineligible for competition for 1 week until the next Monday Check. The athlete would then remain ineligible on a weekly basis until the failing grade has been rectified on a Monday Check. The athlete remains eligible to practice and travel with the team throughout the process. A student must be passing 66% of the full credit load potential (5 out of 7) to meet MHSAA guidelines. Therefore, if a student is not passing five courses they are immediately ineligible for competition until the next Monday check in which they satisfy the 66% requirement. A student that does not meet the 66% requirement may still practice and travel with their team.

In addition to the above section, any athlete who is participating in online education (PLATO) will be required to maintain weekly progress as well as a passing grade. If the athlete has a failing grade (E), they will follow the consequence outlined above. Athletes who have a passing grade, but are not at the required progress level in the class will be given an Online Progress Improvement Plan which they must fulfill prior to the next Monday Check. Failure to comply with the Online Progress Improvement Plan will require the athlete to attend 8th hour studies or Saturday School and cause them to be ineligible until they return to current weekly progress. Excused absences will be factored on a pro-rata basis when determining each athlete's required weekly progress.

Semester grades will not apply to eligibility except as they are required to apply by MHSAA rules. Fourth marking period grades will be used as the first Monday Check for all 10th, 11th and 12th grade fall sport athletes.

SPORTS AWARDS AND RECOGNITION

Each coach is responsible for setting up the requirements for their sport. These requirements may change year to year and have been established with some degree of flexibility in order that a coach may award a letter to any player whom he/she feels has earned his/her varsity award. Any student involved in an extra curricular activity covered by athletic policies will not be granted an award if suspended as a result of that policy. The awards night for athletes is a special occasion for students and their parents. Students are reminded that appropriate dress is required for the awards banquets.

Awards available to athletes at the varsity level of participation are limited to the following:

- 1) Varsity "H" award certificates, letter and appropriate pins.
- 2) Most Valuable Player
- 3) Most Improved Player
- 4) "Eagle" Award
- 5) Coach's Award
- 6) Iron Eagle Award*

These awards are available for the coach to use at his/her discretion and are not mandatory awards. Parent's night in which the athletes will be introduced with their parent/guardian are done for each sport. Parents will not be charged admission for this event. Awards available to high school junior varsity athletes will be limited to the certificate of award for participation in their specific sport. These certificates will be issued at the awards banquet to athletes deemed worthy by the coach. An athlete must contact his/her coach or athletic director prior to the sports banquet if they are not able to attend the banquet.

**Given to a student/athlete that participates in three or more sports. (This student/athlete must begin the season before the first contest, and be on the roster at the end of the season.)(This award is given from middle school through varsity athletes.)*

SECTION IV – STUDENT CONDUCT

Hale Area Schools Attendance Policy

The purpose of attendance requirements is to maintain academic standards for earning credit. The law states that every parent, guardian or other person in the state having control and charge of any child between the ages of 6 and 16 shall send to school such child to pursue his school work during the entire school year and such attendance shall be continuous in accordance with the school year fixed by the district. All students should strive to have outstanding attendance. It is obvious that a student cannot be taught if the student is not in attendance. Habits and attitudes determine success in life and it is clear that the first rules of job success are good attitudes and good attendance. Every attempt should be made to notify the school in advance of an expected absence.

Students must be in attendance all day in order to participate in or attend after school activities and/or athletic events, including practices. Only absences pre-arranged prior to the day of the absence for appointments, etc. (or specifically excused by the Principal or designee) will allow a student to participate.

The student's attendance record will become a permanent part of the school cumulative record. Whenever transcripts are requested, the attendance records will accompany them. The attendance record will also be included in information sent to potential employers.

Adult students (age eighteen (18) or older) are recognized as students first and adults second, and are expected to follow all school rules. Therefore, parents and legal guardians must still make all absence notifications. If the student is living independently, she/he must provide legal proof of residence.

Excused Absences

Students may be excused from school and will be provided an opportunity to make-up missed school work and/or tests. Parents and guardians must provide an explanation for their child's absence by no later than two (2) school days following the absence. They are to provide written explanation, or call the office, to explain the reason for the absence.

Unexcused Absences (Truancy)

Unexcused absence from school (truancy) is not acceptable. If a student misses a teacher's work due to excused absence, she/he may make arrangements with the teacher to complete the work.

Absences Affecting Credit

Absences (combined excused and unexcused) of ten (10) or more days in a class per semester are considered excessive. When ten (10) absences occur, the student is in danger of losing credit for the affected course(s).

The following absences with appropriate documentation will not be counted against a student's total of ten (10) permitted absences per semester: school-sponsored events and activities; suspensions; funerals; doctor/dentist appointments; court appointments; and absence caused by a health condition for which the school has been provided an explanation of the condition from a registered physician.

The school will notify parents and guardians when their student's absences reach certain levels, so that corrective action may occur, as follows:

1. Five (5) Days Notice – When a student's absences in a class for a semester reach the level of five (5) days, parents/guardians will be notified by letter.
2. Eight (8) Days Notice - When a student's absences in a class for a semester reach the level of eight (8) days, parents/guardians will be notified. This notification will include a warning from the IRESA truancy officer.
3. Ten (10) Days Notice – When a student's absences in a class for a semester reach the level of ten (10) days, parents/guardians will be notified. This notification will include warning and set a meeting with an IRESA truancy officer or possible court date.

Grading Scale:

The following grading scale will be used in all classes.

Grade		Point Value		Percentage
A	=	4.0	=	95-100
A-	=	3.7	=	90-94
B+	=	3.3	=	87-89
B	=	3.0	=	83-86
B-	=	2.7	=	80-82
C+	=	2.3	=	77-79
C	=	2.0	=	73-76
C-	=	1.7	=	70-72
D+	=	1.3	=	67-69
D	=	1.0	=	63-66
D-	=	0.7	=	60-62
E	=	0.0	=	59-0

**CODE OF CONDUCT
STUDENT DISCIPLINARY CODE
PHILOSOPHY**

The school is a part of the total community and the primary purpose of Hale Area Schools is teaching and learning. For these purposes to be accomplished, every person-student and staff must accept the responsibility for contributing to an appropriate teaching and learning climate. School rules and regulations are established for the protection of all its members. It is paramount to remember that when students respect the rights of others, it not only benefits their peers, but everyone in the total school family.

I. Responsibility for Student Conduct

Many people are responsible for student conduct. Each student is responsible for his or her acts. This responsibility increases as one grows older. Keeping order within the school is the responsibility of the entire school staff. The staff tries to keep the school safe, orderly and a place for study. However, the staff needs the cooperation of the students, parents and others. Planning and participation in acts of misconduct are treated equally.

A. Student Responsibilities

We believe students should:

1. Respect the rights and property of others and of the school by conducting themselves properly in classes, in the halls, buses or any other school related activity.
2. Students should show self-respect by exhibiting excellent personal conduct and positive attitudes. Respect is to be exemplified with good citizenship toward fellow students, teachers, bus drivers, office personnel, adult aides, cafeteria clerks, custodians, visitors and guests.
3. Teachers have a right and responsibility to teach and students have a right and a responsibility to learn. Therefore, each student should be familiar with the policies in this booklet and apply oneself to their classes to the best of their abilities. Our five expectations are posted throughout the building in classrooms, office areas, hallways, in the cafeteria, library, gymnasium, etc... if there are any questions please see any staff member.

B. Parent Responsibilities

Parents must make sure that their children attend school regularly and arrive on time. Additionally, parents are responsible for their children's conduct and must help in solving behavioral and academic problems. All references to parents in the following will also include legal guardians.

School Level Parent Involvement Policy

Parents are their children's first and most important teachers. When the school and parents are involved cooperatively, positive results occur. These include high student achievement, reduced absenteeism, improved behavior, and a feeling of confidence regarding the partnership between home and school.

Part I: Policy Involvement

The Hale High School Title 1 Targeted Assistance Parent involvement Policy was created as a collaborative effort between parents and staff. Parents played a key role in the development of this policy and we will continue to utilize their feedback and suggestions in order to update and improve our Targeted Assistance Title 1: 118 (b)

Convene an annual meeting: 118 (c) (1)

Hale High School will:

- Hold an annual Targeted Assistance Title 1 Meeting in September
- The purpose of the meeting will be to share the Targeted Assistance Plan, review the School Parent Involvement Policy, and to explain our Title 1 program and how parents can be involved to help their child be successful.
- Parents will be notified of the meeting through all-call and flyers sent home with the students.

Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: 118 (c) (2)

Hale High School will ensure the involvement of all parents by offering the following activities:

- Open House (on two different days and varying times)
- Parent Conferences (offered in morning, afternoon, and evening)
- Contact with counselors
- Science Fair
- Family Game Night
- Technology Night
- Volunteer Training
- Community Resource Fair
- Scholarship Night / Academic Excellence Night
- Financial Aid Awareness Night

Involve parents in planning, reviewing, and improving the Targeted Assistance Title 1 program, including the School and District Parent Involvement Policy: 1118 (c) (3)

Hale High School will ensure the involvement of parents in planning and reviewing the Targeted Assistance Title 1 program by:

- Reviewing the School Parent Involvement Policy at Open House and included in the Student Handbook

- Review and distribute Parent Compacts at Open House
- Conducting on-line Parent Surveys throughout the year for all parents.
- Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results.
- Placing a suggestion box in a visible location for continued communication between parents and school all year long, review suggestions and comments at monthly staff meetings and bi-annual family involvement meetings, and act on these suggestions made by stakeholders as appropriate
- Expanding all avenues of communication with parents (school newsletter, classroom newsletters, District publications and websites, all-call system) to increase parent involvement in the School Title 1 program.

Provide timely information about the Targeted Assistance Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)

Hale High School will provide parents an opportunity to interact with their children's school by:

- Parent Suggestion Box located in a visible location where parents can provide suggestions for improvement and comments regarding the Targeted Assistance Title 1 program
- Share suggestions and comments with staff and/or family Involvement committee and act on suggestions as appropriate.
- Conduct a Parent Survey in the spring for all parents.
- Hold a Title 1 meeting mid-year at flexible times to review the Title 1 program, parent involvement policy and ask for suggestions for improvement.
- Parent conference (November and March, and additional conferences upon parent request)
- Telephone call/e-mail correspondence between parents, teachers and school.

Part II: Share Responsibilities for High Student Academic Achievement

Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 118 (d) (1) & 118 (d) (2) (A)

Hale High School will develop a School/Parent/Student compact:

- The Parent/Teacher/Student compact is reviewed and amended annually with parent involvement and suggestions. Revisions are made based on the Parent Survey results and additional suggestions provided by parents.
- The compact is reviewed at the fall Parent-Teacher Conferences. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.

Provide frequent reports to parents on their children's progress: 118 (d) (2) (B)

Hale High School has the Skyward program. This program provides access to parents for student grades and attendance via the internet or mobile app. Progress reports are sent home four times per year, approximately one month before the end of the marking period.

Hale High School has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- Room observations as requested by parents
- Family Fun Nights and Information Nights

Part III: Building Capacity for Involvement

Provide information and assistance to parents regarding the state and local academic standards and assessments: 118 (e) (1)

To ensure that parents are informed about academic standards and assessments, Hale High School will provide the following:

- Parent Conferences (November & March, and additional conferences upon request)
- A copy of the GLCEs and/or CCSS will be provided to parents upon request.
- Local assessment information (district common assessments, mastery items results) shared with parents at conferences.
- Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need at specific grade levels. Information will be shared with parents when appropriate.

Provide materials and training to parents: 1118 (e) (2)

Hale High School offers training and materials to parents through the following events and activities:

- Provide lists of community resources to individual parents and assistance in accessing these resources, as needed
- Summer School Program
- Monthly school newsletters/Classroom newsletters/District publications
- Family Fun Nights

Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)

Hale High School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. Teachers make positive phone calls home to parents daily as well as phone calls home for student attendance daily.

Coordinate parent involvement activities with other programs: 1118 (e) (4)

Hale High School will work to coordinate programs to ensure success for all:

- Head Start: Preschool programs located in our school that prepare students for Kindergarten expectations,
- Science Fair
- All Family Fun Nights

Inform parents of school and parent programs in a timely and practical format in a language they can understand: 118 (e) (5)
To ensure that all parents are informed in a timely and user-friendly manner, Hale High School will provide:

- Monthly School Newsletter/Classroom Newsletters/District publications written in a language parents can understand
- Bilingual interpreter, as needed
- Accommodations for deaf parents

Provide support for parental involvement at their request: 1118 (e) (14)

Hale High School will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students' and parents' individual needs are met in order to foster more positive parent involvement

Part IV: Accessibility

Parent Involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2nd language: 1118 (f)

Hale High School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Phone Conferences (Bilingual interpreter, as needed, for all parent contacts)
- Monthly School Newsletter/Classroom Newsletters/District publications written in a language parents can understand
- Accommodations for deaf parents
- Collaboration with community agencies; i.e. Community Mental Health
- Transportation Assistance

C. School Staff Responsibilities

All school employees have a duty to help maintain and encourage good student conduct. They should seek to stop misconduct, report serious or repeat violations and help students with certain problems. Administrators apply rules for the proper care, management and activities of the school. They also supervise all school activities and exert control for the protection of school property, programs, conduct, health and safety and due process.

II. Categories of Misconduct and Disciplinary or Corrective Actions

The Board of Education gives the administration the right to suspend or take other actions for student misconduct in school, on school buses or at school-related functions. Misconduct is an act which does or may interfere with the efficient operation of the school by:

- Endangering the health and safety of any person
- Infringing on the rights of others
- Causing disruption of educational programs or discipline
- Causing loss or destruction of facilities and actions that are in violation of the law, school district policies and regulations and school or classroom rules.

Acts of misconduct are prohibited and will result in disciplinary, corrective and/or legal actions against a student. Student conduct is under the jurisdiction of the entire staff at all times.

CODE OF CONDUCT

Unless otherwise stated, all offenses are cumulative over the current school year only. Students may expect to get a more severe punishment for repeated offenses of a rule. Students with a history of violating several rules may face suspension or expulsion for their total disciplinary record. The following list is not to be considered complete and students may be disciplined for inappropriate behavior not specified in these rules. Where a range of possible disciplines is noted, the administrator will determine the appropriate punishment based on the severity and frequency of the incident. Infractions that are also a violation of law will be reported to the police. Students are reminded that these rules apply at any time the student is on school grounds, during all school activities on or off campus and at all times the students are under the supervision of the school or school officials. **If a student is sent to the office from a classroom for misbehavior (snap suspension), the teacher will be required to make parental contact.**

These rules apply in all areas of the campus of Hale Area Schools, including the elementary/middle school, athletic fields and administrative building areas. Students who use Hale Area School's transportation need to know that these rules and consequence apply to the times they are traveling on school buses to and from school, field trips and extended educational areas (Tawas Technical Center). Students who violate these rules in any of those areas are subject to the consequences listed below.

1. **Detention Guidelines**

- a. Students must bring school work to do. Failure to do work results in removal from detention and another detention will be assigned.
- b. No food or beverages allowed.
- c. No audio equipment, including electronic games.
- d. No talking allowed.
- e. **Any change to the assigned detention date can only be altered by a written note from the student's parent/guardian. The written request must be given to the principal prior to the student's scheduled detention date.**
- f. **Students will only be allowed to reschedule their detention ONCE. If the rescheduled detention is missed, the student WILL BE SUSPENDED.**
- g. **The time for detention will be from 3:25 – 4:25 p.m. on Thursday of each week.**
- h. **Repeated offenses may result in a Saturday Detention (8:00a.m.-12:00p.m)**

2. **Alcohol and Drugs**

These offenses are cumulative for the entire school career. In accordance with Federal Law, the Board of Education prohibits the possession, sale, use, concealment or distribution of drugs by students on school grounds, in school-approved vehicles or at any school-related event. **Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances, prescription drugs, and over the counter medications, as defined by the State Statute or substance that could be considered a "look-a-like" controlled substance.** This includes non-alcoholic beers and wines, steroids and the like. Compliance with this policy is mandatory for all students.

Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified below, which could include expulsion from school. When required by State Law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the principal or principal's designee whenever such help is needed.

a. The use and/or possession or being under the influence of alcohol, drugs or other chemicals is strictly prohibited. In all cases, the following actions will take place:

- 1 Parents and police will be notified immediately.
- 2 A recommendation for substance abuse counseling will be made.
- 3 A parent conference will be held within 2 school days.
- 4 **1st Offense: 10 day suspension with the possibility of expulsion.**

b. The selling, distribution or intent to sell alcohol, non-alcoholic beers and wines, drugs, chemicals, look-a-likes or drug paraphernalia to others is strictly prohibited. In all cases, all of the following actions will take place:

1. Parents will be notified immediately, the police will be contacted and a formal complaint filed with the police.
2. A recommendation for substance abuse counseling will be made.
3. **Any Offense: 10 day suspension with the possibility of expulsion.**

3. **Assault**

No student will issue any threat, verbal or otherwise, which denotes possible harmful bodily contact or intimidation. This includes a verbal or physical assault of a sexual nature. In all cases, the following will occur:

1. Police contact
2. Parent contact
3. Suspension with the possibility of expulsion

4. **Closed Campus/Skipping**

It is a violation of this rule for any student to leave the designated school grounds without direct permission from the principal or principal's designee from the time a student first arrives at school until school is dismissed. Students who do not attend a regularly scheduled class will also be considered skipping.

- **1st Offense:** Detentions or Saturday school and parent contact.
- **2nd Offense:** Up to 3 days suspension and parent contact.
- **3rd Offense:** Up to 5 days suspension plus parent contact and conference.

5. **Disrespect Toward Another Student**

Students shall behave in a respectful manner toward other students. Students shall not behave in an aggressive manner towards other students. This includes (but is not limited to) name calling, pulling down another student's

shorts, pushing a student into the opposite sex bathroom, swirlies, headlocks, tripping, hiding another person's possessions, shooting projectiles at other students and/or walls, etc. In all cases:

- **1st Offense:** Up to 3 days suspension and parent contact.
- **2nd Offense:** 3 to 5 days suspension and parent contact.
- **3rd Offense:** 5 to 10 days suspension, parent conference, up to expulsion.

6. **Disrespect Toward Staff / Insubordination**

A student shall not be verbally disrespectful or insubordinate toward any staff member, including when a student chooses not to follow reasonable staff requests (in loco parentis - which means, in place of the parent). The use of loud verbal remarks, arguing or obscenity directed toward a staff member would be a severe form of disrespect. In all cases, the following will occur:

- **1st Offense:** Up to 3 days suspension and parent contact.
- **2nd Offense:** 3 to 5 days suspension and parent contact.
- **3rd Offense:** 5 to 10 days suspension, parent contact, with the possibility of expulsion.

7. **Disruption of the Learning Environment**

A student shall not continuously and/or intentionally interfere with the teacher's ability to conduct his/her class. The teacher will deal with such disruptions in an appropriate manner so as to maintain a positive classroom environment. In all cases, the following will occur:

- **1st Offense:** Parent contact by the teacher with the possibility of detention or Saturday school.
- **2nd Offense:** Parent contact, and Saturday school up to suspension.
- **3rd Offense:** 1-3 days suspension, parent contact, conference with parent, student, teacher and administrator.

8. **Disruption of the School Day**

A student shall not do anything that will interfere with the normal operation of the school. Any involvement in a food fight and the possession and/or distribution or use of shaving cream, squirt guns, and super soakers (or altered pop bottles that could be used as a squirt gun). **This list is not inclusive.** Planning and/or participation in such events will be treated equally. (These infractions are for the entire school career.) In all cases, the following will occur:

- **1st Offense:** Up to 5 to 10 days suspension and parent contact.
- **2nd Offense:** 10 days suspension, parent contact and conference with parent, student, teacher and administrator.
- **3rd Offense:** Up to recommendation for expulsion. Disruption to the school day that include: pulling the fire alarm, the possession and/or distribution or use of any incendiary device-i.e. smoke/stink bombs, firecrackers or bomb threats in any nature (telephone called or note written) will result in recommendation for expulsion plus police contact.

9. **Extortion**

Extortion is against the law. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Any items that cannot be returned are the property of the school. In all cases the following will occur:

- **1st Offense:** Up to 3 days suspension, parent contact, and police contact.
- **2nd Offense:** Up to 5 days suspension, parent contact, and police contact.
- **3rd Offense:** 10 days suspension up to recommendation for expulsion, parent contact, and police contact.

10: **Fighting**

Students shall not be involved in any physical contact that could result in injury to another person. A student who does not "fight back" will not be disciplined under this rule, unless he/she provoked the fight. In all cases, the student will be suspended for the remainder of the day and the police may be notified plus:

- **1st Offense:** Up to 3 days suspension and parent contact.
- **2nd Offense:** Up to 5 days suspension and parent contact.
- **3rd Offense:** 10 days suspension up to recommendation for expulsion, parent contact, and conference with parent, student, and administration.

11: **Forgery**

Falsifying records including, but not limited to a parent signature, staff signature, misrepresentation on the phone any school document that has required a parent signature, etc., will be treated as forgery. In all cases, the person being misrepresented will be notified, plus:

- **1st Offense:** 1 day suspension and parent contact.
- **2nd Offense:** Up to 3 days suspension, parent contact and conference, and police contact.

- **3rd Offense:** Up to 5 days suspension, parent contact and conference, and police contact.

12. Gang Related Activities/Dress

Hale Area Schools PROHIBIT students from any conduct or any attribute which denotes membership in gangs advocating the use, violence or disruptive behavior. Examples of this “conduct” or “attribute” would be the use of and/or possession of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement or trademark (including tattoos) denotes such membership. Further use or possession of gang paraphernalia, gang signs, correspondence (written or electronic) or verbal communication which denotes such membership. **In all cases**, school personnel will confiscate from the student any items which violate this policy and turn them into the principal or designee, plus:

- **1st Offense:** Up to 3 days suspension, parent contact, and police contact.
- **2nd Offense:** Up to 5 days suspension, parent contact, and police contact.
- **3rd Offense:** Up to 10 days suspension, parent contact, and police contact.

13. Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- Verbal:
The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school.
- Nonverbal:
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school.
- Physical Contact:
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school.

Gender/Ethnic/Religious/Disability Harassment

- Verbal:
 - Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school.
 - Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the school by refusing to have any form of social interaction with the person.
- Nonverbal:
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.
- Physical:
 - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school.
 - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the school should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the school other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The student reporting should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly and honestly whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who files a harassment complaint.

In all cases, police contact is possible, plus:

- **1st Offense:** Up to 3 days suspension and parent contact.
- **2nd Offense:** Up to 5 days suspension and parent contact.
- **3rd Offense:** Up to 10 days suspension up to expulsion, parent contact, and police contact.

14. **Bullying**

Bullying is defined as a person willfully and repeated exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Following all State laws concerning bullying, bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, benefits, or programs of one or more students; adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; and or causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying could result in suspension, expulsion or both. Some examples of bullying are, but not limited to:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and or damaging personal belongings or money, blocking or impeding student or staff movement, unwelcomed physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

There is a form at the end of the handbook that will help students who need to report this type of behavior. Please fill the form out at the end of this book and be specific, if you would like have your parents, a teacher, counselor, principal or any staff member help you complete it and turn it in to the office to the principal.

15. **Legal Infractions**

In general, anything that is a violation of public law is a violation of school rules. This includes issuing bomb threats, purposefully setting a fire, possessing chemical reaction objects such as smoke bombs or any endangerment of students and staff. Planning and/or participation in such events will have the same consequence. In all cases, the parents will be contacted plus a police contact made, plus: **Any Offenses:** Up to expulsion.

16. **Lunch Hour**

During a student's lunch hour, the student is to remain in the following areas: 1) The cafeteria 2) The gym (if available). Any student outside the above area (including all buildings, hallways and the parking lot) must have a pass or be in the direct supervision of a staff member.

- **1st Offense:** Remain in the cafeteria for up to 5 school days.
- **2nd Offense:** Remain in the cafeteria for up to 10 school days.
- **3rd Offense:** Remain in the cafeteria for up to 30 school days.

17. **Pop, Coffee, Energy Drinks**

No pop, coffee, or energy drinks are allowed in the building during the school day. Beverages are limited to those which can be purchased in the cafeteria. ONLY BOTTLED WATER is allowed outside the cafeteria.

- **1st Offense:** Verbal warning, and item must be dumped and given to staff
- **2nd Offense:** Loss of privilege for up to 10 days
- **3rd Offense:** Considered disrespect to staff / insubordination (refer to rule #6)

18. **Possession of a Weapon**

The possession, use or threatened use of any weapon or dangerous object capable of inflicting bodily harm including, but not limited to incendiary devices, guns, knives, etc. is strictly prohibited. In all cases, the item will be confiscated and in accordance with State Law, parents will be notified plus a police report may be made plus: **Any Offenses:** Up to expulsion.

19. **Unacceptable Language / Use of Profanity**

Unacceptable language is any language, spoken, written, or gestures, which is profane or out-of-place in the school environment. Indecent touching between girl/boy or same sex is not appropriate. Possession of pornographic material is also included. Students using unacceptable language, profanity or obscenity in school shall be subject to the following discipline.

- **1st Offense:** Verbal warning
- **2nd Offense:** Parent contact and 1 day suspension.
- **3rd Offense:** Parent contact and a 3 day suspension.

20. **Public Show of Affection**

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and student body. The only acceptable action is holding hands. School is not the place to engage in affectionate gestures. Any sitting or laying on one another's lap, long embraces or kissing / making out is unacceptable. In all cases, staff will confront the young people and direct them to cease the behavior, plus:

- **1st Offense:** Verbal warning
- **2nd Offense:** Saturday school
- **Additional Offenses:** See rule #6.

21. **Student Produced Work / Violation of Test and Plagiarism Rules**

Students are expected and encouraged to express their ideas and beliefs in a variety of formats at school. However, all student work must be devoid of obscenity, violence, sexual content, and weapons. (Teacher may allow some work when appropriate and approved to contain violence and weapons.)

Violation of test rules, cheating, plagiarism, or copying other's work is not allowed. Students need to keep their eyes focused on their own work, put all other material away, and not talk with fellow students. At no time are students allowed to copy material and present it as their own.

Violations of these rules will result in a "zero" grade on their work. Further violations may also result in suspension, see rule #6.

22. **Theft or Possession of Stolen Property**

The theft of school or personal property or the possession of stolen property is not permissible. In all cases, the police may be notified, plus parent contact, plus full restitution will be required, plus

- **1st Offense:** Up to 5 days suspension and parent contact.
- **2nd Offense:** Up to 10 days suspension, parent contact, and police contact.
- **3rd Offense:** Up to expulsion, parent contact, and police contact.

23. Tobacco and Related Items

Students shall not use or possess any tobacco products at school or any school activity. In all cases, the tobacco products, lighters, etc. will be confiscated plus:

- **1st Offense:** Up to 3 days suspension, parent contact and referral to police.
- **2nd Offense:** Up to 5 days suspension, parent contact and referral to police.
- **3rd Offense:** Up to 10 days suspension to expulsion, parent contact and referral to police.

24. Trespassing

Although the schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without the authorization of the principal. This includes all facilities of the district, which include the parking facilities and sports fields. Students suspended may not be present at areas in which a school related function is being held. In all cases:

- **1st Offense:** Up to 3 days suspension and parent contact.
- **2nd Offense:** Up to 5 days suspension.
- **3rd Offense:** Up to 10 days suspension to expulsion.

25. Vandalism

No student will intentionally damage or deface any school building, school-owned property or personal property located at the school. In all cases, a police report may be filed, plus full restitution will be required, plus:

- **1st Offense:** An 8-hour work detail at the administration's discretion.
- **2nd Offense:** Up to 3 days suspension including the 8-hour work detail.
- **3rd Offense:** Up to expulsion. Note: In the event a student unintentionally damages school property or personal property at school while misbehaving, he/she will be responsible for full restitution.

STUDENT RIGHTS AND RESPONSIBILITIES (DISCIPLINE)

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others and to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of the program. The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming their concurrent responsibility. (Conversely, an appeal process has been established and is outlined in the appropriate section of the guidelines, for those students who feel their rights have been infringed upon).

SUSPENSION/EXPULSION

Suspension is the removal from school for a defined period of time. The administration may suspend up to and including 10 days. The Board of Education may suspend up to and including 10 days. The Board of Education may suspend for more than 10 days. If, for any reason, school is canceled, the suspension is carried over into the next day school is in session.

Expulsion is the permanent removal from school. Students who are suspended or expelled may not be on school property or at any school activity during the time of their suspension or expulsion. This includes other sites where Hale students are participating in a school sponsored activity.

Procedures for Suspension:

The principal or designee will give notice to the pupil of the intention to suspend and the reasons why. The student will have the opportunity to appear at an informal due process hearing before the principal to challenge the reasons for the intended suspension or otherwise explain his/her actions. If the student is to be suspended, he/she will be told of the suspension and its length. The parent or guardian shall be notified of the suspension by telephone, if possible. An official note of the action will be mailed to the parent or guardian within 24 hours of the suspension if telephone contact is not made. This notice must include the reason for the suspension. The parent or guardian, together with the student, can be requested to come to the school for a conference with the administrator. These conferences shall be, in no instance, later than the date the student is scheduled to re-enter school.

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the principal may remove the student from the premises. A due process hearing must be held as soon as possible after such removal is ordered. The student may not return to school until the hearing is held.

Removal from Class:

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption the academic process, then a teacher may remove the student from the curricular or extra-curricular activities under his/her supervision. Removal from class for more than one (1) day may be taken only by the administration. Steps to be taken under these circumstances include: parent contact by the teacher, meeting with the parent/teacher and administrator, before the students is able to return to that classroom.

Procedures for Expulsion or Suspension in Excess of Ten Days:

For the purpose of this policy, "expel" and "long-term suspension" follow the same steps. Upon recommendation of the Superintendent, the Board of Education may expel a student from school. The Superintendent will give the student and his/her parent or guardian written notice of the recommendation for expulsion. This notice is to include the reasons for the recommendation. Upon request, the student and parent or representative will have an opportunity to appear before the Superintendent to challenge his/her action or to otherwise explain the student's actions. The administrator cannot order such a hearing in the event the student and parent(s) choose not to attend. The written notice of recommendation for expulsion to the Board of Education must state the time and place for the hearing. Students have the right to counsel at the hearing and may request the hearing be held in private. The official notice of the Board's decision will be mailed to the parent or guardian within 24 hours.

APPEAL OF DISCIPLINARY ACTION

In all disciplinary matters, a student maintains the rights of "due process" which includes the right to present his/her side of the issue, the right to challenge the evidence, the right to present witnesses, the right to remain silent and the right to appeal the decision. If a student feels that he/she is innocent or the discipline given was too severe, the student may appeal the decision. The process of appeals is outlined below: 1) Teacher-imposed discipline may be appealed to the principal. Students must request a meeting with the administrator within 1 school day of the teacher discipline being imposed. 2) Discipline imposed by the principal or an appeal decision made by the principal may be appealed to the Superintendent. Such appeals must be given to the Superintendent in writing, stating the grounds for the appeal. The appeal must be initiated within 2 school days of the principal's decision on the matter. The Superintendent will meet with the student and others as necessary as soon as possible and give a written decision to the student within 1 school day of such meetings. 3) The decision made by the Superintendent may be appealed to the Board of Education. Such appeals must be given to the Superintendent's office in writing, stating the grounds for the appeal. The appeal must be initiated within 2 school days of the Superintendent's decision. The Board will place the appeal on the next Board agenda or call a special meeting as the Board feels appropriate. Following the Board level appeal hearing, the Board will issue a written statement of their decision to the student within 2 school days. 4) When an appeal is heard, the following decisions are possible: a) The student is found innocent and no action is taken. b) The student is found guilty and the action remains the same. c) In cases where there is no set discipline, the student could be found guilty, but the discipline reduced. 5) During an appeal process, the assigned discipline will be held in abeyance except in the case where a clear and present danger to other students exists. In such a case, the administration may still impose a suspension even during an appeal process.

BUS POLICY AND GUIDELINES/BUS STOP RULES

ALL CODE OF CONDUCT RULES APPLIES TO STUDENTS AT ALL TIMES, INCLUDING WHEN STUDENTS ARE RIDING A SCHOOL BUS TO OR FROM ANY SPONSORED SCHOOL EVENT.

TRANSPORTATION

The primary responsibility for the application of these rules is with the parent. The school will assist the parents as best as it can. Additional transportation conduct information includes:

Bus Stop: Parents have the responsibility for teaching their children these rules. The school will assist parents in any way possible. Students should:

1. Leave home in time to arrive at the bus stop about five minutes before the bus is due. Unless there are unusual weather conditions or the bus has an emergency problem, the established schedule should be accurate on a daily basis.
2. Act with courtesy and consideration for others while waiting for your bus. Be especially considerate of small children.
3. Cross the road in front of the bus, not behind it. Be alert to the danger signal from the driver.
4. Board the bus from a single-file line. Do not push, shove, or cut in line. Wait until the bus has come to a complete stop before approaching it to board. When returning home, leave the bus in an orderly manner and proceed from your bus stop with the same kind of conduct that is expected at the morning boarding.

Note: Code of Conduct rules apply to students at all times, including students riding a school bus to or from any sponsored school event.

Minor Offenses: some examples are: being out of the seat, throwing any items on the bus or just after disembarking, consuming any food or drink, offensive language, and talking too loudly. A verbal warning will be given to the student by the bus driver.

Repeated Minor Offenses: A written warning (conduct report) will be given to the student by the driver the next time the student rides the bus. A parent will be called or otherwise contacted to make sure the warning arrived home. Parents may call drivers from 8:30 a.m. until 8:45 a.m. to discuss warnings. Loss of riding privilege will result unless:

1. The conduct report is signed by the parent and returned to the driver
2. Behavior improves

Major Offenses: some examples are: tampering with emergency exits, throwing objects, disrespectful behavior, smoking, repeated minor offenses, fighting, destruction of property, profanity, violation of safety procedures. Note: some offenses may result in students receiving consequences from the school as well as the transportation department.

1st Major Offense: Parent notification made by Supervisor.

Up to three (3) day bus suspension.

2nd Major Offense: Parent notification by Supervisor.

Up to ten (10) day bus suspension.

Conference with parents, supervisor, and principal before riding privilege restored.

3rd Major Offense: Parent notification by Supervisor.

Up to thirty (30) day bus suspension.

Conference with parents, supervisor, and principal before riding privilege restored.

4th Major Offense: Parent notification by Supervisor.

May result in total loss of riding privileges for remainder of the school year.

Further Reminders:

1. The bus driver is in charge.
2. Suspensions are for days school is in session. If there is a school cancellation for any reason, the suspension will be extended.
3. Discipline notices must be signed by the parent and returned to the driver before a student will be allowed to ride the bus.
4. Physical assault on a driver by a student will immediately result in the loss of all bus riding privileges for the remainder of the school year.
5. The Supervisor will determine major offenses.
6. Written notification of any offense will be given to the student by the driver the next time the student rides the bus.
7. Action by the Supervisor to set up conference with parent and principal will be carried out as soon as possible.

Speak Up! Stop it NOW! Report Bullying or Harassment:

Please Print:

Your Name (Optional): _____

Your Grade: _____ Time: _____ Date: _____

How did you find out about this? _____

Where did this happen? _____
(location)

When did this happen? _____
(day and time)

Who did the bullying or harassment? _____

What type of bullying or harassment took place? _____

If other, please explain: _____

Would you like to be contacted? _____

Please explain what took place in your own words: _____
