

**HALE MIDDLE SCHOOL**  
**Our Mission: "Learning For All"**  
**Phone: (989) 728-3551**  
**2009/2010**

**POLICIES AND PROCEDURES**

**Student Rights and Responsibilities**

Students are expected to be responsible and respectful. Our policies and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression, association, and fair treatment, as long as they respect those rights for their fellow students and the staff.

**Directory Information**

Hale Area Schools has established student information known as "directory information." This information is available upon a legitimate request unless a parent or guardian notifies the Records Control Officer in writing within ten (10) days from the date of this notification.

Legitimate requests include legal requests from law officials and requests from newspapers to publish honor rolls, student of the month, and sporting event pictures and data. Unless otherwise notified, the following information may be released:

Name, date of birth; photograph; video tape; technological reproduction; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; and any other information the District considers not to be harmful or an invasion of privacy if disclosed.

**Equal Educational Opportunity**

The District policy is to provide an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristic, as well as, place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the Middle School Principal.

**Taking Children From School/Visitor Pass**

All visitors MUST report to the office upon entering the building. The Middle School wing doors are locked once school begins. Use the front doors only. Children are only permitted to leave or be taken from school property, while school is in session, by their parent/guardian or someone with written parental permission. The office staff will try to assist in any way possible. All parental permission notes must be approved by the office and the "Sign-Out Sheet" must be completed before taking a student from the school.

## **ADMISSION AND ATTENDANCE**

### **Absences**

Consistent attendance is necessary in the achievement of success. Please note the following:

1. To be excused, each absence requires a note written by a parent or guardian and brought to school within two days of the child's return to be considered excused.
2. The following absences are excused:
  - student illness
  - medical appointment (show appointment card before or after return to school)
  - funeral (close family or friends)
3. Prearranged absences, such as vacations, may be excused depending upon prior arrangements.
4. Extended absences, three days or longer, should be reported to the school as soon as possible to enable teachers to assist in scheduling of student assignments. Due to teacher schedules, please ask for materials 24 hours in advance of pick-up.
5. Parents receive written notification when a student accumulates 6 or more absences.
6. Students may be referred to the Truant Officer for excessive unexcused absences.

### **Start of School Day**

Classrooms are open for students at 8:15 a.m. Students are to be in their classrooms at 8:17 a.m., seated, with the proper materials, ready for the start of the day at 8:20 a.m.

When students arrive at school, they are expected to enter the building immediately. Students may not leave the building unless they are with a staff member or have permission from the office. Students leaving the building or campus will be considered skipping.

### **Tardiness**

Students are expected to report to class on time. Tardy students disrupt classroom activity. Office personnel issue passes only if the student is detained in the office. Students arriving late to school must report to the office and obtain a pass to be admitted to class. Students will be considered skipping if they do not report to their assigned class.

During a marking period, tardiness to a class will be addressed as follows:

- |                       |  |
|-----------------------|--|
| Three Tardies:        | Parent notification and detention                      |
| Four or More Tardies: | Parent notification, detention, or possible suspension |

### **Unscheduled Early Dismissal**

Because of weather or emergency situations, students may be excused early. Parents should develop a procedure for their child to follow in case no one is home when he/she

arrives. Parents, children, and the school will feel more at ease if there is plan. Please tune to radio stations: WIOS, WKJC, WDBI from Tawas; WBMI from West Branch; or WIOG, WHSD, WSTD or WUPS in Saginaw; or television channels 5 and 11 for closing due to inclement weather or unforeseen circumstances.

## **HEALTH**

### **Communicable Disease, Illness, and Accidents**

Please contact the office if your child has a contagious disease. Parents are notified immediately when their child has a major accident or contagious condition. If parents are unavailable, the alternate name appearing on the emergency card is contacted. If neither is available, then the principal will take responsibility, which has been granted by parents, to seek professional help. Parents are responsible for medical treatment and ambulance transportation costs involving their child.

### **Head Lice**

No student with head lice or nits (eggs) will be permitted to attend school. If lice or nits are found on a student, parents will be contacted to get the student for treatment. Students may return to school after one treatment and removal of ALL nits. Parents will be asked to accompany their child back to school to be rechecked. Students must be free of lice and nits to return to class.

### **Medications**

Children are not permitted to bring medication to school unless permission by a physician is on file in the office. All prescriptions and over-the-counter medication, such as Tylenol or cough drops, must be in the original bottle and accompanied by a "Medication Prescriber and Parent Authorization Form." The medication and form will be kept in the office. Remember, any medicine or prescription must have a completed form signed by a doctor. Asthma inhalers may be carried by students when need is confirmed by a doctor. Contact the office for assistance.

### **Non-casual Contact Communicable Diseases**

In the case of non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their 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 in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), 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 their 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.

## **GENERAL INFORMATION**

### **Assemblies/Field Trips/Celebrations**

Different types of assemblies, field trips, and celebrations are held throughout the school year. These programs are designed to be educational. Students with religious convictions regarding a particular event will be accommodated. Students may lose the privilege to attend events for infractions or deficiencies.

Hale Middle School has four "Celebrate Excellence!" field trips each year. These reward trips are earned by students when they do not receive any school or bus discipline during a marking period. Students are not "double punished" when they cannot go on a trip. We are able to reduce the cost of "Celebrate Excellence!" by having one school-wide fund raising activity a year. These trips have helped many students become better behaved and earn better grades.

### **Athletics/Sports**

Beginning in 7th grade, students have the opportunity to compete in competitions against other schools. Student athletes and their parents must sign "Sportsmanship" agreements at the start of each season. Student-athletes must maintain scholastic eligibility, and become good members of their teams by supporting each other and respecting opponents and officials. Consequences for infractions will vary with each instance and may include suspension from competition, the team, or school. Good Sportsmanship is expected from student-athletes at all times.

### **Bicycles**

Students may ride their bicycles to school. Locks are recommended. The school is not responsible for stolen property. This privilege may be taken away for improper or unsafe use.

### **Bullying**

Bullying is not tolerated at Hale Area Schools. Bullying includes but is not limited to any harassing behavior such as teasing or taunting, hitting, assaulting, stealing, or pulling "pranks." No student should be subjected to books knocked off their desks, locker doors shut on them while being used, consistent poking, pulling, tripping, name calling, or any other such actions. 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.)

### **Dress Code**

Recognizing that school is a place of community business and pride, students will wear appropriate clothing. Children are NOT permitted to wear halters, tank tops, or tops that reveal bare backs or midriffs to school. Shorts and skirts must be mid-thigh length or no shorter than "fingertips." Skin-tight shorts are inappropriate. Underwear should never be visible. Clothing with unacceptable advertising, pictures, or language is not to be worn. Hats/caps/scarves are NOT to be worn.

### **Extra-curricular Activities**

Students are expected to stay at events. A student may only leave and return with permission from school officials. Otherwise, students will not be readmitted if they leave. Students being removed for disciplinary reasons are subject to further disciplinary actions. Students may be prohibited from extra-curricular activities for up to a year. Any student not in attendance for at least a half-day will not be allowed to attend after-school events unless prior arrangements have been made.

### **Internet Usage Policy**

Students have access to computers and the internet. This privilege requires parent and student signatures on a separate agreement. Parents and students additionally agree to follow all district internet use policies. This privilege can be denied for student misuse.

### **Library**

The library is available for book check-out, quiet study, research, and casual reading. Respect is absolutely required. Please remember to return all items to their proper place. Student planners are required for: student pass to enter library, student library ID number to check out material, and recording material return dates. Students will lose library and field trip privileges if they owe money for lost or destroyed library material.

### **Lockers**

Lockers are not considered secure storage. Therefore, valuables should not be brought to school. If it is necessary, obtain permission first and give valuables to a staff member. Students should never share their combinations or their lockers. Lockers are to be kept clean. Students are assessed a repair fee for damages. Offensive language, alcohol/drug advertising, obscene/indecent pictures will not be permitted. Lockers are not to be decorated with any sticky substance, magnets only. Students may not store open bottles or cans in lockers. Food may not be kept in the lockers for more than 24 hours. Students are not permitted to consume food/beverages in hallways. The school is not responsible for stolen property.

### **Pager/Phones/Personal Communication Devices**

Michigan law allows students to have pagers, phones, and personal communication devices on school property. However, since these devices interrupt the learning process, these devices need to be turned off during school hours.

## **Planners**

Students are issued and required to use planners to aid academic achievement. Planners are used to record homework instructions, daily school activities, hallway passes, and messages between school and home. Students need to have their planners with them throughout the day. **PLANNERS MUST BE KEPT IN GOOD CONDITION. DO NOT REMOVE ANY PAGES FROM PLANNERS.** Additional planners are available for purchase.

## **Safety**

Halls, parking lots, and other public spots may be monitored by video cameras for everyone's safety. Hale Area Schools is dedicated to its mission of learning in a safe environment.

## **Search and Seizure**

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, it should be made clear to all that lockers and desks are the property of the school and may be searched. Other possessions may be searched, if "reasonable suspicion" dictates, when the student is under the jurisdiction of the Board of Education. Periodically, police dogs may search lockers and classrooms. If there is reasonable suspicion that a student is in violation of law or school rules, a search may also be conducted for the safety of all. Student consent is not needed for searches. Items found in the course of a search may be taken as evidence of a violation of school rules or the law and given to the police.

## **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, drug references, violence, sexual content, and weapons. (Teacher may allow some work when appropriate and approved to contain violence or 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 the work. Further violations may also result in a lowered marking-period grade.

## **Student Sales**

No student is permitted to buy or sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## **Telephone**

Office and classroom telephones are not to be used for personal calls. Students are not to use classroom telephones. All student calls are to be made from the office and are for emergencies only. Notes must be sent to school in order to make any special arrangements.

## **Test and Plagiarism Rules**

Cheating 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. Violation of test rules will result in a zero. At no time are students allowed to copy material and present it as their own. Further violations may also result in a lowered marking period grade.

## **SERVICES**

### **Americans With Disabilities Act - Section 504**

The American's with Disabilities Act (A.D.A) requires schools to ensure that no individual will be discriminated against on the basis of a disability. This protection applies to students and to all individuals. Students with disabilities may be served within the general education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that limits the child's ability to function properly in school, should contact the Principal.

### **Cafeteria**

All students have the option to eat school-prepared meals for breakfast and lunch. Parents/guardians are requested to complete an "Application for Free and Reduced Price School Meals." Applications are given out at the start of the school year. Additional copies are available if the family income changes during the year. Lunch menu calendars are sent home each month. Payment options include paying for an entire week or on selective days only.

Students are expected to:

- need to keep their tables clean
- never throw food or any object  
(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
- remove gum before entering

### **School Social Worker/Counseling Services**

Students may sign up for an appointment to meet with the school social worker during the regular school day. Students should report to their regularly-scheduled class before going to the social worker. Teachers issue a pass from the classroom to the counseling office when needed. Students may be considered skipping if they do not report to their scheduled class.

### **Special Education**

Hale Middle School provides a variety of Special Education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.

### **Textbooks and Fees Due**

Textbooks, workbooks, and school materials are supplied by the school district without a service fee to parents. Parents and students are held responsible for the condition of the learning materials checked out to them. Normal use will carry no charge; but loss, damage, or abuse beyond repair requires repayment by the student. Students will lose the privilege of going on the end-of-the-year field trip if fines, library books, or lunch fees are past due.

### **CODE OF CONDUCT**

Students are expected to be responsible and respectful. The Behavior Code covers student behavior on the Hale Area School campus or any location where school activities are held. Consequences will be given for behaviors that are disrespectful, dangerous, or result in damage to property. Disciplinary procedures for infractions of school policy are designed to insure due process. Students are responsible to sign and deliver disciplinary information from school.

Consequences (or steps) may be skipped or repeated. Preventative disciplinary measures will be taken whenever possible. Students may be directed to meet with the counselor, administrator, or other school personnel. The Behavior Code, in general, is a policy of progressive discipline, but some Infractions have consequences stronger than the least consequence or step. Also, successive infractions generally have stronger consequences. "Snow days" or any day school is closed do not count towards detentions or suspensions.

**Appeal Process:** Should a student or parent disagree with disciplinary consequences, they may:

Appeal the decision of the Teacher to the Principal.

Appeal the decision of the Principal to the Superintendent.

Appeal the decision of the Superintendent to the Board of Education.

Appeal the decision of the Board of Education to a Court of Law.

Consequences will be held in abeyance pending the result of the appeal process.

### **Category One Infractions**

1. Failure to comply with class or school rules
2. Failure to comply with staff or chaperone instructions or directions
3. Three or more tardies
4. Malicious, hurtful remarks or name calling
5. Verbal, physical, or sexual harassment
6. Student disrespect, horseplay, or bullying
7. Stealing or possession of stolen goods
8. Hall violations or horseplay
9. Profanity in any form
10. Gambling
11. Littering
12. Inappropriate dress
13. Public display of affection
14. Unauthorized electronic devices or toys

### **Category One Consequences**

1. Verbal warning given to student
2. Written warning given to student, and parents notified by phone or mail
3. Lunch detention
4. After-school detention
5. After-school detention plus parent-teacher or teacher team conference
6. After-school detention plus parent-teacher team-principal conference

With repeated Category One infractions, a student will be referred to the administrator. A parent conference may be required for each referral. Consequences will increase with each additional referral or infraction. Refer to Category Two Consequences.

### **Category Two Infractions**

1. Repeated Category One or Category Two infractions
2. Missed after-school detention without prior parent notification to the office
3. Skipping
4. Stealing or possession of stolen goods
5. Willful defacement or destruction of school property
6. Gang or gang-related activities
7. Extortion
8. False fire alarms or bomb threats
9. Arson
10. Fighting: consequences result regardless if a student starts the fight or retaliates
11. Dangerous devices or weapons of any sort, or any object used as a weapon
12. Disrespect: verbal, physical, or sexual disrespect towards anyone
13. Bullying/Threats: verbal, physical, or sexual bullying or threats towards anyone
14. Harassment/Abuse: verbal, physical, or sexual harassment or abuse towards anyone
15. Assault: Verbal, physical, or sexual assault of anyone
16. Use or possession of tobacco or look-alike, or accessories for use (i.e. lighters or matches)
17. Use or possession of alcohol or look-alike, or accessories for use
18. Use or possession of controlled/illegal substance or look-alike, or accessories for use

### **Category Two Consequences**

Due to the severity of the offense, steps may be skipped. Students may not attend after-school co-curricular activity such as sports, band, or choir when they are suspended. Other consequences may be used at discretion of the administrator.

1. In-school suspension
2. One- to three-day suspension
3. Three- to five-day suspension
4. Five- to ten-day suspension
5. Possible contact with authorities
6. Possible request for prosecution for incorrigibility
7. Ten-day suspension with recommendation for expulsion

### **In-School Suspension**

The In-School Suspension (I.S.S.) program is a consequence for infractions not involving violence or drugs. In-school suspensions will not replace out-of-school suspensions for serious infractions of the handbook. Students are placed in I.S.S. by the principal. I.S.S. is held from 8:15 a.m. to 3:15 p.m. on scheduled days throughout the week.

### **I.S.S. Rules and Procedures**

1. Students need to bring all their books and supplies.
2. Students sit in assigned seats.
3. Students are not permitted to chew gum or wear coats.
4. Students request permission to talk or leave their seats by raising their hand.
5. Students do work from their classes or the monitor as assigned.
6. Students may not leave the I.S.S. room.
7. Students receive one morning and one afternoon bathroom break.
8. The I.S.S. room serves as the lunch area.
9. Students will not sleep or rest their heads on their desks.

### **Additional information:**

- \* A missed I.S.S. is automatically reassigned to the next-scheduled I.S.S. day.
- \* Rules for I.S.S. are the same as out-of-school suspension: no after-school co-curricular activity such as sports, band, or choir.
- \* Failure to follow I.S.S. rules may result in further disciplinary measures.

### **District Suspension/Expulsion Policy**

Hale Area School's Board of Education adopted P.A. 103 suspension and expulsion policies which can be found in section 8350 of board policy. Expulsion guidelines are covered in that policy for verbal or physical assaults against employees, volunteers, contractors, and students. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student commits a violation of law or engages in disruptive behavior, which includes but is not limited to the following conduct:

1. Throwing objects that can cause bodily injury or property damage.
2. Fighting.
3. Directing profanity, vulgar language, or obscene gestures towards a teacher or other students.
4. Violating safety rules as communicated in student handbooks or classroom rules.
5. Failing to comply with directives given by the teacher.
6. Expressing racial or ethnic slurs toward the teacher or another student.
7. Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence.
8. Possessing a laser pointer.
9. Violating the district dress code standards.
10. Destroying/defacing school property.
11. Violating computer use policies, rules or agreements.

### **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: School Code of Conduct rules apply to students at all times as well as all transportation rules, 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.

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Hale Middle School is proud of its special relationship with the people, organizations, and businesses of Hale. Without their support, our children would not be as successful as they are.

We can all take pride in sending our students out to the world as prepared and community-centered adults.

Thank you to all the community from all of our students and staff.

The only person who is educated is  
the one who has learned how to learn and change.