

# Hines Middle School



2022-2023  
Student Handbook

# PREFACE

## **Hines Middle School Mission Statement:**

Hines Middle School provides a safe and supportive environment in which all students are afforded the opportunity to succeed in an integrated program, which includes academic excellence, positive social and emotional growth, and physical health. The overall learning experience develops student responsibility and a commitment to becoming better citizens.

***Our mission at Hines Middle School is to prepare contributing members of society while embracing our community's culture.***

The material covered within this student handbook is intended as a method of communicating to students and parents district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to revision or elimination from time to time without notice.

1. Parents will be notified of their children's academic progress through the use of ParentVUE. Students are required to fill out planners daily, in every class, and record grades and missing assignments on Thursday, which will be brought home to parents for review that day. **Parents will review and sign the planner by the following Monday.** Grades can be accessed on-line through the ParentVUE system at the school district web page at <https://www.hcsd3.org/>. Login information is provided to parents at the onset of the academic school year.
2. Parents will receive a student's individual state assessment result following each school year. The HMS state report card is also available at <https://www.hcsd3.org/>.
3. Parents are encouraged to review all grade-level curriculum standards at <https://www.oregon.gov/ode/educator-resources/standards/Pages/default.aspx>.
4. Parent and community feedback is always welcome and encouraged.

## WHERE TO GO / WHAT TO DO

### If you...

- ✓ Are **absent**, have a parent/guardian call the school office (573-6436) or write a note, explaining your absence (School determines if it is excused or unexcused). This needs to be done within 48 hours.
- ✓ Have knowledge of an upcoming **absence**, please let the office know as soon as possible.
- ✓ Have or know someone who has a **drug or alcohol problem**, see the principal, or a staff member immediately.
- ✓ Want an **appointment with the principal**, contact the office.
- ✓ Want an **appointment with a staff member**, speak with them in person, e-mail, leave a note in the office or a voicemail to schedule.
- ✓ Are **behind in your studies** and need extra assistance, see your teacher. We have multiple options available for you.
- ✓ Need to report a **change of address or phone number**, go to the office.
- ✓ Want to join or start a **club**, see the club advisor or the principal.
- ✓ Have a **conflict with a staff member**, see the staff member first, then go to the principal.
- ✓ Want to put a notice in the **Daily Announcements**, see the office staff.
- ✓ Want to know if you are eligible to attend **dances**, see the office staff.
- ✓ Need information on **graduation requirements**, see this handbook or the principal.
- ✓ Have a question or concern with your **locker**, go to the office.
- ✓ Want to inquire about **lost items**, check the lost & found and then go see the office staff.
- ✓ Have lost **library books**, go to the library.
- ✓ Need to report **lost textbooks**, see your teacher.
- ✓ Want to put up a **flyer or poster**, contact the principal.
- ✓ Have a question about your **schedule**, contact the office manager.
- ✓ Are **sick**, secure a pass from your teacher to come to the office.
- ✓ Want to participate in a **sport**, see the coach or contact the office staff.
- ✓ Are interested in running for a **student body office**, contact the Leadership Advisor.
- ✓ Know someone who needs **help with supplies**, contact office staff.
- ✓ Need to use a **telephone**, you must use the phone in the office, with permission.

# WHAT NOT TO BRING TO SCHOOL

## Personal Electronics

Cell phones may be brought to school, but may **NOT** be used inside the classrooms without teacher permission. Cell phones may NOT be used within the hallways or during lunch. If cell phone use is required, with staff permission, students are to report to the office to use their cell phone. Students caught using their cell phones, without permission or during prohibited times, will be subject to the following progressive discipline:

- 1<sup>st</sup> offense – Warning issued.
- 2<sup>nd</sup> offense – Phone will be confiscated for the day and the student can collect it at the end of the school day in the office.
- 3<sup>rd</sup> offense – Phone will be confiscated and a parent must collect it from the office.
- 4<sup>th</sup> offense – Phone will be confiscated and the student will be issued additional consequences from the principal .

The school is not responsible for lost or stolen items, including cell phones.

Students are also **NOT** allowed to use earbuds or headphones within the building, without specific teacher permission and only for educational tasks.

## Profanity

Hines Middle School promotes self-respect, as well as respect for others. Students will not use profanity, inappropriate language or obscene gestures while at school or school activities. Students who use profanity will be subject to disciplinary action. Any use of profanity toward a staff member will not be tolerated and may result in suspension.

## Public Displays of Affection

Self-respect and having respect for others does not include public displays of affections. Discretion and good taste are expected from everyone. Public displays of affection (including, but not limited to, holding hands, hugging, kissing) are not permitted in the school building, on school property, or at school sponsored activities.

## Substance Abuse

Students will not possess or use any dangerous substance and/or paraphernalia on school grounds or at school activities. Violators may be subject to law enforcement penalties. Suspension/expulsion, from school and all related activities, may result.

## ACADEMIC RECOGNITION

Superintendent's List - GPA, 4.0

Principal's List - GPA, 3.5-3.9

Honor Roll - GPA, 3.0-3.49

**Those students who receive a letter grade of D or F will not be eligible for academic recognition.**

**HMS Honors League:** Any full-time student receiving a cumulative GPA of 3.8 or better and currently enrolled in academically standard classes, or a GPA of 3.6 if a student is enrolled in an advanced placement course, will be considered for membership in HMS Honors League. Students who exceed 3 discipline referrals or one severe DR may not be considered. Students must maintain their grade point average and/or discipline expectations in order to remain in HMS Honors League. For recognition, 6<sup>th</sup> grade students 1<sup>st</sup> and 2<sup>nd</sup> quarter GPA will be used, and cumulative GPA for all 7<sup>th</sup> and 8<sup>th</sup> grade students.

Students previously inducted into the HMS Honors League that do not meet the GPA requirements the current year, will be placed on academic probation for one school year, but not removed from the league. These students will not be able to participate in the ceremony during that year of probation.

## ADMISSION TO HINES MIDDLE SCHOOL

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district may deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

## ALTERNATIVE EDUCATION NOTIFICATIONS

Students may be placed in an alternative education program if the following occur:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

\*\* If a student is facing expulsion, an individual notification shall be hand-delivered or sent by certified mail. The parent shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

## ASSEMBLIES

Expected student behavior:

- Walk to and from the assembly in an orderly manner.
- Be reasonably quiet before and after the program.
- Do not whisper, talk or cause disturbances while the program is in progress; especially when someone is performing or speaking.
- Polite responses; please do not whistle, boo or scream at any time.
- Show your approval by applause at the end of the program.

**Students who misbehave during assemblies may lose the privilege of attending assemblies.**

## ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school, unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. HCSD#3's Attendance Advocate, Kelly Siler, will be in contact with families struggling with attendance.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

### Pre-Arranged Absences

Parents and students are encouraged to make arrangements in advance of an absence. Parents need to let the office know as soon as possible about an upcoming absence. It is the student's responsibility to collect their work, for a pre-arranged absence. The principal will honor parental requests for a student to be excused for reasons considered legitimate by the administrator, however, **the final approval is at the discretion of the administrator, and the absence will not be approved if it will jeopardize the student's ability to acquire passing grades.**

### Unexcused Absences

All absences are considered to be unexcused until the parent or guardian calls or sends a note to the school with an acceptable explanation within two days of the student's return to school. An administrator may consider a parental request to excuse an absence beyond that time. **Unexcused absences** may include such things as car trouble, babysitting, sleeping in, missing the school bus, shopping, working, hair appointments or running errands.

### Absences and Excuses

***Parents and guardians should be aware that according to Oregon law, they are not given absolute authority to excuse their students from school. This is determined by the administrator or designee.***

Absence from school may be excused under the following circumstances:

- Illness of student - doctor's note may be required if over 3 days. Not participating in PE over 2 days will require a medical note.
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency situations that pose a threat to the health and welfare of the student or an immediate family member.
- School sponsored or school approved activities.
- Medical or dental appointments. Confirmation of an appointment may be required.
- Pre-approved release from a classroom activity or lesson on the basis of a disability or for religious or ethnic considerations.

## **Parent Notification**

If a student has three absences within a quarter, the parent will receive a letter notifying them that their student's attendance needs to improve. After the student's fifth absence, the parent will receive another letter, requesting that they contact the principal. A third letter will be sent after the student's eighth absence, stating that if attendance does not improve, a conference with the principal will be arranged. The fourth attendance letter will indicate a time and date for a mandatory meeting with the principal. Missing this meeting could result in being cited into Circuit Court for truancy. If the student continues to be absent, after this meeting, the parent will be cited and have to appear in Circuit Court, which may result in a monetary fine.

## **Dismissal Requests and Checkouts**

*Students must check in and out with the office when they are arriving late or leaving early.* Any requests made by parents for early dismissal or temporary checkout should be made in writing or by phone call to the school. Such requests should give the student's name, date and reason for checkout and have the parent's or legal guardian's signature. A student will not be released to any person without the approval of his/her parent or guardian.

A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office personnel will decide whether or not the student should be sent home and will notify the student's parents, as appropriate.

Students returning to school after a communicable illness may need to bring a note from a physician or the health clinic.

## **Truancy**

Any student who is absent from school or off campus without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and/or ineligibility to participate in athletics or other activities. Law enforcement may be notified.

## **Make-up Work**

If students are absent for *two or more days*, the school office should be contacted and a request made for homework. *Teachers will need at least one day* to get homework together before it can be picked up. A student only absent one day will need to talk with their teachers when they return to school to collect missing work, as work will not be gathered by the office.

An absent student will need to make up specific assignments missed. They will be given the same amount of time as they were absent to turn in the work before it becomes a zero. It is the responsibility of the student to make arrangements for homework on a pre-arranged absence with each teacher. Absenteeism will not be used as the sole criterion for the reduction of grades, but it could affect a student's grade. A student who has an unexcused absence from school may not be allowed to participate in school-related activities on that day or evening.

## **Tardies**

- Students are to be in the classroom and in their assigned seats when the tardy bell rings.
- Time missed due to tardiness may be made up on the student's time, in after school detention.
- Students tardy to two or more classes per day will be issued a Discipline Referral.
- Students tardy to the same class three or more times in a quarter will be issued a Discipline Referral.
- Tardies will affect quarter incentives/rewards and dance eligibility.

## BICYCLES/SKATEBOARDS/WALKERS REGULATIONS

- Please encourage your child to observe traffic regulations while riding their bike to school.
- The bike rack is the only place your child's bike is to be parked while at school.
- Lock bikes while at school, as the school will not accept responsibility for stolen or damaged property.
- Skateboards are to be stored in lockers or in the office.
- Students will not be allowed to ride their bike/skateboard on the school grounds at any time.
- If students walk home, they are to leave promptly after school.

## BUS SAFETY - RULES AND REGULATIONS

The purpose of the bus policy is to provide for the safety and well-being of all students. Any time a student is denied the privilege of riding the bus, parents will be notified of the exact reasons for loss of privilege, dates the student will be off the bus, date the student may resume riding and the right to appeal.

During adverse weather conditions, the superintendent may alter bus schedules or cancel bus services. **Notice of altered bus schedules will be made using the district automated contact service** (ex. text, call and email).

Parents having questions concerning bus routes or rules and regulations may contact Wade Peasley, Transportation Director at 541-573-2163.

### Transportation Regulations

Safety is of prime importance. The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through the bus windows;
11. Students will have a green bus slip from the office to go to a different stop;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. **Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses;**
17. The school is not responsible for lost or stolen personal property.

### Video Cameras

Video cameras may be used to monitor student behavior to ensure the health and safety of students and staff on school transportation vehicles transporting students to and from school and extracurricular activities. Students who violate district rules of conduct shall be subject to disciplinary action. (See District Policy)



## Disciplinary Procedures for Violations of Transportation Rules

Students in grades 6-12 will receive one verbal warning prior to being issued a citation by the bus driver, unless the incident is a serious safety issue, interferes with the safe operation of the bus or involves serious disrespect to the bus driver or other students. Following the warning, students will then move directly into the citation process. Reports will be sent to the school and the parent/guardian.

### 1. First Citation:

The driver verbally restates behavior expectations and issues a warning. The driver may assign the student to a particular seat.

### 2. Second Citation:

The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the principal, the student, and/or, the parent, the bus driver, the transportation supervisor.

### 3. Third Citation:

The student receives a 5-10 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. Further violations of bus regulations will be considered a severe violation.

### 4. Severe Violations:

Any Severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor involving the student, the parent, the bus driver, the transportation supervisor and the principal.

In all instances the appeal process may be used if the student and/or parent desire. Parents may contact the school for the appeal procedure.

## Bus Stop Rules

Rules at a bus stop are the same rules that apply to students at school. Students are to stay off private property. There is to be no horseplay, fighting, bullying or harassment of any kind. Students who create problems at bus stops will be reported to parents and then removed from the bus stop if problems continue.

Students are required to go directly home or to their designated location after being dropped off at their bus stop at the end of the day.

## CAFETERIA

The district participates in the National School Lunch and School Breakfast Programs and offers free and reduced-price meals based on a student's financial need. Forms are available during registration and in the school office at any time. We sell milk and juice for those students who like to carry their lunches from home, or for children that want an extra beverage.

## Breakfast and Lunch Charging

Charging a meal is discouraged. Charging is to be used *only* in the event that the student has *forgotten* a cold lunch or meal money. If the parent is in financial difficulty, for even short periods of time, the free/reduced meal program is available and should be used.

**It is the responsibility of the parent or guardian to notify the school in writing if a serious allergy exists.**

## Cafeteria Procedures

- Cold lunch students may enter immediately and begin eating.
- Please speak in normal tones.
- Good manners and courteous behavior are expected.
- Please clean your area before leaving.
- Food fights may result in a suspension from school, loss of cafeteria privileges, plus the cost of clean-up.
- **Failure to follow procedures may result in cafeteria clean-up duty.**

## Closed Campus

ALL students shall remain on the school grounds from the time they arrive in the morning until dismissal at the end of the school day, unless checked-out by a parent. Students may not walk home for lunch.

## CODE OF CONDUCT – STUDENT

Our goal is for students to take responsibility for their actions and to become good citizens of our community. We have the following programs and methods to reinforce socially acceptable behavior:

- We recognize our positive behavior and let the student know we appreciate it.
- Positive notes are earned by students for good deeds and behavior, placed on classroom doors and mailed home. Ten students are drawn from these, each month, to be recognized at Scotty Assemblies.
- Ten students are also drawn from those who have no disciplinary referrals and are recognized at the monthly Scotty Assemblies.
- Positive notes and phone calls go home to parents for students' good behavior.
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students that demonstrate good behavior earn dance privileges.
- End of the quarter activity awarded to students with no report card F grades and who meet the discipline criteria.
- Students and staff participate in monthly character focus targeted at developing positive pillars of character within our youth. Below are the specific character focuses of HMS and the associated month:

October	Trustworthy
November	Thankful
December	Generosity
January	Kindness
February	Honesty
March	Respect
April	Citizenship
May	Patience
June	Have a GREAT Summer!

## Rewards/Incentives

These are extracurricular activities to reward students for good citizenship and academics. Students must meet the criteria under each event in order to attend. The final decision and requirements will be up to school officials. Reward activities are to be determined by staff.

### 1st Quarter

- Students must be enrolled and attend Hines Middle School.
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 3 discipline referrals during Quarter 1.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarter 1.
- Students must receive no report card F grades on Quarter 1 report card.

### 2nd Quarter

- Students must be enrolled and attend Hines Middle School..
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 5 total discipline referrals during Quarters 1 and 2.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarter 1 and 2.
- Students must have no F grades on Quarter 2 report card.

### 3rd Quarter

- Students must be enrolled and attend Hines Middle School.
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 7 total discipline referrals for Quarters 1, 2 and 3.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarters 1, 2 and 3.
- Students must receive no report card F grades on Quarter 3 report card.

### 4th Quarter

- Students must be enrolled and attend Hines Middle School.
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 8 total discipline referrals for Quarters 1, 2, 3 and 4.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarters 1, 2, 3 and 4.
- Students must have no F grades at the designated 4th quarter grade check.

### 8<sup>th</sup> Grade Promotion Festivities

- Students must be enrolled and attend Hines Middle School, or attend a HCSD#3 sponsored middle school program, to participate in the promotion activities.
- Students having an F grade at the designated 4th quarter grade check and/or more than 8 discipline referrals for the year may lose the privilege of attending the dance.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism, serious threats, physical violence or violation of internet use during Quarters 1, 2, 3 and 4.
- The final decision for eligibility rests with school officials.

## **HINES MIDDLE SCHOOL HAS THREE BASIC RULES:**

### **BE SAFE**

### **BE RESPECTFUL**

### **BE RESPONSIBLE**

At Hines Middle School, students and staff members are expected to treat others with dignity, understanding, compassion, and respect. All students are expected to make safe, respectful, and responsible behavior choices, thereby contributing to a positive and productive learning environment.

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided vehicles.

Students should be aware that conduct that violates the school code of conduct, even if it occurs off campus or outside the school day, may result in the same kind of discipline listed below if it can be shown to create a material and substantial disruption to the school.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault\*
2. Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying
3. Coercion\*:
4. Violent behavior or threats of violence or harm\*
5. Disorderly conduct, false threats or other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*
7. Vandalism/Malicious Mischief/Theft ...willful damage or injury to district property\*: or to private property on district premises or at school-sponsored activities:
8. Sexual harassment
9. Use of tobacco, alcohol, drugs, or vape products including associated paraphernalia \*
10. Use or display of profane or obscene language:
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials:
12. Violation of district transportation rules:
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\*Please refer to District Policy for more information and/or clarification.

## Hines Middle School Discipline Matrix

The discipline code was established by Hines Middle School and is intended to be used as a guideline which permits uniform administration of consequences throughout the school, but allows for some latitude with individual needs. As indicated below, the consequences section (indicated by step number under sequence of offense categories), represents minimum starting points for disciplinary consequences. Successive offenses in each category may result in movement to the next step or more. Continued infractions in a level could be continuous and not start over. Administration reserves the right to modify or add to steps.

### **Discipline Matrix:**

Step 1 = Detention	Step 4 = Two days in or out of school suspension
Step 2 = Administrative Option In School Suspension Detention	Step 5 = Three days in or out of school suspension
Step 3 = One day in or out of school suspension	Step 6 = Five - ten days out of school suspension
	Step 7 = Expulsion Alternative placement Withdrawal

Infraction	Definition	1st Offense	2 <sup>nd</sup> -3 <sup>rd</sup> Offense	4th Offense	5 or more Offenses
Disobeying Staff (minor violations)	Failure to follow directives, not complying with requests or directions	Warning	1	2	3-6
Disrespectful Behavior	Exhibiting a lack of respect, rude and discourteous behavior, behavior that is unwelcome and personally offensive, which fails to respect the rights of others	Warning	1	2	3-6
Tardiness to Class	A student is not in the classroom ready to work when the bell rings	Warning	1	2	3-6
Unsafe Behavior	Throwing objects, or any behavior that could intentionally or unintentionally harm or scare someone	Warning	1	2	3-6
Profanity	Use of offensive language, or obscenities	Warning	1	2	3-6
Cheating/Plagiarism	Copying of assignments, tests, or quizzes from work of others or using unauthorized materials	1	2	3	4-6
Skipping Class	Not attending class, leaving class or campus without permission	1	2	3	4-6
Leaving Campus	Leaving campus without permission, not properly checking out	1	2	3	4-6
Failure to follow safety rules or procedures	Endangering self, others, or school property by not following safety guidelines	1	2	3	4-6
Skipping Detention	Not showing up for scheduled detentions	1	2	3	4-6
Willful damage or theft of property	Damaging or stealing school property - restitution if appropriate	5	6	7	

Bullying Harassment Cyber Bullying	Includes, but is not limited to... Verbal assaults of any kind, unprovoked physical assault of students and staff	5	6	7	
Fighting	Any student who has an opportunity to walk away from a potential fight and chooses to participate	5	6	7	
Insubordination	Refusal to follow directions from HMS staff	4	5	6	7
Drug/Alcohol Policy Violation	Possessing, using, being under the influence of drugs and/or alcohol	7			
Tobacco Violation	Possessing, transmitting, smoking, chewing, other use of tobacco or look alike products	4	5	6	7
Firearms Weapons Violation	Possessing, transmitting, selling, or displaying any firearm, illegal explosive, or other implement which could be dangerous or reasonably considered or used as a weapon	7			

## Discipline/Due Process

Court decisions have indicated that young people in the United States have the right to receive a free public education. The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments. The deprivation or abridgment of these rights may occur only for just cause and in accordance with due process of law.

Constitutional rights are not absolute and in the school setting reasonable limitations must be placed upon the exercise of these rights in order that the schools may effectively fulfill their function of educating young people. The school system may not, however, unduly infringe upon constitutional rights.

In taking disciplinary action, school officials will consider the students' individual and collective rights and safety and will afford students their rights to fair consideration free from action which is patently arbitrary, capricious and inappropriate for the offense committed. School officials have the right to consider mitigating and aggravating factors in deciding if the disciplinary action should be more or less than established guidelines. If, for example, a student has demonstrated excellent behavior and then becomes involved in an infraction, this may be considered in determining the actions taken; and if a student has a history of problem behavior, disciplinary action taken will likely be the maximum prescribed in this handbook. Chronic and/or severe violation of rules may result in action that extends beyond the guidelines. Simply put, disciplinary measures are applied based on the nature of the offense and the past pattern of the behavior of a student.

In order to ***protect the rights of all our students***, it is important that parents and students understand the consequences of misbehavior. When an issue arises, the adult gathers information and determines if a Discipline Referral (DR) may be needed. Once a DR is sent to the office, the principal or designee investigates the incident. If the situation is one that is citable by law, law enforcement may be called to interview the students. Parents will be notified by school and law enforcement of the situation at the conclusion of the interview. Appropriate disciplinary consequences will be given. *Students with a pattern of misbehavior may be placed on a behavior plan. The discipline procedures are used as a guide that permits uniform administration of consequences while allowing latitude for dealing with individual needs.*

## **Detention**

A student may be detained **outside of school hours** on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Lunch detention may be used for minor offenses or for students displaying a pattern of not following classroom procedures. Parents may be contacted prior to this detention time being served. Students will eat their lunch in the detention room or students may bring a sack lunch from home.

## **Community Service**

Students may be assigned duties such as cleaning walls or desks, picking up garbage or cleaning the cafeteria, etc, depending upon the nature of the offense.

## **Out of School Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. Each suspension will include a specification of the reasons for the suspension and the length of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property, or participate in activities directed or sponsored by the district.

Schoolwork will be provided for students in suspension. Missed tests may be made up.

If the suspension is due to a serious threat to students, staff or school property, a risk assessment may be required, prior to the student being allowed to return to school.

## **In-School Suspension**

In-house suspension may be used in place of out-of-school suspension. This also depends on the severity of the infraction and if the physical space is available.

## **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

- **A student that reaches 8 discipline referrals may be placed in an alternative educational program. A meeting will be called with the parent of the student.**

## Discipline of Disabled Students

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct.

When a disabled student is suspended more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner, as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior that is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten-day period the student shall be allowed to stay in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

## Playground Rules and Guidelines

Our playground rules are created to provide a safe environment for students and to reduce the liability of the District.

GENERAL RULES include, but are not limited to the following:

- There will be **NO PHYSICAL CONTACT.**
- All behavior will be conducted in a safe manner; this includes the use of equipment.
- Students are to stay clear of bicycle racks during the school day.
- Students are not to bring their own equipment, except for basketballs, footballs, volleyballs or 4-square balls. School is NOT responsible for personal equipment.
- No lacrosse will be allowed due to safety concerns.
- No rock throwing. No spitting. No foul language.
- No skateboarding at any time.
- **No snowball throwing** or kicking snow.



## COMPLAINTS

Open communication is an important part of the educational process and is encouraged at Hines Middle School. In the event of a concern or issue the student, parent or guardian will need to follow the established procedure.

**Parents shall call or meet with the person most closely related to the concern to learn their perspective. Oftentimes, an informal discussion will resolve the issue.**

If, after this discussion, the concern still exists, a call may be placed to the principal. He/She will then schedule a meeting with the parent, staff member and him/herself.

If the complaint has been put into writing, then the formal complaint procedure outlined in the bargaining agreement and district policy will be followed. A formal complaint form may be obtained from the school office.

### Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint-alleging violation of the district's compliance with an educational standard as provided by the State Board of Education; this includes state and federal programs such as Title I, Title IX, Title IXA and ELL. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures for 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed first to the teacher and then to the principal, if the complaint cannot be resolved.

### Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student should be directed to the special education teacher. If the issue is not resolved, a complaint may be filed with the principal and Special Education Director.

### Students with Sexual Harassment Complaints

Sexual harassment by staff and/or students is strictly prohibited in the district. District includes district facilities, district premises and non-district property, if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Building Principals, the Compliance Officer and the Superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented. A copy of the investigation process is available in the school office.

# COMPUTER USE

All students using the school's computers/Chromebooks will be required to sign a computer/internet agreement at the time of registration, which is to be covered in this handbook.

## STUDENT NETWORK RESPONSIBILITY CONTRACT

*This agreement was included during the Online Registration process and is a binding contract.*

### **Internet / Chromebooks / Computers - Terms and Conditions:**

- I. ACCEPTABLE USE:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Your access must be in support of education and research and consistent with the educational objectives of the Harney County School District #3. Use of other organization's networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of any US or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- II. PRIVILEGES:** The use of the internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access permission will be part of a discussion with a HCSD faculty member pertaining to the proper use of the network through our Computer / Health Courses and Digital Citizenship instruction. The system administrator(s) will deem what is inappropriate use and the decision is final. Also, the system administrator(s) may ban access at any time as required. The administration, teachers and/or staff, of HCSD#3 may request the system administrator to deny, revoke, or suspend specific user access.
- III. NETIQUETTE (NETWORK ETIQUETTE):** The use of an access on the internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
- i. **BE POLITE.** Do not send abusive messages to ANYONE.
  - ii. **USE APPROPRIATE LANGUAGE.** In all messages, do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
  - iii. **PRIVACY.** Do not reveal the personal address or phone numbers of yourself, or any persons. All communications and information accessible via the network should be assumed private property.
  - iv. **CONNECTIVITY.** Do not use the network in such a way that would disrupt the use of the network by others.
  - v. **SERVICES:** HCSD#3 will not be responsible for any damages and debt you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. HCSD#3 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  - vi. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator either in person or via the network. Attempts to login to the system as a system administrator or as any other user will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
  - vii. **VANDALISM:** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.
  - viii. **UPDATES:** HCSD#3 may occasionally require new registration and access information from you to continue providing services.

Statement of Agreement to these terms: “I understand and will abide by the above Terms and Conditions for access privileges to the internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.”

Statement of Responsibility of the Chromebook assigned to students: “Any damages incurred by the Chromebook are my responsibility, and therefore, damages result in assessment of fees to correct or replace the damage.”

### **Parent or Guardian Network Responsibility Contract**

As the parent or guardian of this student I have read the Terms and Conditions for use of the internet. I understand that this access is designed for educational purposes and HCSD#3 has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for HCSD#3 to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission to allow access privileges for my child and certify that the information contained on this form is correct. I further acknowledge and agree to fee assessment due to any damages HCSD#3 devices/Chromebooks incur, while checked out to my student.

*This agreement is in effect for the duration of student's attendance/membership at school enrolled in at time of this agreement.*

### **Google Apps**

The Harney County School District #3 utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

**The following services are available to each student and hosted by Google as part of Harney County School District #3’s online presence in Google Apps for Education:**

#### **Email, Calendar, Drive, Classroom**

These apps are closely monitored for appropriate use and are only intended for educational use/enhancement within the classroom experience.

Using these tools, students collaboratively create, edit and share files and websites for department related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences and working in small groups on presentations to share with others.

### **CONFERENCES, PARENT-TEACHER-STUDENT**

Parents are expected to attend our student-led conferences to see how their student is performing in school, as this is a part of the student’s grade. Student-led conferences are scheduled twice a year. One-on-one conferences may be scheduled at any time that you feel your child is struggling. Dates for conferences can be located on the district website, on our school board approved district calendar or may be obtained by calling the school office at (541) 573-6436.

## **DANCES**

Students are required to observe the school dress code for all dances. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are allowed to attend. No guests will be admitted. Students with one major discipline referral or more than 3 minor ones, from one dance to the next, will not be allowed to attend. Those who have been expelled during the school year and have been allowed reentry to school may be denied entry to dances. Students with more than five tardies between dances will not be allowed to attend. We have a “No Return Policy” at our dances, which means that once a student leaves, they will not be allowed back. The staff may call the parent/guardian of any student leaving the dance early and the student may be asked to sign out as they leave. Law enforcement may be called if a student appears to be under the influence of any substance. Students that are not enrolled at HMS will not be allowed entry to dances.

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted to the principal, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

The dress code established in this school is intended to promote appropriate personal grooming and hygiene, prevent disruption and avoid safety hazards. Additionally, dress and grooming issues often constitute conflicts with the district policy on sexual harassment and gangs. The following dress code seeks to create a logical and useful set of guidelines for students and parents.

## **Clothing Policy**

In general, students should dress in neat, clean, appropriate clothing, which does not disrupt the educational process and protects the rights of others. The Clothing Policy applies to school and school events.

- Tops that show bare midriff or underwear are not allowed.
- Low-cut tops may not be worn.
- Tops that have spaghetti straps or an open back are not appropriate.
- Clothing worn under “see-through” tops must follow the criteria above.
- Tanks with low hanging armpits or cut at the midriff will also not be permitted.
- Shoes must be worn at all times. Slippers are not allowed.
- Clothing must not advertise, represent or portray alcohol, tobacco, drugs, sexual or discriminating messages of any kind.
- Dresses, skirts and shorts must be midthigh (mid being considered the middle of the student in question’s thigh).
- Cuts or holes in jeans above midthigh will not be permitted.
- Chains or other noisy or dangerous items attached to clothing are not allowed for safety purposes.
- All forms of head coverings must be removed when in the building, including caps, bandannas and visors.
- Sunglasses may be worn outside only.
- Backpacks and purses are to be left in lockers.

*\*\* Students who represent the school in a voluntary activity may be required to meet additional dress approved by the principal and may be denied the opportunity to participate if those standards are not met.*

Procedure when a student has inappropriate clothing:

- Student will call parent to bring clothing OR borrow clothing from the school
- Student may be asked to work in the office, until appropriate clothing is obtained

## **Hygiene Policy**

- If there is a problem, the student will be afforded a one-on-one consultation with the teacher and/or the principal.
- Ongoing one-on-one or small group consultations will be scheduled as needed.
- The parent/guardian may be contacted if their student is experiencing a personal hygiene issue.
- Extreme cases: The student may be asked to shower at school, or be sent home to shower.
- In some cases, the student may be provided clothing to wear, while theirs is being laundered.

## **EDUCATION RECORDS - STUDENT**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Electronic records may include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress;
9. Attendance;
10. Date of withdrawal from school;
11. Social Security number
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request.

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

### **Immunizations/Communicable Diseases**

- Students must be fully immunized or present a medical or religious certificate or statement
- Proof of immunization must be provided
- Students not in compliance may be excluded from school
- Parents are notified of students not in compliance

### **EMERGENCY SITUATIONS and EMERGENCY DRILLS**

- One fire drill per month
- Teachers will discuss and post procedures and escape routes near each classroom door showing the escape route.
- In event of a threat, the school will go into safety mode
- In safety mode, no one will be permitted to enter or exit the building
- Emergency Procedures will be developed and practiced at school
- In the event of an emergency evacuation, the following procedures will be followed:
  - An announcement will be made to evacuate the building.
  - Teachers will walk with the students to the LDS Church @ 600 N Saginaw Ave in Hines.
  - As soon as roll is taken and school is canceled, students may be checked out by a parent or guardian.

## **Emergency Medical Treatment**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to the emergency information submitted by parents. **Parents are required to provide at least two emergency contacts that have telephones**, in the event the parent cannot be reached. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, they will be released to their parents or to another person as directed by parents.

School staff may administer emergency or minor first aid if possible. The school may contact emergency medical personnel, if necessary, to transport a student to the hospital.

## **Emergency School Closure**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

If the emergency is of a nature that the children cannot be safely transported, they will be kept at school under supervision until the emergency has passed. Announcement of school closure or delayed school opening due to snow, ice, or other emergency conditions will be made through the district's telephone/text notification system and emergency information can be obtained by calling the HCSD#3 hotline number @ (541) 573-6811. The office maintains emergency contact information for all students, in case parents/guardians can't be reached, but it is up to the parent/guardian to keep that information current.

Our office also calls twice daily if a student has an unexcused absence. Records should be updated consistently by the parent/guardian so that the automated system can keep these individuals updated about school issues/absences.

## **EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. These activities are a privilege and students may be held to stricter codes of conduct. Depending upon the severity or nature of an incident, law enforcement may be notified. Please refer to the HCSD#3 Athletic Policy for more information.

## **FEES**

Materials that are part of required classes are provided without charge to a student. A student is expected to provide his/her own supply of pencils, paper, erasers, notebooks, etc. and may be required to pay certain other fees or deposits, including but not limited to:

- Club dues;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications (including Yearbook), etc.
- Student accident insurance and insurance on school-owned instruments;
- Instrument rental and uniform maintenance;
- Fees for damaged library books and school-owned equipment;
- Field trips considered optional to the district's regular school program;
- Locker shelf rental;
- Participation fee or Pay-to-Play fee for involvement in activities/athletics.
- Replacement of lost or destroyed student planner/handbook
- Admission fees for certain extracurricular activities;

*\*\* Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.*

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. For 8<sup>th</sup> grade students, this could include having the privilege of participating in the 8<sup>th</sup> grade promotion activities revoked. All such materials shall be released upon payment of monies owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

- The district determines that the parent of the student is unable to pay the debt;
- The payment of the debt could impact the health or safety of the student;
- The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
- There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be in school while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Before a student may go on a field trip, the organizer will send out an Opt-Out Letter to all parents of students attending. If you do not wish your student to attend, please complete this opt-out form and return to the field trip organizer. When opt-out forms are not returned, parent permission to attend is granted. Students who demonstrate poor behavior at school may not be permitted to attend field trips.

### **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting the *Pledge of Allegiance*.

### **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives with approval by the superintendent or designee. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for by the office in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body officers and classroom representatives serve as the student government representatives in administration of student activity funds.



## GRADES

Letter grades are given to students to demonstrate *study skills* within that subject area. These are grades given for the work turned in during the quarter, *but do not necessarily demonstrate proficiency in state content standards*. Grades are issued each quarter and report cards will be mailed home. Grades can also be viewed, by accessing the ParentVUE account.

## GRADING POLICY

At Hines Middle School, we place a high priority on increasing student achievement through teaching student responsibility and organization. We realize these years are transitional ones and believe by being consistent; we can assist our students with this transition. Therefore, we have come together as a staff and devised a uniform grading policy.

1. Students may correct any paper that is below a 70%. Teacher will determine the due date.
2. Papers are due on their due date or students receive no credit for that assignment.
3. Some teachers may have extra credit available; however, extra credit will only be accepted if all other work is in.
4. Students will review their grades via their StudentVUE account weekly at a minimum and report home to their parents via their planner at least once per week, on Thursday's.
5. Parents are expected to sign their student's planner sometime between Thursday evening and Monday morning of each week. **PLEASE DO NOT SIGN PLANNERS IN ADVANCE.**
6. Progress Reporting is completed every 3 weeks, and if your student receives a progress report, you will be notified via mail or e-mail indicating the receipt of a D or F grade.
7. Athletes must meet academic requirements outlined in the athletic policy in order to participate in extracurricular activities.
8. Students on an Individualized Education Plan (IEP) may be allowed modifications on their plan for grading purposes. Please contact their case manager.

**HOMELESS STUDENTS:** District provides full and equal opportunity to students in homeless situations. A District liaison will provide additional information to parents. Please contact the office or the district office for more information.

**HOMEWORK:** May be given to practice skills learned and in addition to in-class assignments in some classes.

### Student Planners and Binders

Student planners will be provided by the school at the onset of the school year. This is provided to assist them with organizational skills. Students will be taught how to use the planner and **parents will be expected to check these weekly and sign them**. This is a part of the student's advisory grade and also serves as a method of communication with parents.

Planners will be graded each week on the following criteria:

- |          |  |
|----------|--|
| 5 points | Assignments and objectives written for all subjects each day. A weekly grade for each subject is written in the section on the bottom of the page. <b>Parent/guardian has signed the planner.</b>            |
| 4 points | Assignments and objectives written for three of the days for each subject. A weekly grade for each subject is written in the yellow section on the bottom of the page. <b>Parent has signed the planner.</b> |
| 3 points | Assignments and objectives written for all subjects, missing weekly grade or parent signature.   |
| 2 points | Some assignments and objectives missing, no weekly grades or parent signature.   |
| 1 point  | Very little written in the student planner.  |
| 0 points | Planner is blank.  |

Weekly grades are recorded by the student in the yellow section of the Student Planner every Thursday for parents to see, when they sign the planner.

## Progress Reports and Report Cards

Parents are notified by mail or e-mail, every 3 weeks, if their student has a D or an F in one or more of their classes. Report cards are mailed out at the end of each quarter.

## Requirements for each Grade Level

All grades are required to take one full year of math, language arts, science and social studies each year. In addition to this, there are other school requirements that can be accessed in the school office.

## Retentions and Promotions

- Summer School may be an option for students who are struggling in their academics
- District policy {IKE} states the final decision for placement rests with school authorities
- Promotion requirements include:
  - Be enrolled and attend Hines Middle School as a full-time student
  - All fees/fines must be paid in the office.

## LIBRARY

Reading is a focal point of our educational program. Therefore, all students are encouraged and will have an opportunity to check out books from the library. Please see that your child returns the books on the due date. Students may be given lunch detention if they have delinquent books until they return the book or have paid for the lost book. Parents will be notified of missing or overdue books.

## LOCKERS

- Lockers are assigned to each student.
- Students are ***NOT TO SHARE*** lockers or give out combinations, and doing so may result in disciplinary action.
- Students are responsible for locking their lockers.
- Students are to report non-working lockers to the office.
- Valuables should not be placed in lockers.
- No writing or stickers on lockers.
- Students are not to jamb the combination mechanism, so that it opens without using the combination.

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

## LOST AND FOUND

Any article found in the school or on school grounds should be turned into the office. A lost and found collection is on display in the hall. Unclaimed articles will be disposed of at the end of each semester, i.e. donated to a thrift shop, given to other students or thrown away.

## **MEDIA ACCESS TO STUDENTS**

- Media representatives and private individuals occasionally photograph and interview students involved in instructional programs and school activities, including athletic events.
- Information obtained from students does not require parental approval.
- Media representatives may interview and photograph students involved in instructional programs and school activities.
- Parents are responsible to direct their student and the school office accordingly if they do not want pictures or information released.
- District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICATIONS IN SCHOOL**

- Requests to administer medications must be by parent's written orders
- Requests to administer prescription medications must be by doctor's written orders. Such instructions must include the following information: name of student, name of medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information is above is included.
- Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication.
- Medications must be brought to school by the parent/guardian, in its original container.
- Medications are kept in the school office, except when physicians direct us otherwise.
- Medications left in the office five days after expiring or end of year will be disposed of.
- District reserves the right to reject a request to administer medication.

## **POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **PROGRAMS EXEMPTION**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **PROGRAMS AND CONCERTS**

Evening programs and concerts are school events. Students are expected to follow school rules while attending these events. **Attendance is required for students who are performing in the program.** Students who fail to attend without a legitimate excuse may have their grade lowered in the subject in which they are performing. Arrangements must be made with the teacher to make up the performance grade.

## **SPECIAL PROGRAMS**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

Parents will be notified of:

- The reasons for the identification and the need of placement in language instruction;
- The student's level of English proficiency, assessment used and the status of the student's academic achievement;
- The methods of instruction used in the program;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- The specific exit requirements for the program;
- In the case of student with a disability, how such program meets the objectives of the Individualized Education Program (IEP) of the student; and
- Parental rights that include written guidance.

## **TALENTED AND GIFTED PROGRAM**

The District serves academically talented and gifted students in grades K-12. Identified students shall score at or above the 97<sup>th</sup> percentile on an assessment. Other students who demonstrate the potential to perform at the eligibility criteria, may be identified as such.

## **STUDENT ASSESSMENT**

Students are assessed annually at Hines Middle School through state assessments. All students participate in the State Assessment in Reading and Math. Eighth grade students are also assessed in Science. Students also participate in district benchmarking assessments at least 3 times annually. Students also may be assessed throughout the year in a variety of ways, including portfolio collections, oral and written tests and quizzes and/or projects.

## **TELEPHONE USE**

- The school phone is a business phone
- Students need permission before using a school phone
- To ensure parental approval has been granted, arrangements to go to an alternate destination after school must be made ahead of time, unless an emergency requires otherwise.
- Students may also use their cell phone, in the front office, with permission.

## **VISITORS**

Parents are welcome to attend classes periodically with their students and we encourage parents/visitors to visit district schools. Parents must also be on the District's approved volunteer list, which includes background checking, for the safety of our student population. Please call the office and/or teacher to pre-arrange a visit. All visitors must check in with the office and wear an identifying badge. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate.

Students are not allowed to bring student visitors, siblings or guests to school or school activities including, but not limited to; dances, end-of-year activities, etc.

At Hines Middle School, we encourage all parents to communicate regularly with staff and become involved in school activities. We believe it takes the effort and talent of many individuals to prepare young adults for a successful future in our world today.

*Be the BEST you!*

