



Haslett Middle School

Welcome to Haslett Middle School! We look forward to working with our families to ensure every child achieves his/her full potential. We strive to facilitate learning opportunities for students to grow. We greatly value your partnership in education, as it is truly a team effort.

Our curriculum is designed to provide academic rigor. Along with high expectations for learning in the core instructional areas, we offer students exploratory experiences that provide them with an opportunity to participate in a variety of educational and career interests. To be true to middle school philosophy, each grade will be heterogeneously split in half. These splits will form two teams at each grade level that will provide the core instructional classes to your student.

As part of our commitment to middle school students, we provide co-curricular and extracurricular activities that stress positive social relationships and opportunities to practice effective citizenship. It is important that students have the opportunity to try new things and develop cooperative work skills. Our staff is committed to nurturing the needs of students in a structured and disciplined environment.

The middle school years are filled with change. We are here to work through these physical, emotional, and social changes as they come. Support services in speech, counseling and learning disability are available as needed to provide the best possible adjustment during this developmental and transitional period of adolescence.

Students, please remember that teachers, counselors and administrators have the obligation to help you develop your talents. You must also remember that you have an obligation to study and behave in a way that will make your education meaningful. We want your time at HMS to be a productive, worthwhile experience that will prepare you for high school. Parents, we encourage you to review and discuss the handbook with your child.

If, at any time, you have a problem, question, concern or suggestion, feel free to talk to us. Have an enjoyable and productive school year!

Sincerely,

Diane Newman
Principal

CONTACT PERSONS AND TELEPHONE NUMBERS

(517) 339-8233 phone (517) 339-4837 fax

www.haslett.k12.mi.us

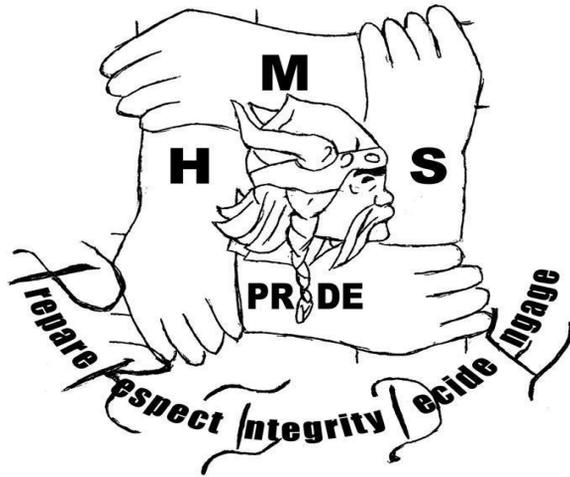
Diane Newman
Principal

Paula Dobson
Associate Principal

Amanda Rybicki
Counselor

Linda Hewitt
Administrative Assistant to the Principal

Meagan Wheeler
Administrative Assistant



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 a building administrator.

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 July 1, 2016. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019 the language in the most current policy or administrative guideline prevails.

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 listed below:

Associate Superintendent
517 339-8242

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.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the students' parents and family. Such a partnership between the home and school, and greater involvement of parents in the education of their children, generally results in higher academic achievement, improvement of student behavior, and reduced absenteeism. The Board of Education is committed to developing relationships of families, effective communication, volunteer opportunities, learning at home, involving families in decision making and advocacy, and collaborating with the community.

SCHOOL DAY

The building opens at 7:10 a.m. when the weather permits students will be outside. Students have academic classes, exploratories, and a lunch period of 30 minutes, with a passing time between each class. A student's lunch hour is determined by his/her grade level. School dismisses at 2:20 each day. If students are not participating in an activity that is supervised by an adult, they are not permitted in the building after 2:30.

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 and an injury report will be completed by school staff.

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

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Associate Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in the state of Michigan, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program. See Homebound application on the district website.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling as Schools of Choice or Tuition student. The district's Schools of Choice window opens in May of each school year.

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.

SCHEDULING AND ASSIGNMENT

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 main office. 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. Band and choir are yearlong classes, schedule changes will not be honored without director approval.

EARLY DISMISSAL/EMERGENCY RELEASE

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent, guardian, 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. In an emergency situation, the school may request permission, verbally or electronically, to release the student to a parent appointed designee. That designee must be prepared to show a driver's license or a government issued photo identification.

CLOSING OF SCHOOL

In case of severe weather or emergencies, school closing information will be broadcast on the following: Haslett Public School Sky-Alert system, 1320-AM, 1240-AM, 97.5-FM, 99-FM, 1010-AM, 101.7-FM, 94.9-FM, TV-6, TV-10 and most other local radio stations. In the event of any emergency or any event during school, which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent.

WITHDRAWAL FROM SCHOOL/TRANSFER OUT OF THE DISTRICT

Parents are requested to notify the principal about plans to transfer their child to another school. Parents are required to sign a release in order for school records to be remitted to the receiving school. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

CLOSED CAMPUS

The middle school operates under a closed-campus concept, which means students may not leave the middle school unless they are picked up by their own parent/guardian. Students leaving the school grounds without permission will be subject to disciplinary action. Students are considered on-campus upon arriving on school grounds; including after-school and school-sponsored events.

TRESPASSING

For the safety and security of our school district, students must remain in assigned areas during regular school hours and after-school activities. Students will be considered trespassing and subject to disciplinary action under the following conditions:

- 1) Students shall not be on the campus of any Haslett school, except the one to which the student is assigned, without the knowledge and consent of the officials of the visited school.
- 2) Unless they have permission from the school administrator, students who loiter at any school before or after the close of the school day will be considered trespassers. School hours are 7:10 a.m. to 2:30 p.m. Students attending activities after school should wait by the main doors and be picked up in a timely manner, as they will not be supervised.
- 3) Students entering locked areas or on rooftops will be considered trespassing.
- 4) A student under suspension from school is trespassing if he/she appears on the property of any school or at any school-sponsored activity during the suspension period without the express permission of the principal.

If the student does not leave when instructed to do so, he/she may be ticketed by Meridian Township Police Department.

SURVEILLANCE CAMERAS

Haslett Public Schools reserves the right to monitor school owned buildings, parking lots, buses, and property with surveillance cameras. The purpose of surveillance cameras is to assist administration and to enhance school safety, security, and help protect individuals and their personal property.

BUS PASSES

In order to ride a bus other than their assigned bus, or get off at a stop other than their own, students **MUST** bring in a note signed and dated by a parent/guardian, which designates where the student is to go. The office will then issue a bus pass to the student. These passes should be obtained **BEFORE** school or **DURING** their lunch hour. Passes **WILL NOT** be issued after school.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the Michigan Department of Health in order to enroll in Haslett Public Schools. Immunizations must be up to date prior to the first day of school.

MEDICATION POLICY

All medication, prescribed or over-the-counter, will be kept in its original container in the main office. All medications must be accompanied by a **completed medical authorization form** and turned in to the main office. No medication will be dispensed without a **completed medical authorization form**.

AMBULANCE COST

Haslett Middle School reserves the right to request an ambulance for injury or emergency. If an ambulance is necessary during the school day or while a student is attending a school-sponsored event, it will be the responsibility of the family to assume the costs involved. The school will make attempts to contact the parent or guardian if an ambulance is dispatched to the school or event.

DISTRIBUTION OF OUTSIDE LITERATURE

Any literature to be distributed or posters to be displayed must have prior approval of the administration. We often can accommodate displaying posters that support the values we try to instill in our students, but we cannot be used as an agency for furthering one cause at the expense of another.

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 or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal of a student will only be for the contagious period as specified in the school's administrative guidelines.

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 ensure 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 (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide 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 who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and

required by Federal (IDEA) and State law. Contact Haslett Public Schools Department of Special Education at (517) 339-8205 to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Student information may be released only with prior approval according to policy set by the Haslett Board of Education.

On request, we will release a student's name, class or grade, extracurricular activities, achievements, awards or honors, height or weight (if member of an athletic team), photograph, previous school(s) attended, and health records, unless a parent or guardian specifies otherwise. At the start of each school year, a card is sent to parents asking their wishes regarding the use of this directory information. Parents have the following three options:

- **Limited Access:** This information will be provided for educational purposes that are approved by the administration.
- **Total Access:** This information will be provided to whomever asks.
- **Total Denial:** This information will not be provided to anyone.

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 at least 24 hours prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FOOD SERVICES

Haslett Middle School will provide breakfast and lunch to students. Rates will vary each year and will be posted on the district website. Money may be added to lunch accounts through the Meal Magic Program, located online through the parent link. Free and reduced lunch will be available to those who qualify through an application process.

FIRE, SECURITY/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.

Security/lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. Fire and tornado procedures will be discussed by classroom teachers. Drills will be held regularly during the school year. Students are to follow the directions of their teachers and cooperate in an orderly manner. Failure to follow the directions of the supervising adult will result in disciplinary action.

If we are in the midst of a severe thunderstorm and there are tornado warnings out at the time of our school dismissal, we will hold the students until the thunderstorm has passed, or we feel that it is safe to transport them home. Our schools have adequate safe spots to house our students during tornado warnings.

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 via their family access information. The school closing will also appear on the district website. Parents and students are responsible for knowing about emergency closings and delays.

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.

VISITORS

Safety is of the utmost importance. In an effort to provide a secure learning environment, all visitors must register in the main office. If visitors are intending to move through the building they must sign in, leave an id, and have a guest tag clearly displayed.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Haslett Middle School is an important part of the community. We take pride in the appearance of our equipment and facilities. Students and/or their parents/guardians are responsible for the loss, damage or destruction of school property, including books and materials loaned for student use. If property damage was of a malicious nature, other disciplinary action may be taken. The proper use of all equipment, especially science glassware, is the responsibility of all middle school students. All breakage or replacement fees must be paid before the end of the marking period.

SALE OF MATERIALS ON SCHOOL PROPERTY

No materials are to be sold on school property without the approval of the principal. Selling items is usually limited to school-sponsored groups or activities.

LOST AND FOUND

Students are responsible for the whereabouts of both their own and school-owned possessions or materials. While we will work to try to help them recover such items, it will be their responsibility to locate them. There will be an area for lost and found articles available. If a student loses or misplaces an item they should first check the lost and found area, retrace steps to locate it, and then report the situation to the main office.

USE OF TELEPHONES

The main office of the school has a phone available for student use. Students will be allowed to use this phone for emergencies and illnesses. Students should have the permission of their teacher if they are using this phone during class time. For further information on cell phones, please refer to the Cell Phones & Electronic Communication Devices Policy.

SECTION II -GENERAL INFORMATION ACADEMICS

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. Students will be expected to follow (at a minimum) regular school rules and dress code on all school-sponsored trips. The costs are generally paid by the students. Supervision is provided by teachers and parents. Rules for academic eligibility and student behavior apply for recreational trips. If a student loses his/her privilege to attend his/her paid fee will not be refunded if tickets have been purchased in advance.

GRADES

Haslett Middle School has a standard grading procedure, as well as additional notations that may 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 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 at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

FOR CREDIT CLASSES

Students who take Algebra 1, French 1, Spanish 1, and/or Geometry while attending the middle school will also receive the earned grade for that class. The credit and the grade will be recorded on the student's high school transcript. Students will continue to have the option of repeating any high school credit class as a freshman without penalty.

RECOGNITION OF STUDENT ACHIEVEMENT

Haslett Public Schools encourages students to make the most of themselves, gaining as many skills and as much knowledge as possible. Through the teamwork of families and staff, students at Haslett Middle School are given an opportunity to achieve through a rigorous curriculum and a system of support. Students will be recognized for outstanding effort and achievement at the end of each marking period, as well as during Student of the Month ceremonies.

HONOR ROLL

We will recognize students for their work put into classes. Students will be recognized for having all “A’s”, “A/B”, or a “B” average in all of their classes. The “B” average must be some combination of A’s, B’s, and C’s. Any student receiving the following: D, E, I or U is not eligible for the honor roll. The honor roll will be prominently displayed.

HOMEWORK

The frequency and amount of homework will vary from class to class. It is important for students to complete assigned work in order to receive maximum benefit from their classes. Questions regarding homework should be addressed to the teacher of the class involved. Homework must be made up when a child returns from an absence in a timely fashion. It is the responsibility of students to request assignments. If a child is out **two (2) or more days, homework may be requested by calling the school secretary.** For pre-arranged absences, students need to request missing assignments upon their return. Staff needs a minimum of 24 hours notice to arrange for and collect requested homework.

HASLETT DISTRICT STATE STANDARDIZED TESTING REQUIREMENT: *Best Effort*

In order to be promoted or meet graduation requirements for a diploma, all Haslett Public School students at the elementary, middle, and high school levels are required to take all State or Federal required assessments and are expected to put forth their best effort.

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.

ACADEMIC INTEGRITY POLICY

Haslett Middle School has high expectations for all students. The expectations of honesty and trust are among the highest of these expectations as they are the most critical attributes that facilitate learning and define personal integrity. An expectation of **academic integrity** is the goal for all participants in the learning process at Haslett Middle School. Academic Integrity is defined as honest and truthful conduct in the learning process.

Level I - Violations Level one violations of academic integrity include, but are not limited to, the following:

- Submitting another’s assignment as one’s own.
- Allowing another student to use an assignment or test to submit as his/her own.
- Observing a student’s assessment (test, quiz, etc.) and submitting the work as one’s own.
- Using technology to complete work when not authorized by the teacher.
- Using peer reviewed material as one’s own.
- Failing to be forthcoming and truthful with a teacher.
- Fabricating or falsifying data or results.
- Plagiarism, including but not limited to:
 - Quoting or paraphrasing directly all or part of someone else’s written or spoken words without documentation within the body of the work.
 - Presenting an idea, theory, or formula originated by another person as one’s own
 - Using information, which is not common knowledge, including statistics and demographics, without documenting the source.
 - Copying or pasting from the internet or another document material that is not one’s own without documentation from the source.

Level I - Consequences Level one consequences of violations of academic integrity include, but are not limited to, the following:

- All violations are documented and reported to the Haslett Middle School Administration.
- Teacher discretion is afforded in determining in-class consequences for level one violations:
 - Students may receive disciplinary action.
 - A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course.
 - Students may be required to retake a separate test, resubmit the work and/or complete additional work; they may or may not receive credit for the additional work
- Teachers are expected to notify parents of students with persistent level one violations.
 - Persistent: more than one violation per year in one or more classes.
- Teachers are strongly suggested to review student disciplinary action prior to considering letters of recommendation.

Level II – Violations Level two violations of academic integrity include, but are not limited to, the following:

- Unauthorized possession, distribution, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, altering teacher records, and/or multiple level one violations.

Level II - Consequences Level two consequences range from administrative intervention to suspension. The 7 factors will be considered in all situations.

SECTION III-GENERAL INFORMATION STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

INTERSCHOLASTIC ATHLETICS

Interscholastic competition is offered for students in a variety of sports. Students must have a physical examination form on file in the school office **before they begin practice/tryouts** and have paid the athletic registration fee. **Students may not be a member of a non-school team playing the same sport during the same season (in accordance with MHSAA guidelines).*

Sports offered:

- | | |
|--|---------------------------------------|
| Cross Country-Fall (6th, 7th, 8th grade) | Volleyball-Fall (7th/8th grade girls) |
| Wrestling-Winter (6th, 7th, 8th grade) | Football- Fall (7th/8th grade) |
| | Basketball-Winter (7th/8th grade) |
| | Track-Spring (6th, 7th, 8th grade) |

Rules of Eligibility

To be eligible for interscholastic athletics at the middle school level, a student must meet the following criteria:

1. Be enrolled in Haslett Middle School
2. Be passing 66% of their classes
3. Exhibits behavior that does not elicit persistent discipline consequences, including attendance
4. Seventh grade students must be under 14 years of age on September 1 of the current year
5. Eighth grade students must be under 15 years of age on September 1 of the current year
6. Have the following **completed** statements signed on file in the middle school office:
 - a. Athletic Physical Form
 - b. Risk of Injury and Consent Form and Concussion Form
 - c. Permission to Treat Form
 - d. Code of Conduct
 - e. All athletic fees paid.

Students not eligible will be on the school probation policy.

*Athletes are encouraged to do homework and are welcome to do it on trips and at home games. They may do it before and after their games. They are not to do it when it interferes with a team meeting or during their games.

Intramurals for 6th grade students are offered periodically throughout the year to students who wish to participate after school. Activities in the past have included volleyball and basketball in the spring.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The 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 prescribed 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.

CO-CURRICULAR ACTIVITIES

Students interested in participating in co-curricular activities such as drama, science olympiad, activity times, book clubs, intramurals, sporting event attendance, etc. must be enrolled full time, they must be passing 50% of their classes, and they must exhibit positive behavior that does not elicit discipline.

SECTION IV-GENERAL INFORMATION ATTENDANCE

School Attendance Policy

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Attendance at school is directly related to student success. Haslett requires our students to attend school every day school is in session, except when excused by the School District. The associate principal is responsible for enforcing this policy. In cases where the associate principal concludes a parent is failing to comply with Michigan's compulsory school attendance law, MCL 380.1561, they may refer the matter to our county's truancy officer, Child Protective Services, or the appropriate policy agency.

If your child is going to be absent, please call the school (339-8233) the morning of the absence and give the following information:

1. Student's name and grade level
2. Reason for absence
3. Expected date of return
4. If your child is out two (2) or more consecutive days for illness, homework may be requested when calling in the absence. The homework can be picked up in the office.

Attendance Procedures

Excused Absence - An absence resulting from an illness or emergency. The school should be notified between 7:30 and 8:30 a.m. Medical documentation should be provided for each absence, when available. Any absence in which a parent has not notified the office will be considered unexcused.

Late To School - Being on time is a good start toward success in school, as well as in later life work situations. Students are expected to be in their first hour class at 7:40 a.m. Students who are late at the start of the day must report immediately to the office to sign-in and receive a pass to class. Medical documentation needs to be provided in order to comply with the attendance policy. Students not called in or accompanied by a note upon entry to school will be considered unexcused absence/tardy. Excessive days of tardy to school may result in detention, attendance contracts, or a truancy referral.

Extended Absence - In the case of an absence resulting from an extended illness or unusual situation, parents should call the school office. Medical documentation needs to be provided in order to comply with the attendance policy.

Pre-arranged Absence – When a student knows in advance that he/she will be absent from school, the parent/guardian should call the office, send an email, or send a signed note to the office. Students will be provided time to make up missed assignments upon their return. All pre-arranged absences must be reported to the office as well as to the student's teachers. MISSED ASSIGNMENTS WILL BE PROVIDED UPON THE STUDENT'S RETURN.

1. **Chronic Absenteeism** – Students who are chronically absent and/or tardy from classes are processed, with his/her parents/guardians, as follows: (The number of absences is based on full or partial days absent.)
 - Beyond 10 days, a letter is sent home and a doctor's note required (It can also be sent if the student has missed 10% of total days enrolled.)
 - Beyond 12 days, a second letter is sent and a parent meeting may be set to discuss an attendance contract. A referral to Ingham ISD truancy officer may be made.
2. **Absence For A School Sponsored Activity** – Students absent from class for a school-sponsored activity will be expected to make up any work missed. It is the responsibility of the student to make arrangements with their teachers for work that needs to be completed.
3. **Illness During The School Day** – Students who become ill during the school day should report to the office. Students will not be allowed to leave school without parental permission. We do not have a sick room; if students cannot go home, they will be sent back to class.
4. **Participation In Extracurricular Activity**– A student must be in school for at least one-half (1/2) day to participate in any extracurricular activity (activity time, sports, field trips, clubs, play and athletic practices, etc.).
5. **Permission To Leave The Building** – Students who know in advance that they will be leaving school during school hours should bring a note signed by their parent/guardian to the school office. Students must sign out in the office before leaving school. The parent/guardian should come into the office to pick up the child (or in an emergency call the office to say that he/she will not be able to come into the building, but will remain outside until office personnel can see them).

TARDY POLICY

We understand that emergencies may occur that cause a student to be tardy to class. Tardies will be monitored monthly. Students will be allowed one tardy per month without penalty. Additional tardies will result in referral to the office and potential consequences to make up missed time. Excessive tardies may result in referral to the Ingham ISD truancy officer.

CODE OF CONDUCT

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

The purpose of our Student Code of Conduct is to foster an educational environment where

- All students can learn
- We are prepared, respectful, have integrity, make good decisions, and engage (PRIDE)
- We value dignity, humanity, and joy
- We show empathy, kindness, and commitment
- We are free from discrimination and stigma based on religion, language, race or ethnicity, age, culture, body type, gender identity or expression, sexuality, or other factors
- We are prepared to thoughtfully engage with the world beyond HMS

DRESS CODE

Haslett Middle School's student dress code supports equitable educational access and has been created with the intent that it not reinforce stereotypes. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity or expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students must wear:

- Top
- Bottom
- Footwear

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats or profanity, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity or expression, religious affiliation, or other groups
- Intentionally show private parts (chest, butts, backs). Clothing must cover private parts in opaque (not able to be seen-through) material
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Demonstrate gang association/affiliation
- Swimwear (unless in the pool at HHS)
- Are a security concern. (No hats or hoods may be worn.)

Attire worn in observance of a student's religion is not subject to this policy.

The school district maintains the right to impose reasonable restrictions on dress and grooming.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school and/or school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

DISCIPLINE PHILOSOPHY/POLICY/PROCEDURES/APPEALS

Philosophy – It is the philosophy of Haslett Middle School that all students, parents, and school staff work together to create a school environment that promotes academic excellence while providing a physically and emotionally safe school. All students have a responsibility to behave in a manner that allows teachers to teach and other students to learn. Each individual deserves to be treated fairly and courteously.

1. AREAS OF AUTHORITY

Assuming the authority granted to it by law (Sections 380.1300 and 380.1311 of the School Code of 1976), Haslett Middle School establishes the following categories of misconduct:

While a student is attending school or on the way to and from school

While a student is in a school vehicle

While the student is at a school-related event or activity

While a student is under the jurisdiction of the school

2. STUDENT BEHAVIOR

Each student has the responsibility to behave within the following guidelines:

- a. Respect the rights of other people in school, both students and adults
- b. Respect the property of others and the school
- c. Maintain the best possible level of academic achievement
- d. Use kind remarks and do not swear
- e. Dress and appear in a modest manner that meets standards of health, cleanliness, and appropriateness (See **DRESS CODE**)
- f. Become actively involved in his/her own education, understanding of other people and preparation for adulthood
- g. Walk, not run; maintain a reasonable tone of voice
- h. Take care not to disturb classes
- i. Keep all areas of the school clean and free of litter
- j. Eat only in the lunchroom
- k. Obey any request from any school employee

There are offenses, minor and major, which are unacceptable at HMS and do not promote a safe, effective learning environment.

MAJOR OFFENSES

Any student who is in possession of a weapon or look-alike on school property will be recommended to the superintendent for expulsion from school. This is in compliance with state law and the school has no option to deviate from the law. In addition, the police will also be notified.

Additional examples of major infractions include, but are not limited to fighting/instigating a fight, battery, extortion or theft, weapons, threat or injury to others with a weapon, smoking/tobacco/vaporizers/paraphernalia, arson, possession of matches, lighters, or explosive devices, defacing/misuse of property, vandalism, any form of harassment, continuing misconduct, and the use, possession, sale or dispensing alcohol or other drugs. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. The 7 factors will be considered in all situations..

MINOR OFFENSES

Minor offenses are things that cause a disruption to the learning environment. Examples of minor offenses include, but are not limited to, disrespectful words, moving unsafely in the building, insubordination, poor behavior for guest teachers, poor behavior on the bus (or at bus stop), and refusal to work or follow directions.

3. DISCIPLINARY PROCEDURES

Inappropriate behavior will be dealt with quickly with the goal of bringing about a positive change in behavior. This disciplinary policy applies to students on all Haslett Public School property and at any school-related activity. The student discipline is focused on restorative practices.

Restorative practices represent a philosophy and a process that acknowledges that when a person does harm, it affects the people they hurt, the community, and themselves. When using restorative practices, an attempt is made to repair the harm caused by one person to another and to the community. Restorative practices are another tool to use with students to teach lifelong problem-solving skills and engage students in accepting responsibility for their actions.

Students may be subject to other disciplinary actions depending on the infraction.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that will be followed.

- a. Students will be provided with notice of violation.
- b. Students are provided with an opportunity to present their view of the situation.
- c. Students are entitled to appeal disciplinary action through the following process: asst. principal, principal, asst. superintendent, superintendent.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

The following behaviors may subject the student to disciplinary action, including suspension and/or expulsion from school: use of drugs, use of breath-test instruments, use of tobacco, student disorder/demonstration, possession of a weapon, use of an object as a weapon, knowledge of dangerous weapons or threats of violence, purposely setting a fire, physically assaulting a staff member/student/person associated with the district, verbally threatening a staff member/student/person associated with the district, extortion, gambling, falsification of school work/identification/forgery, false alarms/false reports/bomb threats, explosives, trespassing, theft, disobedience, damaging property, persistent absence or tardiness, unauthorized use of school or private property, refusing to accept discipline, aiding or abetting school rules, displays affection, violation of individual school/classroom rules, violation of bus rules, disruption of the educational process, physical or emotional harassment, sexual harassment, hazing.

ANTI-HARASSMENT POLICY

SEXUAL HARASSMENT

School Board Policy # 7018 prohibits sexual harassment by school employees, board members and students. Sexual harassment is defined as unwelcome actions of a sexual nature that interfere with a student's educational opportunities, or create a hostile or intimidating educational environment. This may include, but is not limited to, the following examples of conduct:

1. Unwelcome verbal or written harassment or abuse of a sexual nature
2. Unwelcome sexual remarks that are severe or repeated
3. Unwelcome touching of a sexual nature
4. Unwelcome suggestions of a sexual nature or demands for sexual activity

ETHNIC HARASSMENT

Ethnic harassment is defined as actions that intimidate individual(s) or groups based on race, age, disability, religion, or national origin. This may include, but is not limited to, the following:

1. Verbal or written harassment or threats
2. Remarks to a person with demeaning implications
3. Physical contact
4. Expressed or implied threats to personal safety.

OTHER FORMS OF HARASSMENT

Other forms of harassment, physical or verbal, that have a negative impact on an individual's educational performance, or create an intimidating or unsafe educational environment, may result in disciplinary action, including suspension from school. This includes all forms of threatening or bullying types of behaviors.

VIOLATION OF HARASSMENT POLICIES

Violation of this policy may result in one, or a combination of, the following:

1. Warning
2. Detention
3. Suspension
4. Meeting with parent/guardian
5. Expulsion from school
6. Police involvement

EMERGENCY SECLUSION AND/OR RESTRAINT

The Michigan Department of Education standards for the emergency use of seclusion and restraint allow for this intervention in a situation where a student's behavior poses an imminent risk to the safety of an individual student or the safety of others.

Emergency seclusion is a "last resort safety intervention" that provides an opportunity for the student to regain self control. The student is confined in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student by a trusted adult.

Specific rooms have been created in our schools where emergency seclusion can be provided in a setting that meets the requirements of Michigan Department of Education standards. There are specific protocols outlined for managing a student in such situations.

Prior to the use of this emergency intervention, a behavior plan is developed in partnership with the parent or guardian. Parents/guardians are fully informed of the condition under which these interventions will be used.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

The administration of Haslett Public Schools reserves the right to coordinate with local law enforcement agencies to help maintain the safety and security of our school buildings and school owned properties. This coordination of services includes the use of professionally trained and handled canines used specifically for the detection of illegal drugs. Students will not receive prior notice as to the exact times and dates in which the dogs may be utilized during the school day.

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/or pervasively 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.

PROGRESS REPORT

Reports of student progress are available through Skyward Family Access at any time. Parents can access this by requesting login information through the parent link on our school webpage.

PARENT-TEACHER CONFERENCES

Conferences are held twice yearly. Times and dates are publicized in advance. Parents desiring a conference with a teacher at any other time are urged to contact that teacher through the school office. If you have concerns, we want to hear from you.

PLANNERS

All students are expected to carry their assignment/agenda books to each of their classes and to write their assignments in the book. Please treat this assignment book like a textbook. A fee of \$5.00 will be charged for its replacement if it is lost or damaged.

We expect the assignment book will be used to fulfill three goals:

1. assist students in organizing what they need to do;
2. assist students in completing their assignments on time;
3. encourage parental assistance and communication.

LOCKERS

The school district retains ownership and control of school lockers and storage areas in the locker rooms. School officials may search student lockers, storage areas and the contents of those lockers for reasonable cause.

Lockers are made available to students for their use as long as they are not abused. Lockers are to be closed and locked at all times. Students must not give their locker combinations to other students. When this is done, students in effect have lost their guarantee of security. If a student forgets their combination, they can inquire in the office as to the combination.

Misuse of lockers may be defined as using a locker other than the one you are assigned, jamming the combination lock to an open position, or giving out or using someone else's locker combination. Tape or stickers may not be used inside or outside of the lockers. All coats, straps and other materials need to be totally inside the locker and not hanging outside of the door after it is closed. Students will be charged restitution if the locker is damaged or the lock needs to be repaired.

Money and valuables should not be left in lockers. The school is not responsible for losses from lockers. If a lock is lost, a replacement lock can be obtained in the office for the cost of the replacement (\$4.00). Students must use only the lock and locker officially assigned to them.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school time the cell phone or ECD **must remain off and out of sight**. The use of cell phones and other ECDs in locker rooms is prohibited. **Taking photos on school property is strictly prohibited**. Students in violation of this policy will have to turn their cell phone into the teacher or office and parents may be asked to retrieve it. Excessive violation will result in loss of access to cellular device during the day or remainder of semester.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy will result in disciplinary action against the student, and the confiscation of the cellular telephone or ECD. Confiscated ECD will only be returned to an adult. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

GRIEVANCE PROCEDURES

1. General Student Grievance Procedures

Students have the responsibility to express school-related concerns and grievances through proper channels. The following channels for student grievances have been adopted:

- a. Individual students or groups should present their objections, questions or suggestions to the asst. principal or principal. The asst. principal or principal will give a reply or arrange a conference with the school principal within twenty-four (24) hours.
- b. If the principal does not reply or if the individual or group is not satisfied with the reply, they may appeal directly to the asst. superintendent.
- c. If this step does not resolve the matter, the individual or group may contact the superintendent of schools.
- d. If the problem is not settled to everyone's mutual satisfaction at this level, the individual or group may request and receive a hearing at a regularly scheduled Board of Education meeting.
- e. At each step, consistent efforts must be maintained to insure proper communications with all parties involved.

2. Discrimination

If any person believes that the Haslett Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972 (pertaining to race), (2) Title IX of the Education Amendment Act of 1972 (pertaining to sex), and (3) Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), he/she may bring forward a complaint, which shall be referred to as a grievance, to the Coordinator(s).

Title VI and IX

Associate Superintendent
Haslett Public Schools
5593 Franklin Street
Haslett, MI 48840
(517) 339-8242

Section 504

Mr. James Polasek
Director of Special Education
Haslett Public Schools
5593 Franklin Street
Haslett, MI 48840
(517) 339-8242

Anyone who believes that they have been subjected to discrimination shall report the incident(s) to the counselor or administrator to investigate. Should this person fail to act, the person subjected to discrimination shall go to the Title VI/IX or Section 504 coordinator for resolution.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the Transportation Coordinator at (517) 339-2078. 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 with permission from a parent or guardian. 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 the 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.

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.