Welcome to the Hale Area School District. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Michael HD Bowman, Principal [728-3551]
Dana McGrew, Superintendent of Schools [728-3551]

Board of Education

President - Valerie Cryderman
Vice President - Michelle Devine-Childs
Secretary - Karol Shellenbarger
   Treasurer - Jeremy Spaw
   Trustee - Shane Forshee
   Trustee - Joseph Kimmerer
   Trustee - Susan Shurtz
## District Calendar

### 2018-2019 List Format Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff PD ~ Opening Day</td>
<td>Tuesday</td>
<td>12:00-6:00</td>
<td>8/28</td>
</tr>
<tr>
<td>Open House (6:00-7:00)/Ice Cream Social (7:00-8:00)</td>
<td>Tuesday</td>
<td>6:00-8:00</td>
<td>8/28</td>
</tr>
<tr>
<td>First Day of School</td>
<td>Tuesday</td>
<td></td>
<td>9/4</td>
</tr>
<tr>
<td>1st Marking Period ~ Progress Reports Ends</td>
<td>Friday</td>
<td></td>
<td>9/28</td>
</tr>
<tr>
<td>1st Marking Period ~ Progress Reports Due</td>
<td>Wednesday</td>
<td>4:00-7:30</td>
<td>10/3</td>
</tr>
<tr>
<td>Parent/Teacher Conference (7-12 only)</td>
<td>Wednesday</td>
<td>4:00-7:30</td>
<td>10/17</td>
</tr>
<tr>
<td>Parent/Teacher Conference (7-12 only)</td>
<td>Thursday</td>
<td>4:00-7:30</td>
<td>10/18</td>
</tr>
<tr>
<td>End of 1st Marking Period</td>
<td>Friday</td>
<td></td>
<td>11/2</td>
</tr>
<tr>
<td>Parent/Teacher Conference (K-6 only)</td>
<td>Wednesday</td>
<td>4:00-7:30</td>
<td>11/7</td>
</tr>
<tr>
<td>Parent/Teacher Conference (K-6 only)</td>
<td>Thursday</td>
<td>4:00-7:30</td>
<td>11/8</td>
</tr>
<tr>
<td>Safety Day ~ NO SCHOOL</td>
<td>Thursday</td>
<td></td>
<td>11/15</td>
</tr>
<tr>
<td>Thanksgiving ~ NO SCHOOL</td>
<td>Thursday</td>
<td></td>
<td>11/22</td>
</tr>
<tr>
<td>NO SCHOOL</td>
<td>Friday</td>
<td></td>
<td>11/23</td>
</tr>
<tr>
<td>2nd Marking Period ~ Progress Reports Ends</td>
<td>Friday</td>
<td></td>
<td>12/7</td>
</tr>
<tr>
<td>2nd Marking Period ~ Progress Reports Due</td>
<td>Wednesday</td>
<td></td>
<td>12/12</td>
</tr>
<tr>
<td>Winter Break ~ NO SCHOOL</td>
<td></td>
<td>12/24-1/4</td>
<td></td>
</tr>
<tr>
<td>1st Day Back</td>
<td>Monday</td>
<td></td>
<td>1/7</td>
</tr>
<tr>
<td>Exams ~ ½ Day</td>
<td>Thursday</td>
<td></td>
<td>1/24</td>
</tr>
<tr>
<td>Exams ~ ½ Day</td>
<td>Friday</td>
<td></td>
<td>1/25</td>
</tr>
<tr>
<td>End of 2nd Marking Period/End of 1st Semester</td>
<td>Friday</td>
<td></td>
<td>1/25</td>
</tr>
<tr>
<td>1st Day of 3rd Marking Period/Start of 2nd Semester</td>
<td>Monday</td>
<td></td>
<td>1/28</td>
</tr>
<tr>
<td>NO SCHOOL ~ Students</td>
<td>Monday</td>
<td>8:00-3:00</td>
<td>2/4</td>
</tr>
<tr>
<td>Mid-Winter Break</td>
<td>Friday</td>
<td></td>
<td>2/22</td>
</tr>
<tr>
<td>3rd Marking Period ~ Progress Reports Ends</td>
<td>Friday</td>
<td></td>
<td>2/22</td>
</tr>
<tr>
<td>3rd Marking Period ~ Progress Reports Due</td>
<td>Wednesday</td>
<td></td>
<td>2/27</td>
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<tr>
<td>Spring Break ~ NO SCHOOL</td>
<td></td>
<td>3/25-3/29</td>
<td></td>
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<tr>
<td>1st Day Back</td>
<td>Monday</td>
<td></td>
<td>4/1</td>
</tr>
<tr>
<td>End of 3rd Marking Period</td>
<td>Friday</td>
<td></td>
<td>4/5</td>
</tr>
<tr>
<td>Start of 4th Marking Period</td>
<td>Monday</td>
<td></td>
<td>4/8</td>
</tr>
<tr>
<td>NO SCHOOL</td>
<td>Friday</td>
<td></td>
<td>4/19</td>
</tr>
<tr>
<td>NO SCHOOL ~ Students</td>
<td>Monday</td>
<td>8:00-3:00</td>
<td>4/22</td>
</tr>
<tr>
<td>4th Marking Period ~ Progress Reports Ends</td>
<td>Friday</td>
<td></td>
<td>5/10</td>
</tr>
<tr>
<td>4th Marking Period ~ Progress Reports Due</td>
<td>Wednesday</td>
<td></td>
<td>5/15</td>
</tr>
<tr>
<td>Memorial Day ~ NO SCHOOL</td>
<td>Monday</td>
<td></td>
<td>5/27</td>
</tr>
<tr>
<td>Senior Exams ~ (AM only)</td>
<td></td>
<td></td>
<td>6/3-6/4</td>
</tr>
<tr>
<td>Senior Trip</td>
<td>Wednesday</td>
<td></td>
<td>6/5</td>
</tr>
<tr>
<td>Graduation Practice</td>
<td>Thursday</td>
<td>12:30-3:00</td>
<td>6/6</td>
</tr>
<tr>
<td>Senior Last Day</td>
<td>Thursday</td>
<td></td>
<td>6/6</td>
</tr>
<tr>
<td>Graduation</td>
<td>Friday</td>
<td></td>
<td>6/7</td>
</tr>
<tr>
<td>Exams ~ ½ Day</td>
<td>Wednesday</td>
<td></td>
<td>6/12</td>
</tr>
<tr>
<td>Exams ~ ½ Day</td>
<td>Thursday</td>
<td></td>
<td>6/13</td>
</tr>
<tr>
<td>End of 4th Marking Period/End of 2nd Semester</td>
<td>Thursday</td>
<td></td>
<td>6/13</td>
</tr>
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# Staff Directory

## Phone List for Hale Area Schools

### 2018-2019

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<thead>
<tr>
<th>Staff Member</th>
<th>Phone Number</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Directors (Parkinson/Kimmerer)</td>
<td>162</td>
<td>Lindsey, Stephanie ~ Office Assistant (Front)</td>
</tr>
<tr>
<td>– 5th/6th Grades</td>
<td>115</td>
<td>Look, Julie - 3rd Grade</td>
</tr>
<tr>
<td>Barclay, Jordan - Spanish, Civics/Econ</td>
<td>217</td>
<td>Lounge</td>
</tr>
<tr>
<td>Barnes, Kim - Parapro 3rd Grade</td>
<td>133</td>
<td>Lovelace, Mary Ellen - Speech</td>
</tr>
<tr>
<td>Bernard, Julie - 4th Grade</td>
<td>122</td>
<td>McGrew, Dana ~ Superintendent</td>
</tr>
<tr>
<td>Billingsley, Shane ~ Music/Band/Choir</td>
<td>186</td>
<td>Millard, Jane - Parapro 6th Grade</td>
</tr>
<tr>
<td>Blomquist, Mark - 5th/6th Grades</td>
<td>117</td>
<td>Nieman, Toni - English &amp; Math</td>
</tr>
<tr>
<td>Blomquist, Melissa - Kindergarten</td>
<td>138</td>
<td>Pula-Jurck, Vicki - Social Worker</td>
</tr>
<tr>
<td>Board Room</td>
<td>226</td>
<td>Rasch, Dawn - 2nd Grade</td>
</tr>
<tr>
<td>Boensch, Mike - Business Manager</td>
<td>301</td>
<td>Ready, Tracy - English &amp; Science</td>
</tr>
<tr>
<td>Bowman, Michael - Principal</td>
<td>105</td>
<td>Rinn, Mackenzie - Math</td>
</tr>
<tr>
<td>Bradley, Steve - School Success</td>
<td>107</td>
<td>Scholtz, Jennifer - Business Asst.</td>
</tr>
<tr>
<td>Carpenter, Bryan – PE/Health</td>
<td>200/219</td>
<td>Scott, Pete - English</td>
</tr>
<tr>
<td>Conference Room</td>
<td>104</td>
<td>Shellenbarger, Terri - Early Literacy</td>
</tr>
<tr>
<td>Custodian</td>
<td>185</td>
<td>Sherman, John - Parapro 4th Grade</td>
</tr>
<tr>
<td>Dowd, Kelly - Science</td>
<td>164</td>
<td>Smillie, Katie - Math &amp; Science</td>
</tr>
<tr>
<td>Elementary Computer Lab</td>
<td>157</td>
<td>Spiece, Diana - Parapro Kindergarten</td>
</tr>
<tr>
<td>Headstart Classroom</td>
<td>142</td>
<td>Stiff, Peggy - 1st Grade</td>
</tr>
<tr>
<td>Headstart Office</td>
<td>135</td>
<td>Turland, Cathy - Parapro 2nd Grade</td>
</tr>
<tr>
<td>IRESA - Deanne Dixon</td>
<td>149</td>
<td>Weight Room</td>
</tr>
<tr>
<td>IRESA - Amy McCann</td>
<td>146</td>
<td>Weiler, Barb - Parapro MS</td>
</tr>
<tr>
<td>Katterman, Andrew - History</td>
<td>215</td>
<td>Weiler, Rick ~ Parapro Ele</td>
</tr>
<tr>
<td>Kelso, Terra - Parapro 1st Grade</td>
<td>129</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>728-7661</td>
<td>Bus Garage</td>
</tr>
<tr>
<td>Business Fax</td>
<td>728-2406</td>
<td>Transportation Super.-Brian Curley</td>
</tr>
</tbody>
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FOREWORD
This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of 2018/2019 school year. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2017 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL
Hale Area Schools will equip students with the innovative and technological skills to Transfer knowledge from the classroom to the global workplace.

AMERICANS WITH DISABILITIES ACT – SECTION 504
The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in school should contact the principal at 728-3551.

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

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

EQUAL EDUCATION OPPORTUNITY
It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District’s Compliance Officer.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.
INJURY AND ILLNESS
All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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.

PARENT INVOLVEMENT
District Parent Involvement Policy should be placed here. See NEOLA Policy 2112 in Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications.

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

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

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

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

DAILY SCHEDULE

Breakfast: 7:30 a.m. - 8:00 a.m.
1st Hour: 8:00 a.m. - 8:30 a.m.
2nd Hour: 8:33 a.m. - 9:22 a.m.
3rd Hour: 9:25 a.m. - 10:14 a.m.
4th Hour: 10:17 a.m. - 11:06 p.m.
5th Hour: HS 11:09 am – 11:58 am
Lunch: Elem 10:20 a.m. - 12:10 p.m.
Lunch: MS 11:06 a.m. - 11:41 a.m.
Lunch: HS 11:58 a.m. - 12:33 p.m.
5th Hour: MS 11:41 p.m. - 12:30 p.m.
6th Hour: 12:33 p.m. - 1:21 p.m.
7th Hour: 1:24 p.m. - 2:13 p.m.
8th Hour: 2:16 p.m. - 3:05 p.m.
Dismissal: 3:05 p.m.

SECTION I - GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

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

**CLOSED CAMPUS**

Students arriving at school, at any time before the first bell, are not permitted to leave school grounds without the principal or designee 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 2) student parking areas.

**COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School’s computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District’s Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed.

**COMPUTER/INTERNET USE**

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

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

The following activities are not permitted on the district computers:

1. Sending, displaying or accessing offensive messages or graphics.
2. Using obscene or vulgar language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using another person’s password.
7. Trespassing in others’ folders, work or files (School officials will monitor student folders or files without permission or notice.)
8. Intentionally disrupting the system or wasting resources in any way (i.e. disc space or printing capacity.)
9. Using the network for illegal or commercial purposes.
10. Using the equipment in any way that is inconsistent with individual school policies.
11. Students using the equipment without the permission of school officials.
Communications on computer networks are usually public in nature and privacy cannot be guaranteed, even for personal messages. Therefore, users should:

1. Not include personal messages, pictures of self, phone numbers, location of school and the personal financial information in their communications.
2. Give notice immediately to a parent or school personnel if they encounter material which violate the rules of appropriate use, or if the messages or files sent to them contain threats, sexual references or if they make them feel uncomfortable.
3. Never agree to meet “online” without first getting permission from a parent or guardian.
4. Not divulge their password to another person.

Discipline for misuse of the internet:
- 1st ~ one school day off the school computers (24 hours)
- 2nd ~ five school days off the school computers
- 3rd ~ thirty school days off the school computers
- 4th ~ one calendar year off the school computers

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

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

CONCUSSION AWARENESS

A student cannot participate in a school-sponsored or operated athletic activity until the student and his or her parent have each received and read the concussion fact sheet for students and the concussion fact sheet for parents, respectively. Both the student and his or her parent must also sign and return a form acknowledging receipt of the fact sheet or other concussion awareness educational material. At a minimum, districts must keep these acknowledgment forms in a permanent file as long as the student participates in school-sponsored athletic activity.

DANCES

Dances are arranged through school organizations. All dances are approved by the advisor and principal prior to being scheduled. Middle school dances are limited to currently enrolled middle school students only. High school dances are open to all students and their guests (20 years of age or younger), but the school reserves the right to alter this procedure and refuse an individual entrance to these events. All dances will require a sign in and sign out sheet at the door of the event. Anyone leaving the building without the chaperone’s permission is not permitted to return that evening. Students being removed for disciplinary reasons are subject to further disciplinary actions upon their return to school. Students bringing a guest must sign up the guest in advance of the event on a form in the office and assume responsibility for the actions of their guest at the dance. No middle school students are permitted to high school dances. Prom is open to high school juniors and seniors and their guests. Guests for prom, who are freshman or sophomore status, must have the approval of the principal before they are eligible to attend.
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.

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

Cell phones and all electronic communication devices must be turned off between 8:00 a.m. and 3:05 p.m., excluding lunch periods (elementary lunch: 10:20 am – 12:10 pm; middle school lunch: 11:06 am – 11:36 am; high school lunch: 11:58 am – 12:35 pm)

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

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

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

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

1st offense ~ student loses device for rest of day; student may get back from principal at the end of the day.
2nd offense ~ student loses device until parent comes in to pick device up from principal.
3rd offense ~ student loses device until meeting with principal, parent, and student; student could be suspended until meeting. (Rule 6: Disrespect toward Staff / Insubordination)

EMERGENCY CLOSINGS AND DELAYS
If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents by school messenger, local radio and television stations. Parents are responsible for knowing about emergency closings and delays.
ENROLLING IN THE SCHOOL
In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document,
B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
C. proof of residency,
D. proof of immunizations.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EARLY DISMISSAL
No student will be allowed to leave school prior to dismissal time without a written request signed by either the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

EMERGENCY MEDICAL AUTHORIZATION
The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student’s educational program.

FIELD TRIPS / SENIOR TRIPS

FIELD TRIPS
Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

SENIOR TRIPS
Field trips are offered for educational purposes. They are an extension of the classroom and students are expected to follow all school rules and procedures while on a field trip with their class.
Participation in field trips/incentive trips is a privilege, and not a right. Guidelines will be sent home per marking period by grade level.

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

FIRE, LOCKDOWN AND TORNADO DRILLS
The school complies with all fire safety laws and will conduct 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 will be conducted during the tornado season using the procedures provided by the State.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (3) times each school year.

FOOD SERVICE
All students have the option to eat school-prepared meals for breakfast and lunch. Breakfast is free to all students, lunches are free to all students K-12th grade. Any milk purchased outside the Community Eligibility Option will cost .35 cents and must be paid for at the time of service. A-la-cart items will be available and must be paid for at the time of service. Students should put money on their meal account in advance. Students are expected to keep a positive balance on their meal account. Breakfast and lunch menu calendars are published on the school's website. Students are expected to keep their tables clean, never throw food (creates unsafe conditions, see Code of Conduct for consequences), return trays to the kitchen area, put trash in proper containers, and consume all food and drink in the cafeteria.

HALL GUIDELINES
Students will have three (3) minutes passing time between classes. This is a sufficient amount of time for passing and restroom breaks. There is a ZERO (0) tolerance for tardiness. Students are expected to be in their required classroom at all times. 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. (Also see General Information-Student Dress and Appearance).

IMMUNIZATIONS
Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office staff.
### IMMUNIZATIONS

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Ages 4-6</th>
<th>Ages 7-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria,</td>
<td>4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DTP is required. Most children will have 5 doses.</td>
<td>4 doses are required. If a Tetanus &amp; dose was not given Pertussis** in the last 10 years, a booster dose of Td is required.</td>
</tr>
<tr>
<td>Polio</td>
<td>3 doses are required. If the last dose was not given on or after the 4th birthday, a booster dose is required. Most children will have 4 doses.</td>
<td>3 doses are required.</td>
</tr>
<tr>
<td>Measles, Mumps &amp; Rubella</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Effective 1/1/00 3 doses are required.</td>
<td>Effective 1/1/00 3 doses are required.</td>
</tr>
<tr>
<td>Varicella *** (Chickenpox)</td>
<td>Effective 2002/2003 1 dose is required on or after 1st birthday.</td>
<td>Effective 2002/2003, only 1 dose required if received on or after the 1st birthday but prior to the 13th birthday or 2 doses required, administered at least 28 days apart.</td>
</tr>
</tbody>
</table>

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


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

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

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

### INJURY/ILLNESS/INSURANCE

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

### LIBRARY/MEDIA CENTER

The library/media center is available to students throughout the school day. To check out book or any other materials, contact staff. All materials checked out of the library/media center must be returned in a timely manner to the library/media center. Resource materials may not be checked out of the library/media center. Books, computers and other equipment in the library/media center may be used only with the permission of staff. NO students are permitted in the library/media center without staff supervision. There shall be no food, beverages, or gum allowed in the library/media center. Students are financially responsible for lost or damaged materials.
LIMITED ENGLISH PROFICIENCY
Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District.

LOST AND FOUND
The lost and found area is in the Cafeteria storage area. 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.

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). Food items brought from home for lunch or after school may not be kept in the lockers for more than 24 hours.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS
The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

PESTICIDE APPLICATION
State law requires that, at the beginning of the school year, schools inform parents that if, during the course of the school year, the school intends to apply pesticide on school grounds, the school will notify parents at least 48 hours before each application. This information must be provided to parents in writing and must apprise them of the method by which the 48-hour notice will be given (e.g., email, posting in a public area of the school, posting on the school’s website).

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.

**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 and honors received and the student’s photograph as published in the school’s yearbook. The District will not release information it considers to be harmful or an invasion of privacy, if disclosed. The student’s photograph may also appear in sports photographs, homecoming court, activities photographs and other school related photographs that could be published in the local newspapers and the school’s yearbook.

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

**STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to office staff. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.
Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents;
B. mental or psychological problems of the student or his/her family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. religious practices, affiliations, or beliefs of the student or his/her parents; or
G. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW  20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and
PPRA@ED.Gov.

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 s/he must maintain a job in addition to going to school, s/he 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. Or if a student participates in a postsecondary enrollment program (dual enrollment). Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Students who owe monies for fines, fees, overdue and/or lost books will not be able to participate in field trips, extra-curricular activities or special programs until the fines, fees, overdue and/or lost book/equipment fines are paid.
STUDENT SALES
Students may not sell any item or service, or solicit funds for special causes without the approval of the principal or designee. If proper approval has not been granted, the monies collected will be confiscated and the student will be referred to the principal or designee for disciplinary action.

STUDENT VALUABLES
Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

TRANSFER OUT OF THE DISTRICT
Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Hale Area Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

USE OF MEDICATIONS
In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.
   ● Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
   ● Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens
Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EpiPen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.
Non Prescribed (Over-the-Counter) Medications
Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

If a student is found using or possessing a non-prescribed medication without Physician authorization, s/he will be brought to the school office and the medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must be under the direct supervision of a member of the faculty to be allowed to use any of the school facilities outside of the school day, (i.e. gym, band room, cafeteria, or other classroom areas in the building). Office areas (school offices, librarian office, physical education offices, music room offices, custodial and kitchen area offices) are not permitted for student use and are OFF LIMITS to all students after school is dismissed for the day. Students will be held responsible for the proper use and care of any equipment or area they are allowed to use.

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

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

WITHDRAWAL FROM SCHOOL
No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.
SECTION II - ACADEMICS

COURSE OFFERINGS

i. Math 7
ii. English Language Arts 7
iii. Science 7
iv. Social Studies 7
v. Academic Success 7
vi. PE 7/8
vii. Math 8
viii. English Language Arts 8
ix. Science 8
x. Social Studies 8
xi. Spanish One 8
xii. Career Explorations 8
xiii. Algebra One 9
xiv. English Language Arts 9
xv. Physical Science 9
xvi. United States History 9
xvii. Spanish Two 9
xviii. Health/PE 9
xix. Geometry 10
xx. English Language Arts 10
xxi. World History 10
xxii. Civics/Economics 10-12
xxiii. Chemistry 10
xxiv. Physical Science 10
xxv. English Language Arts 11
xxvi. Algebra Two
xxvii. Biology Two 11/12
xxviii. English Language Arts 12
xxix. Senior Math 12
xxx. Pre-Calculus 12
xxxi. Success 7-12
xxxii. Band 7-12
xxxiii. Vocal Music 7-12
xxxiv. Advanced PE 9-12
xxxv. Yearbook
xxxvi. IRESA CTE & BAISD CTE
xxxvii. Early Middle College Courses
Xxxxviii. Dual Enrollment Courses
xxxix. MVHS Catalogs

GRADES

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

EXAMS

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

Grade point averages are based on the following scale:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4.0</td>
<td>95-100</td>
</tr>
<tr>
<td>A- = 3.7</td>
<td>90-94</td>
</tr>
<tr>
<td>B+ = 3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B = 3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B- = 2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+ = 2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C = 2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C- = 1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+ = 1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D = 1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D- = 0.7</td>
<td>60-62</td>
</tr>
<tr>
<td>E = 0.0</td>
<td>59-00</td>
</tr>
</tbody>
</table>

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.

SCHEDULING AND ASSIGNMENT

Elementary level
The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Secondary level
Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student’s needs and available class space. Any changes in a student’s schedule should be handled through the principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student’s needs and available class space. Changes in a student’s schedule are handled by the principal’s office. Some courses may be denied because of available space or the need to take prerequisites. Students are required to follow their schedules. Any change in a student’s schedule must have a “Drop/Add Form” filled in with the principal prior to moving to another class. Students may change a schedule only during the official “drop and add” time within the first three days of each term. Students who change their schedule after this period must have approval of the withdrawing teacher or they will receive an “E” grade for the dropped class. (Also see Academics-Drops and Adds).
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, at (989) 728-3551.

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School
Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

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

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

The following number of earned credits designate the grade in which the student will be registered:
- Freshman = 0 to 2 Credits
- Sophomore = 3 Credits to 9 Credits
- Junior = 10 Credits to 16 Credits
- Senior = 17 or more Credits

GRADUATION REQUIREMENTS

Traditional Diploma
Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at Haleareaschools.net or in the main office.

Specific course requirements are:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Phys. Ed.</td>
<td>0.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>World Language</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>
Graduation Requirement Exemptions Using M-STEP Scores

1. 18 total credits required if proficient on 11th grade M-Step in all core subjects
2. 19 total credits required if proficient on 11th grade M-Step in three core subjects
3. 20 total credits required if proficient on 11th grade M-Step in two core subjects
4. 21 total credits required if successfully completed a CTE program
5. 23 total credits required if no CTE or M-Step proficiency

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

Non-traditional Diploma

Kirtland Early College is a three-year program that begins in 11th grade and concludes with a 13th year at Kirtland. Students can earn both a high school diploma and up to an associate degree (60 credits). The first two years are free because a State law requires high schools to pay these tuition costs. This program is currently available to high schools in the IOSCO intermediate school district. For additional information see Kirtland Community College’s Dual-Enrollment Student Handbook.

ANNUAL NOTICE OF THE RIGHT TO REQUEST A PERSONAL CURRICULUM

What is a personal curriculum?
The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on a student’s unique learning needs and post-secondary goals. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize MMC requirements to earn a high school diploma.

Who may request a personal curriculum?
A personal curriculum may be requested by: the parent/legal guardian, the student (if the student is of the age of majority or an emancipated minor), or school personnel.

When may a personal curriculum be requested?
If the student has an Individualized Education Program (IEP), then the personal curriculum request may be submitted prior to 9th grade. (Note: Any resulting PC may not be implemented until the student begins/enters 9th grade.) If the student does not have an IEP, the personal curriculum request may be requested after the student has completed 9th grade.

What happens after a request is made?
If the request for a PC is made, the school district shall begin the process of developing a PC for the student pursuant to the parameters outlined in Section 380.1278a and 380.1278b of the Revised School Code.

While every request to modify a student’s graduation requirements should be considered, the school district may deny a PC request if:
• The request does not comply with state statute.
• Other options for meeting the student’s educational needs have not been documented.
• It is not in the best interest of the student.
• The members of the PC development team cannot reach agreement.

For more information on the Personal Curriculum (PC), or to make a request for a PC, please contact the school principal at (989)-728-3551.
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES
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 prior to coming to the School. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM
Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact Principal to obtain the necessary information.

POSTSECONDARY (DUAL) ENROLLMENT PARENT AND STUDENT RESPONSIBILITY
If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment.

The above information has been reviewed with students and parents at each student’s annual credit review with the principal. If your student is planning to participate in this program, a statement of intent to participate must be filed with the school office by July 30th. If you have any questions, please feel free to contact me at the school office.

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. Recognition for such activities is initiated by the staff.

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

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

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

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

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

STUDENT ASSESSMENT/TESTING
To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to take the appropriate state mandated tests. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational levels. Evaluations such as NWEA and mastery in specific subjects will be used. These tests are used to help the staff determine the instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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

State Standardized Test Used:
K-2 Early Literacy
K-8 MSTEP
K-12 NWEA
9 PSAT 8/9
10 PSAT 10
11 SAT
ACT Workkeys, MME Science/Social Studies

SECTION III - STUDENT ACTIVITIES

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 into 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.
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. 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.

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 applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that 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. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

ATHLETIC/EXTRA-CURRICULAR

ATHLETICS
Hale Area Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Ryan Parkinson, and Joe Kimmerer, the Athletic Directors, at 1(989) 728-3551 Ex. 221 or AD@haleschools.net

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

VARSITY/ JUNIOR VARSITY/ MIDDLE SCHOOL
   Football
   Basketball
   Baseball
   Volleyball
   Softball
   Track
   Cross Country

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

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.
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
extracurricular activities until their equipment and/or uniform is returned or paid for.

ATHLETIC AWARDS
Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These
requirements will be reviewed with interested students by the appropriate coach.

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

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

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

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

Alcohol and Substance Abuse
1) Use, possession, concealment, distribution, sale or being under the influence of tobacco or tobacco products in
   any form;
2) Use, possession, concealment, distribution, sale or being under the influence of alcohol or alcoholic beverage
   in any form;
3) Use, possession, concealment, distribution, sale or being under the influence of illegal drugs, including, but not
   limited to, those substances defined as “controlled substances” pursuant to federal and/or state statute;
4) Use, possession, concealment, distribution, sale or being under the influence of steroids, human growth
   hormones or other performance enhancing drugs;
5) Use possession, concealment, distribution, sale or being under the influence of any substance purported to be
   illegal, abusive or performance enhancing, i.e. “look-alike” drugs;
6) Use possession, concealment, distribution, sale or being under the influence of inhalants.
It shall not be a violation of the code of conduct for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician or for which permission to use in the school has been granted provided he/she is taking prescription medicine, which could alter the student’s ability to participate in the activity.

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

**CONSEQUENCES AND PENALTIES FOR VIOLATIONS**

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

**First Violation**

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

If the violation is determined through investigation: 30% of regular season contests scheduled for current Sport (in season) and/or next sport (carryover or out of season).

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

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

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

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

**Second Violation**

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

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

**Third Violation**

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

**Attendance at Parties Violation**

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

**Reinstatement**

The Athletic Director will determine if the athlete has met the requirements for reinstatement for all First and Second Violations.
Definitions:
Self-reported by athlete with 24 hours of incident: Occurs when an athlete personally contacts their coach or the athletic director within 24 hours of the incident in which they have violated the Code of Conduct. If the athlete is incarcerated, then self-reporting must occur within 24 hours of being released. The athlete must admit the violation to the coach or athletic director removing the need for further investigation into the situation. This option is available for any of the types of Alcohol or Substance Abuse defined in items one through six (1-6) of the Code of Conduct. Second and third violations will not receive consequence reduction for self-reporting. Contests: Games or matches played by teams that are considered MHSAA competitive events. These do not include scrimmages as defined by the MHSAA.

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

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

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

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

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

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

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

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

**SUSPENSION FROM SCHOOL**

Any student-athlete or participant in extracurricular 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.

**GENERAL RULES OF CONDUCT FOR ATHLETES**

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

**SPORTSMANSHIP**

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

**CUTTING AND PARTICIPATION**

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

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

**STUDENT ATHLETE GENERAL RULES OF ELIGIBILITY**

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

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

**STUDENT ATHLETE ACADEMIC ELIGIBILITY**

An athlete at Hale Area Schools must meet the minimum standard as set forth by the Michigan High School Athletic Association and Hale Area Schools academic eligibility standards. These guidelines will begin at the start of the student’s freshman year, transfer students will use exit grades and/or previous semester from originating school and apply year round from that point forward. In accordance with that, fourth term grades will be applied to the following fall sport season to determine a student athlete’s academic eligibility. It is the philosophy of Hale Area Schools Athletic Department to give our student athletes as many opportunities to compete in their sport as we can while maintaining high academic standards for our student athletes.

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

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

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

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

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

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

Awards available to athletes at the varsity level of participation are limited to the following:
1) Varsity “H” award certificates, letter and appropriate pins.
2) Most Valuable Player
3) Most Improved Player
4) “Eagle” Award
5) Coach’s Award
6) Iron Eagle Award*

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

*Given to a student/athlete that participates in three or more sports. (This student/athlete must begin the season before the first contest, and be on the roster at the end of the season.)

SECTION IV - STUDENT CONDUCT
ATTENDANCE

Attendance Policy
The purpose of attendance requirements is to maintain academic standards for earning credit. The law states that every parent, guardian or other person in the state having control and charge of any child between the ages of 6 and 18 shall send to school such child to pursue his school work during the entire school year and such attendance shall be continuous in accordance with the school year fixed by the district. All students should strive to have outstanding attendance. It is obvious that a student cannot be taught if the student is not in attendance. Habits and attitudes determine success in life and it is clear that the first rules of job success are good attitudes and good attendance. Every attempt should be made to notify the school in advance of an expected absence.

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

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

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

Excused Absences
Students may be excused from school and will be provided an opportunity to make-up missed school work and/or tests. Parents and guardians must provide an explanation for their child's absence by no later than two (2) school days following the absence. They are to provide written explanation, or call the office, to explain the reason for the absence.
Unexcused Absences (Truancy)
Unexcused absence from school (truancy) is not acceptable. If a student misses a teacher's work due to excused absence, she/he may make arrangements with the teacher to complete the work.

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

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

Suspension from School
Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. Assignments may be obtained from the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests. The student will not be given credit for completed assignments but will receive a grade for made-up tests. His/her grade for work ethic will be diminished and indicate "absence from school due to discipline".

Some schools use the approach of allowing students to make up the work but to receive no credit for the work. This provides little incentive for the student to do the work or take make-up tests. Thus, the student comes back to school behind his/her classmates and often remains in that condition for the rest of the semester.

Excusable, Non Approved Absence
If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Unexcused Absences
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

No credit shall be given for any school work not completed as a result of truancy.

High School
If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

Notification of Absence
If a student is going to be absent, the parents must contact the school (989) 728-3551 by 3:05 pm and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within 2 days of absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

Tardiness
Elementary Level
A student who is not in his/her assigned location by 8:00am shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be marked tardy by the teacher. Students who are more than 10 minutes late will be considered absent for that instructional period.

Vacations during the School Year
Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work
Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the appropriate teacher(s) as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within 1 day after returning to school.
Make-up work due to excused absence must be completed within 1 day after returning to school.
Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher’s test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student will test on state assigned make up day.

STUDENT ATTENDANCE AT SCHOOL EVENTS
The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT
A major component of the educational program at Hale Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors
Each student shall be expected to abide by national, State, and local laws as well as the rules of the school;
● respect the civil rights of others
● act courteously to adults and fellow students
● be prompt to school and attentive in class
● work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
● complete assigned tasks on time and as directed
● help maintain a school environment that is safe, friendly, and productive
● act at all times in a manner that reflects pride in self, family, and in the school

STUDENT DRESS AND GROOMING

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

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

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

VIOLATIONS OF DRESS CODE

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

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

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

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

**Care of Property**
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

**CODE OF CONDUCT**

**STUDENT DISCIPLINARY CODE**

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

**Discipline of Students with Disabilities**
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

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

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

B. **Parent Responsibilities**

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

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

Part I: **Policy Involvement**

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

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

Hale Middle School will:

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

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

- Open House
- Parent Conferences (offered in morning, afternoon, and evening)
- Contact with counselors
- Science Fair
- Family Game Night
- Technology Night
- Volunteer Training
- Community Resource Fair

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

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

- Reviewing the School Parent Involvement Policy at Open House and included in the Student Handbook
- Review and distribute Parent Compacts at Open House
- Conducting on-line Parent Surveys each year for all parents.
Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results.

Expanding all avenues of communication with parents (What’s Happening, District publications and websites, all-call system) to increase parent involvement in the School Title 1 program.

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

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

- Share suggestions and comments with staff and/or Family Involvement Committee and act on suggestions as appropriate.
- Conduct a Parent Survey in the spring for all parents.
- Hold a Title 1 meeting mid-year to review the Title 1 program, parent involvement policy and ask for suggestions for improvement.
- Parent conference (November and March, and additional conferences upon parent request)
- Telephone call/e-mail correspondence between parents, teachers and school.

Part II: Share Responsibilities for High Student Academic Achievement

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

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

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

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

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

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

Part III: Building Capacity for Involvement

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

- Parent Conferences (November & March, and additional conferences upon request)
- A copy of the CCSS will be provided to parents upon request.
- Local assessment information at conferences.
- Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need at specific grade levels. Information will be shared with parents when appropriate.
Provide materials and training to parents: 1118 (e) (2)
Hale Middle School offers training and materials to parents through the following events and activities:
  ● Provide lists of community resources to individual parents and assistance in accessing these resources, as needed
  ● Summer School Program
  ● Monthly school newsletters/Classroom newsletters/District publications
  ● Family Fun Nights

Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)
Hale High School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. Teachers make positive phone calls home to parents daily as well as phone calls home for student attendance daily.

Coordinate parent involvement activities with other programs: 1118 (e) (4)
Hale Middle School will work to coordinate programs to ensure success for all:
  ● Head Start: Preschool programs located in our school that prepare students for Kindergarten expectations,
  ● Science Fair
  ● All Family Fun Nights

Inform parents of school and parent programs in a timely and practical format in a language they can understand: 118 (e) (5)
To ensure that all parents are informed in a timely and user-friendly manner, Hale Middle School will provide:
  ● Monthly School Newsletter/Classroom Newsletters/District publications written in a language parents can understand
  ● Bilingual interpreter, as needed
  ● Accommodations for deaf parents

Provide support for parental involvement at their request: 1118 (e) (14)
Hale Middle School will make every effort to support our parents and make sure their needs are met:
  ● Make every effort to accommodate parent requests to ensure that students’ and parents’ individual needs are met in order to foster more positive parent involvement

Part IV: Accessibility
Parent Involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2nd language: 1118 (f)
Hale High School will provide:
  ● Flexible meeting times
  ● Handicapped Accessible Facilities
  ● Phone Conferences (Bilingual interpreter, as needed, for all parent contacts)
  ● Monthly School Newsletter/Classroom Newsletters/District publications written in a language parents can understand
  ● Accommodations for deaf parents
  ● Collaboration with community agencies; i.e. Community Mental Health
  ● Transportation Assistance
C. School Staff Responsibilities

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

II. Categories of Misconduct and Disciplinary or Corrective Actions

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

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

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

**CODE OF CONDUCT**

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

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

1. **Lunch Detention Guidelines**
   a. Students must bring school work to do. Failure to do work results in removal from detention and another detention will be assigned.
   b. No audio equipment, including electronic games.
   c. No talking allowed.
   d. 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.
   e. If a student misses detention ONCE they are required to attend the next detention. If the rescheduled detention is missed, the student WILL BE SUSPENDED.
   f. Repeated offenses may result in a Saturday School (8:00a.m.-3:00p.m)
1.5 **Saturday School Guidelines**
Students must bring school work to do. Failure to do work results in removal from Saturday school and another Saturday school will be assigned.

a. No audio equipment, including electronic games.
b. No talking allowed.
c. 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.
d. If a student misses Saturday school ONCE they are required to attend the next Saturday school. If the rescheduled detention is missed, the student WILL BE SUSPENDED.
e. Saturday School (8:00a.m.-3:00p.m)
f. No meals provided

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

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

A. The use and/or possession or being under the influence of alcohol, drugs or other chemicals is strictly prohibited. In all cases, the following actions will take place:
   1. Parents and police will be notified immediately.
   2. A recommendation for substance abuse counseling will be made.
   3. A parent conference will be held within 2 school days.
   4. Any Offense: 10 day suspension with the possibility of expulsion.

B. The selling, distribution or intent to sell alcohol, non-alcoholic beers and wines, drugs, chemicals, look-a-likes or drug paraphernalia to others is strictly prohibited. In all cases, all of the following actions will take place:
   1. Parents will be notified immediately, the police will be contacted and a formal complaint filed with the police.
   2. A recommendation for substance abuse counseling will be made.
   3. Any Offense: 10 day suspension with the possibility of expulsion.

3. **Assault**
No student will issue any threat, verbal or otherwise, which denotes possible harmful bodily contact or intimidation. This includes a verbal or physical assault of a sexual nature. In all cases, the following will occur:
   1. Police contact
   2. Parent contact
   3. Suspension with the possibility of expulsion
4. **Closed Campus/Skipping**

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

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

5. **Disrespect Toward Another Student**

Students shall behave in a respectful manner toward other students. Students shall not behave in an aggressive manner towards other students. This includes (but is not limited to) name calling, pulling down another student’s shorts, pushing a student into the opposite sex bathroom, swirlies, headlocks, tripping, hiding another person’s possessions, shooting projectiles at other students and/or walls, etc. In all cases:

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

6. **Disrespect Toward Staff / Insubordination**

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

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

7. **Disruption of the Learning Environment**

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

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

8. **Disruption of the School Day**

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

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

9. **Extortion**

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

- 1st Offense: Up to 3 days suspension, parent contact, and police contact.
- 2nd Offense: Up to 5 days suspension, parent contact, and police contact.
- 3rd Offense: Up to 10 days suspension up to recommendation for expulsion, parent contact, and police contact.
10: **Fighting**
Students shall not be involved in any physical contact that could result in injury to another person. A student who does not “fight back” will not be disciplined under this rule, unless he/she provoked the fight. In all cases, the student will be suspended for the remainder of the day and the police may be notified plus:
- 1st Offense: Up to 3 days suspension and parent contact.
- 2nd Offense: Up to 5 days suspension and parent contact.
- 3rd Offense: 10 days suspension up to recommendation for expulsion, parent contact, and conference with parent, student, and administration.

11: **Forgery**
Falsifying records including, but not limited to a parent signature, staff signature, misrepresentation on the phone any school document that has required a parent signature, etc., will be treated as forgery. In all cases, the person being misrepresented will be notified, plus:
- 1st Offense: Up to 1 day suspension and parent contact.
- 2nd Offense: Up to 3 days suspension, parent contact and conference, and police contact.
- 3rd Offense: Up to 5 days suspension, parent contact and conference, and police contact.

12. **Gang Related Activities/Dress**
Hale Area Schools PROHIBIT students from any conduct or any attribute which denotes membership in gangs advocating the use, violence or disruptive behavior. Examples of this “conduct” or “attribute” would be the use of and/or possession of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement or trademark (including tattoos) denotes such membership. Further use or possession of gang paraphernalia, gang signs, correspondence (written or electronic) or verbal communication which denotes such membership. In all cases, school personnel will confiscate from the student any items which violate this policy and turn them into the principal or designee, plus:
- 1st Offense: Up to 3 days suspension, parent contact, and police contact.
- 2nd Offense: Up to 5 days suspension, parent contact, and police contact.
- 3rd Offense: Up to 10 days suspension, parent contact, and police contact.

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

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

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

14. **Sexual Harassment**
   a. Verbal:
      The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school.

   b. Nonverbal:
      Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school.

c. Physical Contact:
   Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school.
15. **Gender/Ethnic/Religious/Disability Harassment**

   a. **Verbal:**
      1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school.
      2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the school by refusing to have any form of social interaction with the person.

   b. **Nonverbal:**
      Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.

   c. **Physical:**
      1. Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school.
      2. Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

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

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

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

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

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly and honestly whenever they present harassment allegations or charges.

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

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

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

In all cases, police contact is possible, plus:

- 1st Offense: Up to 3 days suspension and parent contact.
- 2nd Offense: Up to 5 days suspension and parent contact.
- 3rd Offense: Up to 10 days suspension up to expulsion, parent contact, and police contact.
16. **Bullying**
Bullying is defined as a person willfully and repeated exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Following all State laws concerning bullying, bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, benefits, or programs of one or more students; adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student’s physical or mental health; and or causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying could result in suspension, expulsion or both. Some examples of bullying are, but not limited to:

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

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

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

18. **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.
3) Study Room 219
   - 1st Offense: Remain in the cafeteria for up to 5 school days.
   - 2nd Offense: Remain in the cafeteria for up to 10 school days.
   - 3rd Offense: Remain in the cafeteria for up to 30 school days.

19. **Pop, Coffee, Energy Drinks**
No pop, coffee, or energy drinks are allowed in the building during the school day. Beverages are limited to those which can be purchased in the cafeteria. ONLY BOTTLED WATER is allowed outside the cafeteria or in classroom.
   - 1st Offense: Verbal warning, and item must be dumped and given to staff
   - 2nd Offense: Loss of privilege for up to 10 days
   - 3rd Offense: Considered disrespect to staff / insubordination (refer to rule #6)
20. **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.

21. **Unacceptable Language / Use of Profanity**
Unacceptable language is any language, spoken, written, or gestures, which is profane or out-of-place in the school environment. Indecent touching between girl/boy or same sex is not appropriate. Possession of pornographic material is also included. Students using unacceptable language, profanity or obscenity in school shall be subject to the following discipline.
- 1st Offense: Verbal warning
- 2nd Offense: Parent contact and up to 1 day suspension.
- 3rd Offense: Parent contact and up to 3 day suspension.

22. **Public Show of Affection**
Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and student body. The only acceptable action is holding hands. School is not the place to engage in affectionate gestures. Any sitting or lying on one another’s lap, long embraces or kissing / making out is unacceptable. In all cases, staff will confront the young people and direct them to cease the behavior, plus:
- 1st Offense: Verbal warning
- 2nd Offense: Saturday school
- Additional Offenses: See rule #6.

23. **Student Produced Work / Violation of Test and Plagiarism Rules**
Students are expected and encouraged to express their ideas and beliefs in a variety of formats at school. However, all student work must be devoid of obscenity, violence, sexual content, and weapons. (Teacher may allow some work when appropriate and approved to contain violence and weapons.) Violation of test rules, cheating, plagiarism, or copying other’s work is not allowed. Students need to keep their eyes focused on their own work, put all other material away, and not talk with fellow students. At no time are students allowed to copy material and present it as their own. Violations of these rules will result in a “zero” grade on their work. Further violations may also result in suspension, see rule #6.

24. **Theft or Possession of Stolen Property**
The theft of school or personal property or the possession of stolen property is not permissible. In all cases, the police may be notified, plus parent contact, plus full restitution will be required, plus
- 1st Offense: Up to 5 days suspension and parent contact.
- 2nd Offense: Up to 10 days suspension, parent contact, and police contact.
- 3rd Offense: Up to expulsion, parent contact, and police contact.

25. **Tobacco and Related Items**
Students shall not use or possess any tobacco products at school or any school activity. In all cases, the tobacco products, lighters, etc. will be confiscated plus:
- 1st Offense: Up to 3 days suspension, parent contact and referral to police.
- 2nd Offense: Up to 5 days suspension, parent contact and referral to police.
- 3rd Offense: Up to 10 days suspension to expulsion, parent contact and referral to police.

26. **Trespassing**
Although the schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without the authorization of the principal. This includes all facilities of the district, which include the parking facilities and sports fields. Students suspended may not be present at areas in which a school related function is being held. In all cases:
- 1st Offense: Up to 3 days suspension and parent contact.
- 2nd Offense: Up to 5 days suspension.
- 3rd Offense: Up to 10 days suspension to expulsion.
27. **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.
- All Offense: Up to expulsion. Parent must meet with administration before students return
- 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.

**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.

**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 extracurricular 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. The principal will recommend to the Superintendent if a student shall receive expulsion or long-term suspension. 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 written notice of recommendation for expulsion to the Board of Education must state the time and place for the hearing. The student 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 10 days.

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 10 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. replace

STUDENT RIGHTS OF EXPRESSION
The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:
A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government. A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student’s regular assigned bus stop to address a special need, upon the principal’s approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:
Be on time at the designated loading zone
Stay off the road at all times while walking to and waiting for the school transportation;
Line up single file off the roadway to enter;
Wait until the school transportation is completely stopped before moving forward to enter;

Refrain from crossing a highway until the driver signals it is safe to cross;

Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip
Each student shall

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- Not tamper with the school vehicle or any of its equipment.

Leaving the bus
Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

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.

**VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

**PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.
SELF-TRANSPORTATION TO SCHOOL
Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.
The following rules shall apply:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:

- Driver’s license;
- Insurance certificate;
- Vehicle registration.
- Parking lot speed limit is 5 mph.
- The student must obtain a permit from the office.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

NOTE: the following forms will be available on the School website as they are referenced in the Student/Parent Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Request That Directory Information not be Released to Recruiters without Prior Written Consent. Form 8330 F13
- Parent Notification Regarding Student Records. Form 8330F9