



Hale High School
STUDENT/PARENT HANDBOOK
2012-2013

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: _____

Your personal **discoverzone**: www.mydiscoverzone.com/signup

Id: _____ password: _____

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.

AMERICAN'S WITH DISABILITIES ACT – SECTION 504

The American's 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 Christine Timlick 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 sex, 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 21 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 sex.

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 counselor. 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 the staff. All staff members 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 staff person 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 school secretary is 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 24 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.

BULLYING

Bullying is not tolerated at Hale Area Schools. Bullying includes but is not limited to harassing behavior such as teasing or taunting, hitting, assaulting, stealing, or pulling "pranks". Bullying can also include threats, spreading cruel and untrue rumors as well as picking on weaker students. All bullying is disrespectful. (See Code of Conduct for consequences.)

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.

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 of 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. 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. 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. All dances are open to high school students and guests. 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 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

Students in the 11th or 12th grade 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 of other extraordinary reason must adhere to all rules and regulations as set forth in the Student Code of Conduct.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered 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 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, 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 lose the privilege of attending all extra-curricular events for the remainder of the school year.

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) Withdrawal grades/past report card from the school last attended 5) 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.

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 complete a Parent/Student Senior Trip Application as provided by the school. Such application must be on file in the high school principal's office by December 1 of the students' Senior year.
- 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 by December 1 of the class's Senior year.
- 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 principal, 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. The alarm system for a tornado consists of three short blasts-repeated as needed.

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. A tardy will result in a lunch detention with the principal or designee. 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

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.

Immunizations – Ages 7-18

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.

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

Diphtheria, Tetanus and Pertussis: 4 DOSES are required. If a dose was not given in the last ten (10) years, a booster dose of Td is required. Most children will have 5 doses.

Varicella (Chicken Pox): Effective January 1, 2003, only 1 dose is required if received on or after the 1st birthday, but prior to the 13th birthday OR 2 doses required, if administered 28 days apart, if the child received the 1st dose on or after the 13th birthday.

Hepatitis B: Effective January 1, 2000, 3 doses are required.

Meningococcal: 1 DOSE for children 11 years of age or older upon entry into 6th grade or higher.

If immunizations are against your religious belief, you must sign the exemption form available in the school office. Children who have not received the required immunizations will be excluded from school until parents provide proof that all required immunizations have been given.

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. Student's who become ill during the school day 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 USAGE

The library is available to students throughout the school day. Passes must be obtained from a student's teacher. Books on the shelves may be checked out for a specific period of time. To check out any other materials, contact the librarian. Students who keep books beyond the designated period of time will be charged late fees. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. In order to avoid late fees, all materials checked out of the library must be returned in a timely manner to the library. Resource materials may not be checked out of the library. Books, computers and other equipment in the library may be used only with the permission of the librarian. Students are not permitted in the office or the use of the telephones in the office areas of the library unless accompanied by an adult or with the permission of the librarian.

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.

MEAL SERVICE

Cafeteria Guidelines:

All students have the option to eat school-prepared meals for breakfast and lunch. Breakfast is free to all students. Hale Area Schools has been approved for the Community Eligibility Option for the 2012-13 school year, so all students will receive FREE LUNCH for the 2012-13 school year. In order to receive the Community Eligibility Option free lunch, all lunches must consist of three (3) or more items. One of the three items **MUST be a fruit or vegetable. Any milk purchased outside the Community Eligibility Option will cost .35 cents and must be paid for at the time of service. Alacart 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, consume all food and drink in the cafeteria and not chew gum.

POLICE QUESTIONING/APPREHENSION/INTERROGATION

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, 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 counseling 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 "Schedule Change Form" filled in with the counselor prior to moving to another class. Students may change a schedule only during the official "drops and adds" time at the beginning 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, Mary Ellen Lovelace, at (989) 728-3551.

STUDENT DRESS/APPEARANCE

While fashion changes, the reason for being in school does not. Students are in school to learn. Students and staff should insist on a positive, safe and distraction-free environment to ensure we are all successful in school. Students and staff should dress appropriately to maintain the best learning environment for all.

Parents are asked to monitor the attire of their student's choice in dress as to its appropriateness in a learning environment. Students who are dressed inappropriately for school will be asked to change or call home for appropriate clothing. This will result in an unexcused absence from class while waiting in the office for clothing to arrive. Failure to comply with requests to change clothing will result in disciplinary action. Any repeated offenses will be regarded as insubordination resulting in suspension.

The following guidelines for our Dress Code apply while in attendance at school, at all school-sponsored events, and on the bus:

- **All clothing must have finished edges and be neat in appearance. Not holes, ripped or torn, above the knees will be acceptable. Clothing must have finished edges or paths. Tape over holes will not be acceptable**
- **For females, cleavages should not be visible while standing or sitting. Tops should be tasteful and not distracting from the learning environment. Tops that are too revealing need to be covered or changed. Using a zip-up jacket (easily unzipped) over the offensive top will not solve the problem.**
- **Students cannot wear tank tops, halter tops, garments with spaghetti straps, or strapless garments as a stand-alone clothing item. These clothing items must be covered appropriately. This includes after school activities and gym class. Practice wear must be similar to game jersey wear.**
- **Sleeveless garments must extend over the shoulder and fit closely under the arms. She shoulders must be covered completely. Off-the-shoulder garments that expose a tank top or other inappropriate garments are not permitted (ex. large armholes displaying torso). This includes after school activities and gym class. All practice jerseys must adhere to the dress code. Practice wear must be similar to game jersey wear.**
- **Garments that are "see-through", low-cut, or expose one's midriff are not acceptable. The midriff is not to be exposed when the students goes through their normal activities for a school day.**
- **No outer, tight-fitting garments made of spandex or Lycra is permitted**
- **Students may wear pants and sweat pants that, when worn, will not sag or fit below the waistline. All pants and sweat pants must fit around the waist and remain properly fastened. No excessively low riding pants/shorts are allowed. Pants with any writing or displays on the posterior area (butt area) will be prohibited.**
- **Shorts and skirts may be worn throughout the school year. All shorts and skirts must have finished edges, be neat in appearance and be NO SHORTER THAN 3 INCHES FROM THE MIDDLE OF THE KNEE.**
- **Tear-away warm-ups /sweat pants are prohibited unless as part of an authorized athletic uniform.**
- **Undergarments and underwear will not be visible at any time.**
- **No pajamas, bedroom slippers, blankets are permitted at school.**
- **Students are not allowed to be walking around without some type of shoe or sandal.**

- **All hats, caps, and hoods will be removed upon entering the building. Hats and caps will be placed in locker until the final bell of the day. Hats and caps may be confiscated by any member that is seen before the bell.**
- **No clothing printed with sexual innuendoes or inappropriate /suggestive language or pictures. Clothing that displays hidden or double messages is prohibited.**
- **Wearing sunglasses, coats, bandanas or hoods in classrooms and hallways are not permitted.**
- **Book bags, athletic bags must be contained with the student's locker. Students may not take book bags into the classrooms.**
- **No articles advertising alcohol, bars, taverns, tobacco or drugs are permitted.**
- **No articles associated with "gang behavior" are permitted.**
- **Temporary and/or permanent tattoos with works or illustrations that portray obscene, lewd, pornographic, illegal drugs, alcohol, tobacco, or immoral representation are prohibited and will be required to be covered.**

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 counselor 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 fin 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 and special programs until the fines, fees, overdue and/or lost book fines are paid.

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. 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. Joanna Cressey is the Hale Area Schools Records Officer and is 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 (FERA).

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

Students may not sell any item or service, or solicit funds for special causes without the approval of the principal or designee. In all cases, 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 High School. 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, art room or other classroom areas in the building). Office areas (school offices, librarian office, physical education offices, music room offices, custodial and kitchen area offices, industrial arts offices) are not permitted for student use and are OFF LIMITS to all students. Students will be held responsible for the proper use and safekeeping of any equipment or facility 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 principal's 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.

DROPS AND ADDS

During the first 2 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. Should a schedule change become absolutely necessary, a student must follow proper procedure to change from the class originally scheduled to a new class. **Changes made during the first two days of the term may not be completed without the approval of the parent/guardian, teachers involved, and**

principal. Any student who drops a class after the first week (5 school days) of the term, will receive an "E" grade for that class unless they have received prior approval from the teacher, principal, counselor and parent. All changes in the student schedules must be done on a "Request for Change of Schedule" form available in the main office. The schedule change will be considered completed after all forms are signed, approved and returned and 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.

FIELD TRIPS

Field trips are academic activities held off school ground. Students must have parent/guardian consent to participate in any school-sponsored trip. Attendance and school rules apply for the entire length of the field trip. Students and staff are responsible for cleaning the bus after use.

GRADES

Hale High/Middle School has 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. Specific requirements for graduation and honors diploma are found in the [Hale Course Selection Guide](#).

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.** 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 the MEAP 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. Students who are 18 years at the beginning of the school year may apply for special programs including work experience. 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 eighteen week marking period for all students in grades 9-12. 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 been in attendance at Hale High School for a minimum of 10 nine week terms.

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 MME tests. They will be given during the month of April with re-takes scheduled in the following spring. Students must re-take the entire test. 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.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the counselor. 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. College entrance testing information is available from the Guidance Office.

SECTION III – STUDENT ACTIVITIES

ACADEMIC LETTER

Hale High School students have the ability to earn 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 an 18 week period. (Choir, Band, Art, Physical Education, etc. 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 application for permission can be obtained from the principal. The application 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 for credit, required for a particular course and/or contain school subject matter. 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, 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.

If a student is present at any time where the above violations are occurring with minors, they must immediately remove themselves from the premises of such illegal activity and report the activity to their coach and/or advisor. Immediately is defined as follows: as soon as the person becomes aware. A guideline of ten minutes is a reasonable amount of time to determine if alcohol and/or drugs are present. Students participating in extra-curricular activities are expected to take a leadership role with

their fellow students by making them aware of the consequences of being at the party or event where abuse is taking place and encourage them to also leave. Following these procedures exactly exonerates the innocent student, provided that the student is not frequenting this type of party. If a student attends a "family function" (i.e. wedding, graduation, family reunion, etc.), with their parent or guardian as long as the student does not consume, use or distribute illegal substances as described in numbers one through six (1-6) above, they will not be considered guilty by association. These events will not fall under the heading of "parties with minors" but will be referred to as "family functions." When students attend a "family function" with a parent where other minors are in violation of the infractions described in number one through six (1-6) above, the student must report their attendance to their respective coach/advisor.

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

In-season is defined as the first day practice as permitted by MHSAA rules until the awards/banquet ceremony is held for the season.

Off-season is defined as summertime and non-participation periods in Hale Area Schools' athletics during the school year.

Attendance at "parties with minors" where removal does not occur within the reasonable time frame 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 below.

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

FIRST VIOLATION

In-Season (fall, winter, spring)	Off-Season (summer and non-participation periods in HHS athletics during the school year)
Removed from team and loss of awards	Loss of eligibility for 20% of regularly scheduled events in athlete's next sport season
Student must successfully complete evaluation and/or counseling	Student must successfully complete evaluation and/or counseling

SECOND VIOLATION

In-Season (fall, winter, spring)	Off-Season (summer and non-participation periods in HHS athletics during the school year)
Ineligible for three (3) seasons—current plus 2 additional seasons	Ineligible for three (3) seasons
Student must apply for reinstatement after successfully completing evaluation and/or counseling. Recommendations of the evaluation and/or counseling must be adhered to and may include drug testing (if reasonable suspicion exists).	Student must apply for reinstatement after successfully completing evaluation and/or counseling. Recommendations of the evaluation and/or counseling must be adhered to and may include drug testing (if reasonable suspicion exists).

THIRD VIOLATION

A third violation, whether in or out of season, will result in permanent ineligibility for the student's school career.

REPORTING & INVESTIGATING

No student will be disqualified on hearsay evidence. 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.

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.

Within three (3) school days following the application of a consequence, a student may appeal the decision in writing to the superintendent. A panel, consisting of the superintendent, a board member, a coach/advisor, a community member and a teacher, will hear the evidence and determine the proper course of action. 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 convicted by law enforcement agencies.

REINSTATEMENT

A reinstatement committee will consist of the superintendent, a board of education member and the principal and/or athletic director. This committee will determine when and/or if a student will be allowed to participate again in athletics and/or extra-curricular activities after a second offense.

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. Boys will be allowed to try out for and participate for only boys' teams. Girls will be allowed to try out for and participate for only girls' teams. These rules are enforced when there are equal numbers of sports activities for both genders during a season. All participants must travel to and from away contests with the team, unless prior arrangement has been made with the coach. The athlete can be released to their parent and/or guardian by a note given to the coach **BEFORE** the bus has left Hale or the parent/guardian may sign a sign-out form after the varsity contest. 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 High School must meet the minimum standard as set forth by the Michigan High School Athletic Association and Hale High School academic eligibility standards. The Michigan High School Athletic Association standards refer to semester credit and the Hale High School guidelines apply to progress report grades, marking periods, and two additional interim checks per marking period.

These guidelines will begin at the start of the student's freshmen 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's athlete's academic eligibility.

Steps of Eligibility:

- Step 1:** Students with a 2.0 GPA or higher and one "E" or a GPA of 1.50 or below (without any "E" grades) will be placed on Warning Status. (No credit will constitute a failing grade regardless of the GPA.) Fall sport is taken from previous school year's fourth term card marking.
Warning Status: Student athlete may have full participation until the next interim eligibility check. At that time they must have no failing grades and at least a 1.50 interim GPA or he/she will be placed on probation status.
- Step 2:** While in season, student athletes may not be receiving any "E" grades or "No Credit" in any classes. Should this occur students are placed on Probationary Status.
Probationary Status: Student athletes may attend practices and team meetings, but they will be unable to participate in games equal to 20% of their team's competitive scheduled dates, excluding any tournament or post season play. This 20% is the minimum and non-wavering.
- Step 3:** Student athlete has any "E" grades and has already been through probationary status for their current sport season are immediately placed on an Inactive Status. Student athletes remain on Inactive status for a minimum period of two weeks or until the student achieves minimum academic eligibility in order to resume full participation.
Inactive Status: Students on inactive status do not participate in games or practices. They are eligible to attend games and practices provided they bring homework to be done during that time in an effort to improve their academic standing.

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

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.

SECTION IV – STUDENT CONDUCT

Hale Area Schools Attendance Policy

Regular attendance, an essential cornerstone of learning, is based upon a partnership between home and school in promoting responsible attendance habits. The students, the parents, and the school share responsibility for student attendance. Students are expected to attend class regularly and to be on time. Continuity in the learning process is seriously disrupted by excessive absences. We believe that a student needs to be in attendance and that good attendance needs to be rewarded.

Grading Scale:

The following grading scale will be used in all classes.

<u>Grade</u>		<u>Point Value</u>		<u>Percentage</u>
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 High School 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.

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.

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 make rules for the proper care, management and operation of the school. They also supervise all school operation 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 -by infringing on the rights of others -by causing disruption of educational programs or discipline -by 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 and a meeting with the students parents, the teacher, and administrator must occur before the student may return to the classroom.**

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** **Held on Tuesdays and Thursdays: 3:25 p.m. to 4:25 p.m.**
 - a. You 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. **Student's will only be allowed to reschedule their detention ONCE. If the rescheduled detention is missed, the student WILL BE SUSPENDED.**
- g. **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 high 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 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, indicating 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: Recommendation for 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: Recommendation for 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, a police contact is possible plus: **All Offenses:** Up to recommendation for expulsion, plus parent conference, plus a police contact.

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 up to the number of class periods missed. 2nd Offense:** Up to 3 day suspension and parent contact. **3rd Offense:** Up to 5 days suspension plus parent conference.

5. Disrespect Toward Another Student

Students shall behave in a respectful manner toward other students. Students shall not behave in a belligerent manner or name calling directed toward other students and these actions can include "prank" activities, such as pulling down another student's shorts, brassiere snapping, wedges, pushing a student into the opposite sex bathroom, swirlies, headlocks, tripping, hiding another person's possessions, any form of spit wads or devices to shoot projectiles at other students and/or walls, etc. In all cases: **1st Offense:** Up to 3 day suspension and parent contact. **2nd Offense:** 3 to 5 day suspension. **3rd Offense:** 5 to 10 day suspension, parent conference, up to expulsion.

6. Disrespect Toward Staff Personnel

- a. A student shall not be verbally disrespectful toward any staff member. (Including bus drivers, kitchen, custodial staff, office personnel, paraprofessionals, coaches, and volunteers.) The use of loud verbal remarks, arguing or obscenity directed toward a staff member would be a severe form of disrespect and could result in a recommendation for expulsion. In all cases, parent contact will be made and the student will be suspended for the remainder of the day plus: **1st Offense:** Up to 3 day suspension. **2nd Offense:** 3 to 5 day suspension. **3rd Offense:** 5 to 10 day suspension up to expulsion.
- b. A student shall not assault a staff member, either verbally or in writing as defined by the Board of Education. **All Offenses:** Up to recommendation for expulsion plus a parent conference, plus police contact.
- c. A student shall not physically assault a staff member as defined by the Board of Education. **All Offenses:** Recommendation for expulsion, plus a parent conference, plus a police contact.

7. Disruption of Class

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. **1st Offense:** Parent contact by the teacher and/or detention. **2nd Offense:** Referral to principal or principal's designee and up to suspension. **3rd Offense:** Referral to principal or principal's designee and conference with parent, teacher, student and principal or designee.

8. Disruption of Normal School Day

A student shall not continuously and/or intentionally 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.) **1st Offense:** Up to 5 to 10 day suspension. **2nd Offense:** 10 day suspension and parent conference. **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 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. Monies will be turned over to the library. Extortion is against the law. In all cases: **1st Offense:** Up to 3 day suspension, parent contact. **2nd Offense:** Up to 5 day suspension. **3rd Offense:** 10 day suspension up to recommendation for expulsion.

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:** 1 to 3 day suspension. **2nd Offense:** 5 day suspension. **Third Offense:** 10 day suspension up to recommendation for expulsion.

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:** Up to 1 day suspension plus parent conference. **2nd Offense:** Up to a 3 day suspension plus parent conference. **3rd Offense:** Up to a 5 day suspension plus parent conference.

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

13. Harassment

Harassing behavior or harassment because of race, color, national origin, religion, sex, handicap, height or weight of students by other students of this school is unlawful under both Michigan and Federal Law and is contrary to the commitment of Hale High School to provide a stable learning environment. Hale High School will not tolerate any harassment of students. All contact between students, teachers and other employees of Hale High School shall be in keeping with respect for the individual, be it of a nature which does not make a person feel uncomfortable and be conducive to creating a stable learning environment. Reports should be made to the principal.

Harassment includes (but not limited to) unwelcome advances, engaging in improper physical contact or touching, improper comments or otherwise creating an intimidating, hostile or offensive educational learning environment. Reports of harassment will be investigated and anyone found to be in violation will be subject to disciplinary action up to and including expulsion from school. In all cases, police contact is possible, plus: **1st Offense:** Warning with documentation and up to 3 day suspension. **2nd Offense:** Parent conference plus up to a 10 day suspension. **3rd Offense:** Police contact and up to expulsion.

14. Insubordination

A student shall comply with directions of all school personnel. Failure to identify oneself when requested or following directions given by a staff member is insubordination. **1st Offense:** Referral to principal or designee and parent contact. **2nd Offense:** Up to 1. **3rd Offense:** Up to 3 day suspension. **4th Offense:** Repeated offenses-long term suspension to expulsion.

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, 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:** Confinement to the cafeteria for up to 10 school days. **2nd Offense:** Confinement to the cafeteria for up to 30 school days. **3rd Offense:** Confinement to the cafeteria for the remainder of the term.

17. Pop, coffee, energy drinks

No pop, coffee, or energy drinks are allowed during the school day. Beverages are limited to those which can be purchased in the cafeteria. ONLY WATER is allowed outside the cafeteria. **1st offense:** Written warning. **2nd offense:** Detention. **3rd Offense:** Considered insubordination (refer to that violation),

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. Profanity, Obscenity and Vulgarity

The use of profane language (swearing), obscene gestures or vulgar behavior by students will not be tolerated. **1st Offense:** Up to 1 detention. **2nd Offense:** Up to 1 day in-school suspension. **3rd Offense:** Up to 3 day suspension, plus parent conference. (Students, who use profanity in a classroom setting, may be suspended for a 1st violation.)

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 or "walking arm-in-arm". Any sitting on one another's lap, long embraces or "making out" is unacceptable. In all cases, staff will confront the couple and direct them to cease the behavior, plus: **1st Offense:** Up to 1 detention. **2nd Offense:** Up to 3 detentions. **Additional Offenses:** See **Code of Conduct-Insubordination.**

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 a lowered marking period grade.

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 3 to 5 day suspension and parent contact. **2nd Offense:** Up to 10 day suspension, plus mandatory police contact. **3rd Offense:** Up to expulsion, plus mandatory 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 day suspension and possible referral to police. **2nd Offense:** 5 day suspension and referral to police. **3rd Offense:** 10 day suspension to expulsion 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, elementary, middle and high school buildings, 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 day suspension and parent contact. **2nd Offense:** 5 day suspension. **3rd Offense:** 10 day 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:** A 4-hour work detail at the administration's discretion. **2nd Offense:** 3 day suspension. **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.