

# Newhall Middle School Student/Parent Handbook 2011-2012



Principal: Mr. Jon Blackburn  
Assistant Principal/Athletic Director: Josh Baumbach

Newhall Middle School  
1840 – 38<sup>th</sup> Street, SW  
Wyoming, MI 49519  
Office Number: (616) 530-7590  
Attendance Number: (616) 257-9333  
Voice Mail Number: (616) 257-9340  
Fax Number: (616) 249-7673

**This agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ 1<sup>st</sup> Hour Teacher \_\_\_\_\_

## Mission Statement

Wyoming Public Schools Community will ensure learning for all students.

## Vision Statement

Wyoming Public Schools are committed to excellence in teaching and learning for all students. We will provide effective instructional leadership, responsible fiscal management, and quality learning environments, which improve student outcomes. Wyoming Public Schools hold high expectations for students and staff. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world.

## Belief Statements

Wyoming Public School staff and community believe that:

- The primary mission of the school is teaching and learning for all.
- Continuous improvement is an essential part of our success.
- All members of the school community are important and valued.
- A commitment to Quality is essential for every member of the organization.
- People that work in schools are in the best position to improve student performance.
- Parent, guardian, and community involvement is critical to student success.
- There are two kinds of schools – improving and declining.
- Our students deserve the best teachers, teaching in the most effective ways.
- Student achievement is based on what students can do, as well as what they know.
- Diversity among all individuals is to be valued and celebrated.

## Board of Education Goals

- GOAL 1: Wyoming Public Schools Community shall hold high expectations for all students.
- GOAL 2: Wyoming Public Schools Community shall work as equal partners by:  
\*Seeking parental expertise  
\*Establishing family friendly schedules  
\*Fostering non-traditional family involvement
- GOAL 3: Wyoming Public Schools Community shall provide a safe and orderly environment.
- GOAL 4: Wyoming Public Schools shall provide personal and professional growth for all staff.
- GOAL 5: Wyoming Public Schools Community shall demonstrate mutual respect, caring and loyalty.

## **Table of Contents**

### **I. Attendance Policy**

- Absences
- Excused Absence/School Related Absence
- Planned Absence/Family Trips
- Injury and Illness Procedures
- Attendance Discipline
- Board Adopted Attendance Policy
- Tardiness
- Attendance During Suspension
- Homework Requests

### **II. School Policies**

- Book Bags
- Cell Phone/Electronic Communication Device Policy
- Dress Code
- Food and Drink
- Hallways
- Lockers
- Medication
- Search and Seizure Policy
- Substitute Teachers Policy
- Technology Acceptable Use Policy
- Transportation, Bicycles and Motorized Vehicles
- Bus Rider Rules
- Bus Discipline Procedure
- Unauthorized Items
- Unauthorized Sales

### **III. Student Code of Conduct**

- Philosophy
- Rights
- Responsibilities
- Introduction
- Application
- Guidelines Regarding Suspensions
- Middle School Suspension Make-up Work Policy
- Short-Term Suspension
- Long-Term Suspension
- Expulsion
- Consequences for Student Behavior
- Appeal Process
- Superintendent Responsibilities

### **IV. Services**

- Breakfast and Lunch
- Counseling
- LEAD (Local Educators Against Drugs)
- The Kennel (Husky Store)
- Conflict Resolution

Health Screenings  
Late Bus  
Lost and Found  
Media Center  
Overdue Materials  
Telephone  
Vending/Pop Machines

**V. Academics**

Middle School Credit System  
Report Cards  
Grading  
Recovering Credit  
Summer Recovery Program  
Academic Support  
Academic and Career Planning

**VI. Student Recognition Program**

Academic Awards  
End of Year Awards Program  
Honor Roll Parties  
Student of the Month

**VII. Student Activities Program**

After School Activities  
Special Activities  
Extra-Curricular Activities  
Athletics

**VIII. Fire and Weather Information**

Fire/Tornado/Lockdown Drills

**IX. Miscellaneous**

Early Entry/Departure Time  
Physical Education  
Restitution

**X. School Calendar/Husky Tales**

**XI. Athletics**

Physicals  
Athletic Eligibility  
Conduct and Training Rules

## **NEWHALL MIDDLE SCHOOL STUDENT/PARENT HANDBOOK**

This handbook is tentative and subject to change because of budgetary restraints.

### **WELCOME TO NEWHALL!**

We're glad to have you join us. We hope you enjoy your experiences here at Newhall. We encourage you to become involved with many of our programs and meet many new friends. We are proud of our high academic achievement and good citizenship. It is our promise to provide you the educational opportunities that will better prepare you for the future.

In order for this program to be successful, we need you to work cooperatively with us. This is a team effort. As a student at Newhall you have rights and responsibilities. It is important to respect the rights of others. Familiarize yourself with the information listed, realizing that the contents do not cover every existing condition, but only the basic general areas. Please work together with staff and students to ensure the best possible education for all.

### **MISSION STATEMENT**

*Empower all students to succeed in a changing world.*

### **PARENT INVOLVEMENT**

Every parent is welcomed at Newhall. Parental involvement in their child's education leads to higher academic achievement. Parents are encouraged to participate in the following activities. Conferences, Parent Visitation Day, Open House, Parent/Teacher Group (PTG), and multiple Volunteer Opportunities

### **VISITORS**

Parents are always welcome at Newhall Middle School. We ask that an appointment be made to see a teacher or administrator. Our school policy is to accept only those visitors who have legitimate business at school. Students may not bring guests to school. All visitors must sign in at the main office. In the office they will receive a visitor's badge which they must wear at all times while in the building.

### **PARENT TEACHER GROUP (PTG)**

PTG meets the first Monday of most months at 6:00 p.m. at Newhall. This group is a very important part of our school. PTG participates in many decisions made at Newhall. This group is responsible for planning Honor Roll Parties, Student lock-ins, Talent Show, and many other activities.

## 2011 – 2012 SCHOOL YEAR DAILY SCHEDULES

### Full Day Schedule

7:15 – 7:35	Breakfast
7:45 – 8:50	1 <sup>st</sup> Hour
8:55 – 9:55	2 <sup>nd</sup> Hour
10:00 – 11:00	3 <sup>rd</sup> Hour
11:05 – 12:40	4 <sup>th</sup> hour
	“A” Lunch- 11:05-11:35
	“B” Lunch- 11:35-12:05
	“C” Lunch- 12:05-12:35
12:40 – 1:40	5 <sup>th</sup> hour
1:45 – 2:45	6 <sup>th</sup> hour

### Half Day Schedule

7:15 – 7:35	Breakfast
7:45 – 8:55	1 <sup>st</sup> /4 <sup>th</sup> hr
9:00 – 10:05	2 <sup>nd</sup> /5 <sup>th</sup> hr
10:10 – 11:15	3 <sup>rd</sup> /6 <sup>th</sup> hr

## I. ATTENDANCE POLICY

The school district emphasizes the value of regular attendance in enabling students to benefit from the school’s educational programs. Michigan law places responsibility on each student to attend school on a daily basis, and for each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student’s scholastic achievement. Not only is each day’s lesson important to the individual student, the student’s participation contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to affect the student’s schoolwork. Each student is expected to be in school every day except when illness or some providential condition beyond the student’s control prevents attendance.

### **ABSENCES**

Regular and prompt attendance is the responsibility of the student and the parents.

- Absences are **excused** for the following:
  - Personal illness/injury
  - Death or funerals of relatives
  - Pre-arranged absences
  - Doctor or dental appointments that could not be arranged outside of school hours.
- All other absences are considered unexcused
- Parents are to call **257-9333** by **10:00 a.m.** on the day the student is absent or tardy. Parents are to give the student’s name, grade and reason for the absence. **All absences must be called in prior to the next school day or they will become unexcused.**
- Students returning to school after an unexcused absence are to report to the main office prior to 8:00 a.m., with a note from his/her parent excusing the absence. The note must be signed by either parent stating the reason for the absence and the date(s) of the absence
- Parents are to call **257-9333** by **10:00 a.m.** to report any early dismissals, such as Doctor appts. dentist appts., etc. A pass will be issued to the student. Before leaving

the building students must sign out in the office. Students are only allowed to leave with **designated** individuals on the student's registration form/contact list. Students coming into the building after the start of the school day must sign in at the office. For safety reasons, we need to be aware of the location of all students at all times.

6. Make-up work – it is the student's responsibility to contact the teacher. A limited time, based on length of absence will be set by the teacher to complete assignments. (See homework requests for absences greater than three(3) days.
7. Any student who is not in school for ½ the day (minimum of 3 hours) cannot participate in after school activities.

## **EXCUSED ABSENCE/SCHOOL RELATED ABSENCES**

If students have an excused absence, they are given the number of days of the absence plus one day to complete the work or assessment that they missed during their absence. For example, a student absent three days has four days to complete missed assignments. **Students are responsible for contacting their teachers with regards to make-up work.** Please note, however, that the "x+ 1" policy does not apply to long-standing assignments. For example, a student who was absent on the day a research paper was due would be expected to present it immediately upon his return to class. In order for a student to be excused, a parent must call the office or attendance line within one day after a student's absence (see criteria regarding excused absences).

## **PLANNED ABSENCES/FAMILY TRIPS**

Families are encouraged to take vacations that conform to the school calendar. When you miss school, you miss instruction.

1. If a student must be away for a trip, a note from parent is required at least seven (7) days in advance.
2. It is the responsibility of the student to obtain the proper form from the office and circulate it to the appropriate teachers. Teachers will sign and indicate the work to be completed, which must be **submitted upon return** to receive credit.

## **INJURY AND ILLNESS PROCEDURES**

Newhall is a closed campus. This means you may not leave the school grounds during the day without obtaining permission. If you find it necessary to leave school during the day, the procedure below is to be followed:

1. Report injury or illness to your teacher. The teacher will issue the student a pass to the office.
2. Present your reason to the school office staff
3. **All calls will be conducted by office personnel. Students should not call parents on their cell phone but go directly to the office.** The office must contact the parents or designee.
4. A person from the emergency contact list must physically enter the main office and sign their child out.
5. Students that are unable to contact a person on the emergency list must return to class or remain in the office depending on the severity.
6. First aid will be administered to meet any immediate emergency. Parents will be contacted in regard to further medical treatment and an accident/injury report will

- be filed.
7. For any severe injuries, 911 will be contacted and then the parents will be notified.
  8. A student who leaves the building or a school activity without permission will be issued an **In-School Suspension (ISS) and/or an Out of School Suspension (OSS)**.
  9. **Please notify the office if your home, work or emergency numbers have changed.**

## **ATTENDANCE DISCIPLINE**

Student achievement and success is directly related to school attendance. Students who attend school regularly earn better grades. Punctuality and regular attendance are important job skills for the future. Any absence, which does not meet the criteria regarding excused absences (See Absences in the handbook) will be considered unexcused. Students missing more than 20 minutes to first hour and 10 minutes to all other hours without a pass or prior approval will be marked absent for that class. A student will be considered unexcused if he/she leaves the school building without permission from the main office.

## **BOARD ADOPTED ATTENDANCE POLICY**

When a student receives the **fifth (5<sup>th</sup>)** absence in any class in a single quarter, a letter will be sent home informing parents/guardians and student of the consequences of continued absences. Upon receiving the **seventh (7<sup>th</sup>)** absence, a second letter will be sent home and upon receiving an **eighth (8<sup>th</sup>)** absence, a third letter will be sent and a truancy report will be filed with the KISD Truancy Officer and will be updated as needed.

## **Procedures for Appeal**

1. Students with **eight (8)** absences for any given class in any given quarter may submit an appeal to the building administration. **The parent/guardian must provide evidence of extenuating circumstances.**
2. While the appeal is pending, the student will remain in class and continue to complete work. The student may only be absent from school if the absence is classified under one of the following categories.
  - a. Personal illness/injury requiring a physician's care. Documentation from the doctor. the reason and length of the absence from school is required.
  - b. Deaths and funerals of members of student's immediate family.
  - c. Court appointments with appropriate documentation.
  - d. Exclusion because of exposure to contagious disease with doctor's statement.
  - e. Doctor or dental appointments that could not be arranged outside of the school hours (notification required).

**NOTE:** If student goes over the allotted number of days due to all absences being medically related, they will not have to appeal if they have prior approval from the Administration.

## **TARDINESS**

1. Tardy to school: Students must report directly to the school office and sign in, a pass will be issued, and the teacher will mark the student tardy.
2. Tardy to class: Students late to any class without a pass will be considered tardy. Any student who is over twenty (20) minutes tardy to first hour and 10 minutes late to any other class will receive an unexcused absence for that class.
3. **Consequences for tardies per quarter**  
**1<sup>st</sup> Offense: Warning**  
**2<sup>nd</sup> Offense: Warning**  
**3<sup>rd</sup> Offense: \*parent contact by teacher**  
**4<sup>th</sup> Offense: \*parent contact, two days lunch detention**  
**5<sup>th</sup> Offense: \*parent contact, 3 days lunch detention**  
**All subsequent tardies; \*parent contact, 1 day ISS, possible loss of locker privileges**
4. **Students who are chronically tardy will be referred to the Kent County Truancy Officer and may lose locker and hallway privileges**

**\*The teacher may call or have the student in the presence of the teacher make parent contact using the classroom phone**

## **ATTENDANCE DURING SUSPENSION**

In-school suspension (ISS) will not count as an absence against the student. Students will receive credit for all work completed during an in-school suspension. Out-of-school Suspension (OSS) will not count towards the attendance policy, but the student will receive a zero for each class until the missing assessments are recovered.

## **HOMEWORK REQUESTS**

Newhall Middle School students are expected to do all homework. All homework is to be turned in by the due date or the student may receive a failing grade or a zero. This is important for the student in order to continue with the work that has started in the classroom and to build good study habits essential for continuing school success. Students are to record their assignments in their Agenda/Planner. Good study habits result in good grades. Some suggestions to follow:

1. Know what you are to study. Fill in your Agenda/Planner.
2. Have a definite time and quiet place to study
3. Have all of your materials together before starting to study.
4. Read! Review! Ask yourself questions!
5. Stay on the job and keep up with daily homework. Make it a daily routine.
6. Middle school students should spend 5 to 6 hours per week studying at home.

If the student is absent, it is their responsibility to obtain the missed work. Parents may request homework if the student is going to be out-of-school for 3 days or more. However, a one-day notice will be necessary to obtain the work from the teachers. If the student's absence is less than 3 days, it is the responsibility of the student to schedule time with their teacher(s) to inquire about missing assignments.

When students are absent from school for a period of more than three (3) days, they should check their Agenda/Planner for assignments. If more homework information is needed parents may call the school office (530-7590) by 9:30 a.m. after the second day to request homework assignments. At this time arrangements can be made to have the student's homework picked up. It is helpful if students supply parents with their locker number, locker combination, and the location of textbooks.

## **II. SCHOOL POLICIES**

### **BOOK BAGS**

Students are encouraged to bring books to school or take books home in book bags. However, the book bag must remain in their locker during the day. This is done for reasons of safety and availability of space.

### **CELL PHONE/ELECTRONIC COMMUNICATION DEVICE POLICY**

The use of cell phones, pagers, and other electronic devices will not be allowed during the hours of 7:35 – 2:45. During those certain times when parents need to talk to their child, you are asked to please use the school office. In an emergency or special situation, students will be allowed to use an office phone. The following process outlines the steps the building principal or assistant principal will take when a device is seen or being used inside the school building or during school time.

**Electronic devices stolen, damaged, or lost on school property are not the responsibility of school/police personnel.**

**1<sup>st</sup> Offense:** The device will immediately be taken from the child and returned at the end of the day.

**2<sup>nd</sup> Offense:** The device will immediately be taken away and held in the office. It will not be returned until a meeting occurs with the parent and student.

All parties involved, parents or student may appeal a removal of the device to the principal, if necessary.

Central to this process is the need for cooperation and coordination among staff, students, and parents. We understand the importance and frequency cell phones and other electronic devices play in our world today. Many parents want and enjoy that immediate connection with their children. Unfortunately, the number of disruptions to the educational process during the day must be kept to a minimum. A child may still contact parents after hours and outside of the building using their electronic device but during the day they may only do so by using the school office or classroom phones.

## **DISTRICT DRESS CODE**

The Wyoming Public School District Dress Code expresses our commitment to learning, safety, high standards, freedom of expression, and appropriate, responsible dress for school and school functions. Attention to appearance is a reflection of care and concern for our students and our community. We have established these standards to create an atmosphere of self-respect and respect for others. It is the responsibility of our school system to prepare students for the world of work, which requires appropriate dress. **This code is designed to be a guide and is by no means all-inclusive. The building administrator will make final decisions concerning appropriateness of dress.**

Students in grades K-12 shall not wear the following:

1. Any clothing or apparel which
  - is considered unsafe, dangerous or a health hazard (no outerwear shall be worn during the school day);
  - contains offensive or obscene symbols, signs, slogans or words denigrating any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation;
  - contains language or symbols promoting or endorsing violence, sex, drugs, alcohol, tobacco, vandalism, or gambling.
2. Any attire or grooming disruptive to the instructional process which may include, but is not limited to:
  - bare midriffs, halter tops, tube tops and any clothes insufficient to conceal undergarments at all times, such as net/mesh shirts, transparent blouses, shirts or dresses;
  - short shorts, short skirts, dresses or pants that are tight or revealing;
  - purposely frayed clothing or clothing with holes above the knees;
  - bare feet, slippers;
  - hats, sunglasses or any other headwear
  - chains, dog collars, hanging chains;
  - jewelry with gang symbols;
  - any combination of clothing which law enforcement agencies currently consider gang-related (These may change).
  - rule of thumb: Length of shorts/skirts must be below the fingertips when hands are to your side. Width of straps for tops must be wider than your three fingers side by side.

Exceptions to the Dress Code necessitated by religious practice will be considered individually by the building administrator.

Provisions of the Dress Code are applicable at all times within the school building and during all school activities. Exception or modification of a provision of the dress code may be authorized by the building principal for a specific school-related activity on a single event basis. Students violating dress code policies will be required to change their attire.

## **FOOD AND DRINK**

Food and drink are not allowed in classroom or the hallways. All food and drink must be eaten in the cafeteria. Only water in clear containers is permissible in the classroom or hallways.

## **HALLWAYS**

1. Students are to walk in the hallway. Students are to act respectfully and responsibly in the hallway and keep their hands to themselves at all times. Unsafe hallway behavior will result in school disciplinary action.
2. Newhall has a “no loitering” policy between classes. Students are to go directly to their class.
3. Students are to pass through hallways quietly, be considerate of others in the halls and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. Students must have a pass to be in the halls while classes are in session.
6. All students are to leave the school building within ten (10) minutes after the dismissal unless supervised by a staff member.

## **LOCKERS**

Hall lockers are school property provided for your use. School personnel may have access to lockers to insure the health, welfare and safety of the school. Lockers are school property and random searches of school lockers can be conducted at any time. Students will be assigned a locker. Do not give the combination to others or permit them to use your locker. WPS is not responsible for personal belonging lost or damaged. You will be responsible for any damage or defacing of the locker. Band instruments must be stored in the band room. Do not use tape or stickers in your lockers. Keep it neat and orderly. There will be periodic locker clean-ups, at which time teachers will check the condition of your locker. Students using or allowing others to use their locker is prohibited. **By the last day of school students must have everything cleaned out of their locker. The custodial staff will clean the lockers after the students are dismissed for the year. Wyoming Public Schools is not responsible for any items lost or discarded from a locker once the school year has ended and the students have left for summer vacation.**

## **MEDICATION**

The school is to provide adequate control and supervision of the administration of **all** medicines. Staff may dispense no medication of any kind unless a parent and physician sign a medical authorization form. The medicine, in the prescription bottle, will be stored in the school office. All over the counter medicines must also be dispensed from the main office with a signed medical authorization form.

**All medication must be in the original container, indicating the number of tablets that were sent to school. When taking medication, office personnel must supervise students.**  
**In the case that a student needs to carry an inhaler, medical authorization form must still be on file in the office.**

## **SEARCH AND SEIZURE POLICY**

School officials maintain the right to seize items in a student's possession and to search school property (lockers, desks, etc.) assigned to a student under the following guidelines:

1. There is a reasonable cause to believe that the items in possession are illegal or in violation of school rules, or constitutes a hazard to the health and safety of the student or others.
2. The search of the area assigned to a student is for a specified item and should be conducted in the presence of another staff member.
3. The principal or his/her designee(s) has the authority to enter, search school property and seize items covered by this regulation. To avoid any misunderstanding, student lockers are considered school property. Examples of items subject to regulation include, but are not limited to, drugs, weapons, pornography, stolen goods, fireworks, lighters, explosives and alcohol.

**School officials, in cooperation with the Wyoming Police Department, retain the right to perform police dog searches of school property in order to secure and maintain a drug free school zone for the safety of all students.**

## **SUBSTITUTE TEACHERS POLICY**

We believe very strongly that guests in our building should be treated with the utmost respect and kindness. Any student who is not cooperating or is disruptive in a classroom taught by a substitute will be referred to another classroom or the office for the remainder of the hour.

**1<sup>st</sup> Referral:** parent contact, one (1) hour of ISS and a lunch detention

**2<sup>nd</sup> Referral:** parent contact, one (1) day ISS

**3<sup>rd</sup> Referral:** parent contact, one (1) to three (3) days ISS

**Repeated offenses:** Parent contact, becomes a level 3 offense

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Wyoming Public Schools**

### **Technology Acceptable Use Policy**

*Please read this document carefully and completely. (You will be asked to sign a form the first day of school)*

We are very pleased to bring Internet access to WPS and believe that the Internet offers vast resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of systems all over the world and millions of individual subscribers. Users are advised that some of these outside sources may publish inaccurate, profane, sexually oriented, threatening, racially offensive or illegal material. The district and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having access on the system should be aware of the existence of such materials and assist us by asking their students about the Internet sites they visit.

Smooth and safe operation of the WPS network relies upon the proper conduct of ALL users who **must** adhere to strict guidelines. These guidelines are provided here so the user knows the responsibilities he/she is about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

## TECHNOLOGY – TERMS AND CONDITIONS

Students are responsible for:

1. Utilizing information technology for educational purposes, specifically the attainment of the learning specified in the WPS curriculum
2. Using hardware and software in a manner that enables its ongoing usage; vandalism in any form will not be tolerated.
3. Avoiding intentional installation of computer viruses or enabling the spread of such viruses on school equipment.
4. Keeping hardware and software from being relocated, removed from school premises or modified without permission of an administrator.
5. Maintaining the privacy of passwords. Any activity conducted on the user's account is the owner's responsibility.
6. All material received from any source, including the internet (including e-mail), under their user accounts. Students accept responsibility for keeping pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school.
7. Adhering to the law and the district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission of copying of text or files.
8. Avoiding the use of technology for commercial business.
9. Avoiding the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.
10. Adhering to these rules, as well as those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs, and networks in the school.
- 11.

### Disciplinary Action

- Any disciplinary action that is necessary due to non-compliance with this acceptable use policy will align with the applicable procedures and policies of the Wyoming Public Schools pertaining to the student code of conduct. Additionally there may be further action taken by the district if there are repeat offenses of non-compliance and/or the purposeful damage to technology equipment and network functionality. The disciplinary actions may include but are not limited to:
- **Criminal or civil charges may be filed, if applicable.**
- **Suspension of all Internet and email access and/or the use of all technology equipment**

- **Users will be required to make full financial restitution for any damages caused as a result of their unauthorized use.**

**You will be asked to sign a form concerning this policy on the first day of school. We appreciate your cooperation in this matter. Working together we can provide our students an excellent resource to enhance their learning.**

## **TRANSPORTATION, BICYCLES, AND MOTORIZED VEHICLES**

When riding the bus, students must follow the directions of the driver. The first concern of all those involved with the transportation of students to and from school are the safety of each and every bus passenger. Any student who refuses to abide by the bus regulations may lose bus privileges.

### **BUS RIDER RULES**

1. At the bus stop
  - A. Be at the designated stop at least 5 minutes early.
  - B. Stay back from the road and conduct yourself in a safe manner.
  - C. Respect other's property. Do not walk in or cut through yards and do not be around the house where the stop is located.
  - D. Do not approach the bus until it has come to a complete stop and the driver signals you to board the bus.
  - E. The bus stop is an extension of school property. The same rules apply to the bus stop as on school property.
2. On the bus
  - A. The driver is responsible for your safety, be respectful, and follow directions at all times. Board the bus single file, go to your seat, face forward, and remain seated. No changing seats while bus is moving.
  - B. Do not litter or damage the bus. Those who cause damage will make restitution.
  - C. Refrain from loud noise, objectionable language and distracting behavior.
  - D. Keep aisle clear at all time. Books, bags, band instruments, etc., must be kept on your lap or stored under the seat.
  - E. Keep all parts of bodies inside the bus.
  - F. Do not throw/shoot objects out the window or inside the bus.
  - G. Be absolutely quiet when the bus stops at railroad crossings.
  - H. No eating or drinking (may be waived on athletic or extended field trips).
  - I. In an emergency, remain seated and wait for the bus driver's instructions.
  - J. The bus is an extension of the school, observe all school rules, i.e., no alcohol, fighting, tobacco, drugs, drug paraphernalia, weapons (real or simulated) or verbal assault allowed.
  - K. Skateboards, roller blades, scooters and other large items are not allowed on the bus, nor are they to be used on school property.
  - L. Teachers/chaperones should ride the bus and be seated throughout the bus with students. They are responsible to assist the bus driver in maintaining order.

## **BUS DISCIPLINE PROCEDURE**

Discipline is necessary for the safety of all students riding the school bus. When bus riders behave in a disruptive manner, they distract the driver's attention from driving. It is imperative that the full attention of the driver be toward driving the bus.

### **Level 1 Behaviors (Handled by Bus Driver)**

<b>Turning around in seat</b>	1 <sup>st</sup> Offense: Warning to Student
<b>Disruptive Behavior, Noise, Language</b>	2 <sup>nd</sup> Offense: Assigned Seat
<b>Not following directions, Unsafe Offense</b>	Repeated Offenses: Becomes Level 2
<b>Behavior</b>	(Referral Posted by Driver-)

### **Level 2 Behaviors Handled by Building Administrator (Bus Referral Posted by Driver)**

<b>Petty Theft/Harassment</b>	<b>1<sup>st</sup> Offense:</b> 1 day off bus and school discipline according to handbook
<b>Blatant Disrespect to Authority</b>	<b>2<sup>nd</sup> Offense:</b> 3 days off bus and school discipline according to handbook
<b>Minor vandalism</b>	<b>3<sup>rd</sup> Offense:</b> 5 days off bus and school discipline according to handbook
<b>Threats</b>	<b>4<sup>th</sup> Offense:</b> 10 days off bus and school discipline according to handbook

### **Level 3 Behaviors Handled by Building Administrator (Bus Referral Posted by Driver)**

<b>Fighting</b>	<b>1<sup>st</sup> Offense:</b> 3 days off bus and school discipline according to handbook.
-----------------	--

**Severe Vandalism**

**2<sup>nd</sup> Offense:** 5 days off bus and school discipline according to handbook.

**Weapons**

**3<sup>rd</sup> Offense:** 10 days off bus and school discipline according to handbook.

**Theft involving over \$10.00**

**4<sup>th</sup> Offense:** removal from bus for remainder of school year and school discipline according to handbook.

Should the situation warrant, the normal discipline procedure may be waived for conditions such as but not limited to smoking, lighting matches (lighters), fighting, weapons, using emergency exit, cutting/tearing seat covers (suspension and pay for repairs) and verbal assault.

**BICYCLES/MOTORIZED VEHICLES**

1. All bicycles must be parked in the bicycle racks in front of the school and should be locked. The parking lots are off limits. Newhall Middle School is not responsible for any loss or damage.
2. Students are not allowed to operate any type of motorized vehicle on school property under any circumstances.

**UNAUTHORIZED ITEMS**

Items that distract or disturb others are not to be brought to school. Such items as but not limited to: water guns, walkman/cd players, rubber bands, pyrotechnics (fireworks), smoke bombs, lighters, matches, pet animals, and laser devices. If these items are brought to school, students will be asked to hand them over and parents may pick them up in the office. Newhall Middle School and the Wyoming Public Schools are not responsible for private property brought to or left at school. **(See student code of conduct for penalties.)**

**UNAUTHORIZED SALES**

The unauthorized selling of food, candy, gum, tapes, etc. is prohibited. The sale of all items in the school must have the permission of a building administrator. **(See student code of conduct for penalties)**

**III. STUDENT CODE OF CONDUCT**

Our middle school staff recognizes the importance of appropriate student behavior to the education environment. We also recognize that learning acceptable behavior patterns is an important aspect of each child's development.

We are confident that this student behavior code provides an appropriate and consistent framework for the staff to respond to student behavior incidents. We believe that the rules for student conduct are fair. We will make every effort to be reasonable in our decisions. We ask that you take an active role in helping your child

behave properly by providing direction and guidance at home. Through mutual efforts and support, we will have a good learning environment.

The intent is to encourage proper behavior of students as defined by the Wyoming Board of Education. **It is your responsibility to read and understand these regulations.** They will serve as a guide for disciplinary decisions at our school and all school related functions.

*“Together We’re A Powerful Team”*

## **MIDDLE SCHOOL CODE OF CONDUCT 2011/2012**

### **Philosophy**

Wyoming Public Schools are committed to providing an orderly and stimulating learning environment for all students. The right to learn and to teach in an educational setting that is safe, free from disruption, and conducive to learning is essential. The circumstance of an effective learning atmosphere is dependent upon a sustained and cooperative effort on the part of students, parents, and staff.

Disciplinary action when necessary will be firm, fair, and consistent in order to be the most effective in changing student behavior. **In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following: student's age; nature of the offense and circumstances which led to the offense; student's prior disciplinary record; effectiveness of other forms of discipline; information from parents, teachers and/or others; and other extenuating circumstances.** In addition, authorized school personnel have the responsibility to investigate, interview and document information from anyone with possible knowledge of Code of Conduct violations. Parents and staff should work together to use positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to acceptable behavior, and setting clear limits.

All students are expected to know and to adhere to the District Code of Conduct. If a student with a special education designation demonstrates behavior warranting discipline, it will be administered consistent with the Code of Conduct, to the extent that this disciplinary action does not conflict with appropriate Federal and State regulations. On the other hand, we believe that students who demonstrate outstanding behavior should continue to be recognized by the District, and we will do so at every opportunity.

### **RIGHTS**

#### **...of Students**

- a. To expect that standards of conduct will be applied consistently to all students
- b. To expect protection of personal and property rights
- c. To work in a safe atmosphere conducive to learning
- d. To experience an environment that builds positive self-esteem

- e. To experience an environment where diversity is respected
- f. To take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability

**...of Parents**

- a. To receive regular and timely communication from the school related to student behavior and learning
- b. To expect their child to learn in a safe, orderly environment
- c. To expect equal and fair treatment of their child by school staff

**...of Staff**

- a. To receive cooperation and support from parents/guardians
- b. To expect the best educational performance from all students
- c. To work in an environment that is safe, orderly and free from disruption
- d. To remove a student from instructional setting for "substantially disruptive behavior"
- e. To fully investigate, or refer for investigation, anyone with possible knowledge of Code of Conduct violations.

**RESPONSIBILITIES**

**...of Students**

- a. To respect authority and obey school rules in order to be responsible citizens
- b. To show respect and consideration for the personal and property rights of others
- c. To demonstrate effective work/study habits by putting forth their best educational efforts
- d. To provide praise to others who earn it and acknowledge one's own positive characteristics and successes
- e. To respect the diversity of others
- f. To alert school authorities when aware of actual/potential security or safety concerns and/or code violations

**...of Parents**

- a. To respond to communication from school and to initiate such communication, if needed
- b. To prepare the student to assume a positive attitude in the school environment, including respecting the rights of others and the authority of all staff
- c. To understand and support the Wyoming Public School District **CODE OF CONDUCT**
- d. To alert school authorities when aware of actual/potential security or safety concerns and/or code violations

**...of Staff**

- a. To inform parents/guardians adequately in matters related to student conduct
- b. To consistently enforce standards for all students while providing a challenging curriculum
- c. To assume primary responsibility for enforcing the **CODE OF CONDUCT** through the use of various techniques at the classroom and building levels, such as student-staff conferences, contact with parents, and other disciplinary techniques

- d. To alert school authorities when aware of actual/potential security or safety concerns and/or code violations
- e. To immediately refer violent and repeatedly disruptive students for minimum suspension

## **INTRODUCTION**

Courteous, respectful and responsible behavior fosters a positive climate for the learning community. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to apply as a consequence of student misconduct, school officials may use intervention strategies and/or discipline actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school, and any other relevant factors.

## **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES**

The Code of Student Conduct applies before, during, and after school:

When a student is at school. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, at the bus stop, in route to and from the bus stop, or at a school-sponsored activity or event, whether or not it is held on school premises;

When a student's conduct at any other time or place has a direct and immediate effect on maintaining discipline, or on protecting the safety and welfare of students or school district staff; and when a student is using school telecommunications networks, accounts, or other district services.

## **GUIDELINES REGARDING SUSPENSIONS**

1. Suspensions will be In-School (ISS) or Out-of- School (OSS) depending on the severity.
2. Office referrals exceeding five (5) in a given year where ISS have been given may result in an Out-of- School Suspension (OSS).
3. Students who exhibit chronic behavior problems, where the pattern of behavior has not improved even after exhausting all disciplinary options will be placed on a progressive disciplinary plan (PDP). In this plan, a student's days of OSS will increase incrementally (1-3-5-7-10) for each behavior referral, not to exceed more than ten (10) days. Fifteen (15) days of accumulated suspension time may lead to disciplinary action up to expulsion.
4. Out-of-School Suspension (OSS) may require a parent conference before re-admittance.
5. Any student in ISS or OSS cannot attend any after school activities. Students in ISS that are athletes may sit on the bench in street clothes per district policy.
6. School suspensions include all classes and school activities for 24hrs. School activities are all activities that occur outside the regular schedule of classes during the normal school day that are sponsored and/or sanctioned by an individual school and/or Wyoming Public Schools Board of Education. Such activities would include, but not be limited to athletics,

music, club and social gatherings, dances, banquets, proms, and other activities.

### **Middle School Suspension Make-up Work Policy**

When a student is suspended for poor behavior and given consequences for his/her actions it is not the intent of the Board of Education to use the suspension as a means of punishing students academically. Therefore, upon request from the student, parent or guardian, students who miss school work due to a suspension shall be given the opportunity to complete all assignments and tests that can be realistically provided.

As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed as a result of the suspension. Students shall receive full credit for work satisfactorily completed within a designated period of time. For suspensions of three days or less, the student must approach each instructor, at an agreed upon time between student and instructor, the first day of their return from the suspension and obtain information on assignments missed. Parents wishing to access homework during the course of the suspension may do so by accessing Parent Connect. Students shall have the number of days suspended plus one additional day to make up any missed coursework. For suspensions of more than three days, on the fourth day of the suspension the parent/guardian is encouraged to call the office, request homework, and make arrangements to pick up the homework. The student shall have three days to complete and return assignments. Such work must be finished and returned before the parent/guardian can request any additional make-up work. The teacher, within the prescribed time frames noted above, shall arrange times to make-up tests and/or quizzes.

It should be noted that teachers have the option to reserve a portion of the grade to reflect a student's participation in class. Tardiness and/or failure to attend class due to a suspension may result in the loss of the participation portion of the student's grade and thus a lower course grade. For those classes based largely on participation, such as physical education, a time shall be designated outside of the normal school day (at the teachers' discretion) to allow make-up of the participation component if the absence due to a suspension would result in a significant reduction of the course grade. **In the case of truancy, homework and credit is given at the discretion of the Principal.**

### **SHORT-TERM SUSPENSION**

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

### **LONG-TERM SUSPENSION**

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

### **EXPULSION**

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise noted by the school board or

state law. The parent/guardian of the student may petition the school board to re-evaluate the student’s expulsion and request reinstatement to school, as permitted by state law.

**CONSEQUENCES FOR UNACCEPTABLE STUDENT BEHAVIOR**

Wyoming Public School District has adopted a uniform discipline code for all students. It is recognized that the primary responsibility for student discipline lies with each staff member. However, when a staff member feels a referral is necessary, the principal shall apply the code based on the prior disciplinary record. Follow-up with the referring staff member shall be the responsibility of the principal. Consequences of misbehavior include in-school suspension, out-of-school suspension, detention, community service, loss of privileges, and abbreviated day. Any student whose behavior continues to be unacceptable shall be referred to the appropriate personnel service and/or an Alternative Learning Center. Following is a listing of violations and the actions a principal or superintendent shall enforce for infractions of the **CODE OF CONDUCT** consistent with a student's right to due process. **Students who are suspended shall not participate in any school activities\* nor be allowed on any District property for the duration of the suspension as specified by the Board of Education.**

NOTE: A parent conference may be required by building administrator prior to re-admittance following a suspension.

<p align="center"><b>Level 1 Behaviors</b> Addressed by classroom teacher.</p>	<p align="center"><b>Consequences</b> May include one or more of the following</p>
Minor disruptions	Conference with Student
Unprepared	Student calls home
Blurting out	Teacher calls home
Not turning in/completing homework	Time out- office or with teaching partner
Work refusal/off task without disruption	Detention-lunch, before, after school
Sleeping	Conference with parent
Minor physical aggression without injury or malice	Seat change
Mild arguing	Time owed
Tardiness 1,2,3	Other
Dishonest student behavior- lying, cheating	

## **Level 2 Behaviors**

**Addressed by teacher or building administration**

Swearing/ Inappropriate language

Petty Theft- less than \$10.00

Moderate arguing/disrespect to staff

Moderate peer conflict beyond being able to solve in the classroom

Physical aggression (push, shove)- **ISS or OSS**

Skipping class

Disrespect of Authority-Refusal to follow request of staff member in the hallway/classroom

Minor Vandalism

Inappropriate Hallway behavior- excessive noise, unsafe behavior, running

Red Card

PDA- Public Display of Affection

## **Consequences**

**Discipline action determined by building administration. May include one or more of the following:**

1st Offense: Conference with student, Discipline referral, Up to three days lunch/after school detention or ISS

2nd Offense: Conference with student, Discipline referral, ISS.

3rd Offense: Conference with student, Discipline referral, Up to two days ISS.

4th Offense: Conference with student, Discipline referral, OSS.

### **Level 3 Behaviors**

**Addressed by building administration**

Severe Physical Aggression-  
Punching/Fighting

Severe verbal peer conflict (swearing,  
name calling, refusal to settle down)

Severe intimidation/Threats/bullying  
(documented)

Theft- greater than \$10.01

Racial Slurs/Discrimination

Sexual Harassment- "pantsing",  
inappropriate touching, repeated verbal  
harassment (documented)

Inappropriate language directed at an  
employee

Consumption, possession, or under the  
influence of alcoholic beverages on  
school property or at school sponsored  
activities

Insubordination- refusal to come to  
office, refusal to move seat, refusal to  
identify self

### **Consequences**

**Discipline action determined by  
building administration. May  
include one or more of the  
following:**

1st Offense: Conference with  
student, Discipline Referral, Up  
to 3 days OSS. Police Contact.

2nd Offense: Conference with  
student, Discipline Referral, 5-10  
days OSS. Police Contact.

3rd Offense: Conference with  
student, Discipline Referral, 10  
days OSS. Police Contact

4th Offense: Becomes level 4  
offense with recommended  
expulsion. Police Contact.

<p align="center"><b>Level 4 Behaviors</b> Addressed by building administration</p>	<p align="center"><b>Consequences</b></p>
<p>Physical/Verbal Threat toward any school employee</p> <p>Criminal Sexual Conduct</p> <p>False Fire Alarm/False 911 call/Bomb Threats</p> <p>Gangs- <b>Zero Tolerance</b></p> <p>Possession of Weapons/Weapon look-alike and or fireworks- <b>Zero Tolerance</b></p> <p>Use, possession, distribution or sale of an illegal drug or drug look-a-like on school property or sponsored event- <b>Zero Tolerance</b></p>	<p>Indefinite suspension with a recommendation for expulsion in accordance with state law and Board of Education policy. Police Contact.</p>

A weapon as defined by State or Federal Law include: gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. In addition, a firework, as defined by Federal Law, is prohibited. A weapon free school zone includes all public and private K-12 school buildings, school grounds, and school vehicles used to transport K-12 students.

**APPEAL PROCESS**

Suspensions of three or less days may only be appealed at the building level. Minor infractions may be handled with a detention. Students have the right to appeal disciplinary decisions. All requests for an appeal must be made by the end of the 3<sup>rd</sup> school day following the date that the discipline was assigned.

- A. A student has the following rights when action is taken against him/her by a teacher or an administrator:
  1. To be informed of the reason for the disciplinary action.
  2. To present school administrators with any facts that will support his/her defense.
  3. To have a hearing to contest the facts that led to the disciplinary action or to contest the appropriateness of the action.

- B. A student also has the right to appeal the following disciplinary action taken by school personnel:
1. Disciplinary action by a teacher may be appealed to the dean of students.
  2. A decision by the dean of students may be appealed to the principal.
  3. A decision by the principal may be appealed to the superintendent.
  4. A decision by the superintendent may be appealed to the Board of Education.

## **Discipline for Activities Not Occurring on School Premises**

The Wyoming Board of Education has a strong sense of responsibility to assure students that they can go to and from school in an atmosphere of safety. Also, there are many off-campus activities in which students participate, such as sports events at other schools, field trips, volunteer work on behalf of school programs or club activities. Many times incidents that occur off school premises are a result of activities, which have occurred on school premises. These incidents may have an impact on subsequent activities on school premises or on the safety of students within our schools. Therefore, it is the policy of the Wyoming Public Board of Education that students shall be disciplined for off-campus conduct detrimental to the interest of the school district and/or disruptive to the school community.

## **Superintendent's Responsibilities**

The superintendent may suspend a student for more than five (5) school days or issue a permanent suspension. **ANY SUSPENSION BEYOND FIVE (5) DAYS REQUIRES A SUPERINTENDENT'S NOTIFICATION.** A parent or guardian may appeal a disciplinary decision only in the event of a violation of due process, i.e., the right to present his/her side of the story.

## **IV. SERVICES**

### **BREAKFAST AND LUNCH**

Breakfast and lunch are served in the Newhall cafeteria. **Breakfast begins at 7:15am and ends at 7:35am. Students will not be allowed entry into breakfast after 7:35am unless granted permission from a school employee.** All students must eat lunch at school. You may buy your lunch in the cafeteria or bring your lunch from home. Information and applications are available to all Newhall students in the school office regarding the free or reduced lunch program. A lunch account can be established at any time by bringing in a check to the cafeteria supervisor. Upon payment, the student will be issued a number that will be used to purchase lunch. All students who participate in the free and reduced lunch program are also eligible for breakfast services.

1. All food must be eaten in the cafeteria.
2. Only the restrooms by the cafeteria may be used during the lunch hour.
3. Students are to clean the table of food and paper before leaving the cafeteria.

offenders will be placed on clean-up duty and/or subject to further disciplinary action

4. If you go outside, you stay out until the bell rings, and in the designated area.
5. no loitering in the halls around the cafeteria.

## **COUNSELING**

The counselor is one school person who sees each student as a special person. Through the counseling relationship, the counselor will assist you in solving problems, help with your school program, talk to you about your plans, decisions, and the way you feel about yourself. Counseling groups for students with similar problems meet periodically throughout the school year. See your counselor if you are interested. The Primary goal of the counseling department is to maximize the academic and social success of every student. Counseling/guidance services are available to all students.

Reasons student seek counseling services include:

- Academic planning
- Academic Difficulties
- Family/personal problems
- Peer difficulties
- Bullying

Students are encouraged to stop by the counseling office before/after school or in between classes to set up an appointment. In addition, parents may call the office to request services for their child. Appointments with your counselor can be made on a first-come, first-serve basis by signing your name on the counselors' door. **Do not sit and wait for a counselor. If you are late to class you will receive a tardy.** A counselor will see you as soon as he/she is available. Parents should feel free to call if they have questions regarding their child.

Other services coordinated through the counseling office include:

- Classroom guidance learning activities
- College and career exploration
- Individual/Group counseling (topics often include family concerns, dealing with stress and depression, building social skills, anger management and conflict resolution)
- Referrals to community agencies.
- Development of EDP's (Educational Development Plan's), 7<sup>th</sup> & 8<sup>th</sup> grade
- Student Study Meetings.

## **LOCAL EDUCATORS AGAINST DRUGS PROGRAM (LEAD)**

In cooperation with other local school districts and the Wyoming Police Department, Newhall is making drug-testing kits available to parents. Parents can purchase the kits for \$3.00 per test through the counseling department. Absolutely no record is kept of who purchases the kits. The kits are to be taken home and administered by parents. Under no circumstance will the tests be administered at Newhall or by Newhall staff. The information is for parent use only and parents are under no obligation to report the results to Newhall staff.

## **THE KENNEL**

The Kennel is the school clothing store offering Newhall school spirit apparel plus miscellaneous school sponsored materials such as pencils, pens, notebook paper, folders, etc.. The Kennel will be open every Friday, during some home sporting events, parent teacher conferences, open house and other special activities occurring during after school hours. The Kennel is run by the Newhall Parent Teacher Group (PTG).

## **CONFLICT RESOLUTION**

Students who are having a problem with another student are encouraged to meet with a counselor, teacher, or principal to have a conflict resolution meeting. Students who are having the problem are asked to work out a solution with the help of an adult.

## **HEALTH SCREENINGS**

The Kent County Health Department provides health screenings in the following areas: Scoliosis for 7<sup>th</sup> and 8<sup>th</sup> grade, vision for 7<sup>th</sup> grade. Vision and hearing screening is also done at the other grade levels by teacher or parent request. When scoliosis screening takes place students are asked to remove their shirts. Female students may wear bathing suit tops or halter-tops under their regular clothing for the scoliosis screenings. Dates of these screenings will be published in the Husky Tales newsletter. **If a parent/guardian does not want their child to participate, a written request must be submitted to the office prior to the screening date.**

## **LOST AND FOUND**

All lost items are taken to the school office and stored. Unclaimed items are donated to charity at the end of the school year.

## **MEDIA CENTER**

Our Library/Media Center is open from 7:45 a.m., to 2:45 p.m. A pass must be secured from your classroom teacher to visit the Media Center during any class period. Some materials may be checked out for two weeks while others may be checked out for overnight use only. We encourage you to use the Media Center. Learning the use of the Media Center and observing the rules is an essential part of the school curriculum. The Media Center will be open after school on most Tuesdays and Thursdays for activities related to academics until 3:15 pm.

## **OVERDUE MATERIALS**

Return all materials promptly. Others may want them. Fines are assessed for overdue or lost materials. Failure to pay fines could result in the loss of Media Center privileges. **Students who fail to pay fines or restitution for damaged books will not be allowed to participate in extracurricular activities until the fines are paid. Extra- curricular activities include, but are not limited to, school dances, athletics, non-curricular trips, clubs, school sponsored lock-ins and assemblies.**

## **TELEPHONE**

The main office phone is for emergency or calls pertaining to the educational needs of the students. Students must secure a pass from their classroom teacher in order to use the phone during any class period. Students are encouraged to use the phone during non-instructional times (lunch, pass time, after school). Students must provide

information to the office staff to why they need to use the phone. The office staff will determine the importance of the call. The office phones may be used only in case of emergencies and an administrator or office personnel must grant permission. A forgotten lunch, lunch money, homework, etc., is not considered an emergency. The office telephones are for school business. Emergency messages from parents will be forwarded to the student.

## **VENDING/POP MACHINES**

Newhall has vending/pop machines available for the students in the gymnasium lobby. The vending/pop machines are open to the students before and after school. The vending/pop machines are turned off during lunch and regular school hours. Students are not allowed to have any vending/pop machine items in the classrooms and/or hallways during regular school hours. Students are asked to respect the rules governing the use of these machines and to dispense any trash or returnable bottles in the proper containers.

## **ACADEMICS**

We will not simply promote students because they have attended school. Students earn the opportunity to move to the next grade level at the conclusion of each academic school year. When they have not earned the opportunity they will experience remediation and/or retention, which is the process of having to go back and repeat the learning activities a student did not master. Teachers are dedicated to helping students be successful in their school experiences.

### **Middle School Credit System**

1. In order to complete middle school students must satisfactorily earn the minimum of 20 (out of 24) middle school credits in each grade level, 7-8.
2. Students must be enrolled in six courses during each year. The six courses will consist of the four core subjects and two electives.
3. One middle school credit equals successful (an overall grade of 60% or greater) completion of one class hour for one quarter (9 weeks) . Middle school classes taken in 8<sup>th</sup> grade that result in high school credit require two (2) middle school credits to earn half (1/2) of a high school credit and four (4) middle school credits to earn one (1) high school credit.
4. Students must pass three of the four quarters in each of the four core areas (English, Mathematics, Science and Social Studies in order to be promoted to the next grade level.
5. Students will have opportunities to make up credits (see “Recovering Credit”)

### **Report Cards**

Report cards are issued at the end of each quarter (9 weeks). Parents are encouraged to communicate with the teacher regarding their child’s progress. If an “E” (incomplete) is recorded, the student is responsible to complete the necessary work within two (2) weeks after the grade is given. Once the required work is complete the “E” will be changed to the resulting letter grade. Students who recover the “E” grade during the two (2) week window will receive a grade no greater than a B- (80%). Failure to remove the “E” will result in the student receiving the grade earned to date. Students who earn credit after the two (2) week window will receive a grade no greater than a D- (60%). **Parents are encouraged to use the Parent Gateway**

**system to keep track of their child's progress. Please contact the school office for the instruction, user name, and password needed to access Parent Gateway.**

### **Grading**

Grading breakdown for each quarter will be defined as 60% for common course assessments, projects, labs, etc. and 40% for class work, homework or other assignments that are not common between teachers for each quarter. Common assessments are assessments used by each teacher that teaches a particular course.

**The Grade Point Average (GPA) will be determined by the following scale:**

A = 4.00	C+ = 2.33
A- = 3.67	C = 2.00
B+ = 3.33	C- = 1.67
B = 3.00	D+ = 1.33
B- = 2.67	D- = .670

### **Less than D- equals an "E" Failing**

**RCR (Recovered Credit)** = Indicates a grade for a course that was failed during the quarter marking period and successfully recovered after the two (2) week window. Students will receive a grade percentage of no greater than 60% for RCR.

### **Saturday/Summer Recovery Program**

One (1) week following the end of the full school year will be used as a credit recovery time. Students who have not earned the twenty (20) credits required to be promoted to the next grade level will have an opportunity to recover the credits needed in order to pass. Furthermore, any student who fails more than one (1) credit in a core area (math, English, science or social studies) must attend this program and successfully recover these credits to be promoted. To earn back a credit the students must prepare for and retake common assessments for the failed course. The new overall grade for a course must be 60% or greater to earn credit.

### **Retention Policy –Newhall Middle school**

#### Recommended for retention

- Below 60% average in each Academic Core Areas (Language Arts, Mathematics, Science, Social Studies).
- Not passing 1 out of the 4 marking periods
- Academic performance (MEAP, SRI, SMI)

Student must attend recovery or summer school to be promoted/placed into the next grade level.

Other factors include:

- Attendance
- Age of student

Building Administration reserves the right to make the final decision.

### **ACADEMIC SUPPORT**

In order for our students to be successful at Newhall, we realize the need for assistance both at school and at home. Below are some ways students can receive help beyond the normal opportunities in daily classes.

### **Teacher Assistance**

Assistance from teachers is offered before/after school in the teachers' classrooms by appointment. This is by far the most effective way of getting the personal assistance needed to better understand the curriculum, receive assistance with assignments, study for tests, or take common assessments. **A late bus and supervision will be provided until 4:15 on most Tuesdays (dates will be announced at the start of the school year).**

### **Early Entry**

Any students who arrive to school early can get a pass from a teacher the day before to receive help from that teacher. It is best to plan for extra assistance from a teacher ahead of time so the teacher can dedicate his or her time specifically to student needs. No student will be allowed to enter the building prior to 7:15 without a pass from a teacher.

### **T.E.A.M. 21**

T.E.A.M. 21 is a grant funded after-school program that operates Monday-Thursday from 2:45-5:45 PM. T.E.A.M. 21 is a partnership program between Wyoming Public Schools & the City of Wyoming Parks & Recreation Department. Enrolled students have the opportunity to receive academic assistance, character education, recreational programming, as well as both a snack and light dinner. Bussing is provided for in-district students at the conclusion of the program. All Newhall students are invited to complete an application for enrollment. Sixty five students are enrolled based on academic need and teacher recommendation. Enrolled students are only permitted to miss one day of program per week. Students may not be on an athletic team and enrolled in T.E.A.M. 21 at the same time. T.E.A.M. 21 also operates a six week summer program that offers academics and enrichment activities. Contact the main office for a program brochure and/or application.

### **Parent Gateway Program**

Newhall and the Wyoming Public Schools firmly believe in the correlation between parental involvement and student achievement. Committed to this belief, we offer parents/guardians of WPS students internet access to their student(s) grades and attendance records. Accommodations can be made for parents who do not have internet access at home. We encourage all of our parents to participate in the program. This is an excellent way to bridge possible communication gaps. Those who wish to participate in the program are directed to call or visit the main office to pick-up the information.

**Mentoring Program** - Career Progressions and Compassion this Way have partnered to form a mentoring program at Newhall Middle School. The goal of this program is to match up volunteer mentors with individual students. Time spent together with the mentor and student takes place once a week after school for an hour and a half. During this time they may play games, talk, or do homework. This program is committed to building healthy relationships between adults and students that help support and encourage the students' where they are at in their lives. All volunteers have background checks through ICHAT.

## **ACADEMIC AND CAREER PLANNING**

### **MEAP (Michigan Educational Assessment Program) Testing**

During the school year students are expected to take the MEAP tests. Seventh grade students take the Reading, Writing, and Math MEAP assessments. Eighth grade students take the Reading, Math, and Science MEAP assessments. More information about this assessment can be found at: [http://www.michigan.gov/mde/0,1607,7-140-22709\\_31168---,00.html](http://www.michigan.gov/mde/0,1607,7-140-22709_31168---,00.html)

### **Scholastic Reading Inventory (SRI)**

All students at Newhall will be undergoing SRI testing three (3) times during the school year. This test will determine each students' reading level in order to assist classroom teachers in developing individualized curriculum geared towards maximizing the students learning potential. Students will take these tests at the beginning, middle and end of each school year.

### **Scholastic Math Inventory (SMI)**

Scholastic Math Inventory (SMI) is an adaptive math assessment that provides each student an immediate report used to support data-driven instruction. It assesses five strands of mathematics: numbers and operations, geometry, measurement, algebra, and data analysis and probability. SMI is created to assess algebra readiness and to report on which new skills and concepts a student is ready to learn.

### **Explore Testing**

All 8<sup>th</sup> grade students at Newhall will take ACT's Explore Test during the month of April. The results from this test tell students things they need to know in order to plan their high school courses, prepare for the ACT, and choose a career direction.

### **Educational Development Plan (EDP)**

An Educational Development Plan (EDP) is a plan of action in which students identify and record career goals and an educational pathway to achieve them. EDP's will include students' career pathway choices, careers they are interested in and four-year plans for classes that will assist them in entering those careers. The EDP will also be a place for students to store work information, activities they participate in, and volunteer service. Students will learn about career pathways in seventh grade through the use of Career Cruising. In both seventh and eighth grade students will be given opportunities to edit and/or add to their EDP's. They will then revisit their EDP's each year in high school to make adjustments. EDP's are available for parents and students to access online.

### **Career Pathways**

The world of work is rapidly changing as existing jobs become more complex and new jobs demand increased levels of education. Students must acquire increased academic competencies, advanced technical skills, and greater problem solving abilities in order to become productive citizens in this highly competitive global economy. Career Pathways will provide students focus and foundation for their learning experiences that not only meet their academic potential and career interest, but lead to lifelong learning and achievement. The following six career pathways have been identified:

1. Arts and Communications
2. Business Management, Marketing and technology

3. Engineering/Manufacturing and Industrial Technology
4. Health Sciences
5. Human Services
6. Natural Resources and Agriscience

## **STUDENT RECOGNITION PROGRAM**

### **Academic Awards**

The academic awards are given at the end of each quarter (9 week marking period). Students are recognized for academic achievement at the all school assembly. To qualify for the Honor roll a student is required to have a G.P.A. of 3.0 or higher at the end of the marking period.

### **Positive Behavior Support (PBS)**

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide positive behavior support is to establish a climate in which appropriate behavior is the norm.

### **Power Paws**

Students at Newhall can receive power paws from staff which can be redeemed for prizes during lunch. Students also receive monthly celebrations for their positive behavior in school. These parties include school dances, movies etc.

### **Year end Awards Program**

Students are selected by staff and recognized for their achievements at an all school evening program during the final week of school. Students are awarded achievements in academics, leadership, art, music, presidential excellence, honor roll, citizenship, attendance, attitude, etc..

### **Students of the Month**

At the end of each month, one male and one female student from each grade level are recognized for their outstanding academic and social achievements. Students are treated to a complimentary lunch. At the end of the school year students who have been awarded *Student of the Month* attend a celebration picnic at Pinery Park, sponsored by the teaching staff.

## **SPECIAL ACTIVITIES**

Each grade level is designated a special activity or school sponsored event each year. These events are unique to each grade level and a reward for those students who have done well academically and behaviorally throughout the school year. **Any student who receives two (2) Out of School Suspensions (OSS) and/or four (4) In-School Suspensions (ISS) throughout the school year may not be permitted to attend these activities. Building administration reserves the right to make the final**

**decision on regarding the eligibility of all students. Students who do not qualify due to behavioral issues may be chaperoned by a parent.**

### **EXTRA CURRICULAR ACTIVITIES**

We have a number of activities during the year that are limited to our middle school students only. All grade level students will be allowed at athletic events, and their grade level activities.

### **VIII. FIRE/WEATHER INFORMATION**

Procedures for tornado and fire conditions are placed in every classroom and will be reviewed with

students by teachers. It is the responsibility of the student to know where he/she must go during these conditions. Students will be held at school during a **tornado watch** and classes will continue. Any parent wishing to pick up a child may do so by signing him/her out in the main office. If such hazardous weather conditions occur before school begins, parents/students should listen to the local radio stations or watch the TV weather report for appropriate school information.

If a tornado warning is in effect at regular dismissal times, all students, including those who walk, will be held in school until the warning is lifted or parents pick them up. If students are to be released from school due to hazardous weather, the superintendent will make the final decision and regular bus routes will be used.

Please discuss with your child a plan to follow in the event you are not home.

Severe weather in the winter can also cancel school. Parents should listen to local radio and TV stations for information regarding school cancellations. **Please do not call school so the phone lines can be kept open.**

### **FIRE/ TORNADO/ LOCK DOWN DRILLS**

At Newhall the safety of all our students is a top priority. We will run these drills in accordance to state law on a regular basis to assure our preparedness in case of any such emergency. The signal for a fire drill is a steady tone on the fire horn and a strobe light. The signal for a tornado drill will be an announcement made via intercom. Lock downs will also be administered over the PA system. The teacher will take roll so you must remain with your class.

#### **Fire Drill Regulations are as follows:**

1. Leave the building according to directions in the classroom.
2. Walk quietly without talking or pushing on the paved walks.
3. Remain with your class on the paved walks.
4. Line up in designated area so attendance can be taken.

#### **Tornado Drill Regulations are as follows:**

1. Proceed to the designated area and sit on the floor.
2. Maintain silence throughout the drill.
3. Remain with your class.

#### **Locks Down Drill Regulations are as follows:**

1. Follow the procedures of the classroom teacher.
2. Maintain silence throughout the drill.
3. Remain with your class and listen for PA instructions.

## **IX. MISCELLANEOUS**

### **EARLY ENTRY/DEPARTURE TIME**

If you need to see a teacher or work in the Media Center before school starts, you may get a pass from the Media Specialist. You must have a pass before entering the halls prior to 10 minutes before 1<sup>st</sup> hour. All students must leave the building within 10 minutes after 6<sup>th</sup> hour's dismissal unless they are under the supervision of a teacher and/or coach.

### **PHYSICAL EDUCATION**

1. If your child is unable to participate, we will accept a note from the parent for one day. If your child is unable to participate for more than one day, a doctor's statement is required.
2. Students should use a lock to secure individual possessions in the P.E. lockers.
3. **Newhall will not be responsible for any lost or missing items.**

### **RESTITUTION**

Students who owe restitution or fines for damaged/lost textbooks, school vandalism, bus vandalism, stolen items and/or overdue or lost media center books will not be allowed to participate in any extra-curricular activities until the fines or restitution has been paid. Extra-curricular activities include, but are not limited to, school dances, athletics, non-curricular trips, clubs, school sponsored lock-ins and assemblies.

## **X. SCHOOL CALENDAR/HUSKY TALES**

Each student will receive their Agenda book with a copy of the School Calendar on the first day of school. The Husky Tales School Newsletter will be sent home one time per month with students.

Student Agendas need to be carried to all classes. The agenda contains valuable information that can be used all year, such as: school rules, a daily planner, hall pass form, etc. **Newhall agendas will cost \$3.00 to replace.**

## **XI. ATHLETICS**

Newhall Middle School is a member of the **WMMSC**. Seventh and Eighth grade students may participate in the interscholastic sports offered at Newhall. These sports include: football, basketball, baseball, softball, volleyball, cheerleading, wrestling, track, cross-country and soccer. Participation in athletics is a privilege, not a right, gained only after suitable academic achievement is established. **All athletes are subjected to the athletic code of conduct handbook, and school handbook regarding extracurricular activities. Physicals are required for any athletic participation.**

Football, baseball, and softball are not considered middle-school sanctioned sports and are run under the direction of the high schools with help and facilitation from Newhall Middle School. They may be subject to their own participation fees.

## Physicals

1. Athletes may not participate without an up-to-date physical on file in the Athletic Director's office.
  - a. All physicals are valid for one school year of competition (Physicals expire at the end of each school year. Therefore, if you get a physical in January, it will only be valid until June. To play sports the next school year, you must get another physical.
  - b. All physicals must be dated on or after April 15 of the previous school year.
  - c. Both sides of the physical card must be filled out.

## Athletic Eligibility

1. No student may join an Athletic team after tryouts unless given permission by the School administration.
  - a. Athletes may be granted the opportunity if an injury prevented them from trying out or they enrolled in the district after tryouts have taken place.
2. Athletes are students first and therefore must be passing **All** classes in order to be eligible to participate in contests. Eligibility will be checked on a weekly basis. Athletes who are not passing all classes will have the opportunity to raise their grade. Upon improvement the athlete will be eligible to participate again. Eligibility will be checked on Friday's for participation the following week.
3. Students serving an in-school suspension on the day of an athletic contest will not be eligible to play. They may be able to practice. Athletes serving an out-of-school suspension may not be on school grounds and will not be eligible to participate until the suspension is lifted.

## CONDUCT AND TRAINING RULES

1. All persons representing the school should conduct themselves in an appropriate manner, exhibiting good sportsmanship and citizenship at all times
2. All athletes who participate in Newhall athletics do so on a voluntary basis and therefore agree to these rules when they join the team.
3. Smoking or use of tobacco products, illegal use or possession of drugs, and use or possession of alcoholic beverages will not be tolerated. This includes coming to Wyoming Public School properties after having used the substance.

1<sup>st</sup> offense – immediate suspension from the team and sport they are currently participating in. Suspension for one third of the athletic calendar year and into the next year if the full penalty is not served within that time frame.

2<sup>nd</sup> offense – One full calendar year suspension from athletics from the date of the misconduct.

4. An athlete must be in attendance the last 3 hours of the school day on the day of any contest or practice in order to participate that day unless excused by an administrator or the athletic director.
5. All team members are required to be transported to and from away contests by school conveyance. Exceptions will be made for emergencies or special arrangements with the parents in writing. Parents making special arrangements must fill out the transportation waiver and have it turned in to the coach or athletic director one day in advance of the contest
6. Team members who do not return to Newhall Middle School after an athletic contest by school conveyance without making prior arrangements will be subject to disciplinary action by being unable to participate in the next athletic contest
7. Attend all practices and contests unless permission to miss has been granted by the coach or athletic director.
8. Athletes are to be supervised by an adult at all times. Athletes are not permitted to loiter inside the school building or disrupt any other after school activity. Athletes may lose the privilege to participate on sports teams if they choose not to follow these guidelines.
9. Athletes are to be picked up within 15 minutes of the end of the home contest or practices and upon return from away contests.

**Jon Blackburn**  
Principal

**Josh Baumbach**  
Assistant Principal  
Athletic Director

# WYOMING PUBLIC SCHOOL DISTRICT

## Board of Education

Craig Popma  
Dennis Bush  
Susan Sheets  
Amy Payne  
Thomas Mott  
Mary VandeWater  
Lisa Manley

Dr. Thomas G. Reeder, Superintendent

*Wyoming Public Schools are committed to providing an orderly and stimulating learning environment for all students. The right to learn and to teach in an educational setting that is safe, free from disruption and conducive to learning is essential. The circumstance of such a learning atmosphere is dependent upon a sustained and cooperative effort on the part of students, parents and staff.*

## **Code of Conduct Committee and Dress Code Committee**

This document in no way limits the Superintendent or the Board of Education to take action to assure safe schools, but serves as a procedural guideline.

This Code of Conduct is consistent with NYS Education Law; Section 3214.