

Carlos E. Haile Middle School
9501 SR 64 East, Bradenton, FL 34212
(941) 714-7240

This handbook has been prepared for Haile Middle School students and addresses several policies and procedures at our school. Students are responsible for being aware of the contents. The Student Handbook is to be used in conjunction with the Manatee County Public Schools Code of Student Conduct. Not every item in the District Code of Conduct is re-stated here. It is not possible to list every specific rule violation that may occur.

Name _____ Grade _____

Student Schedule

	Room #	Teacher
Homeroom	_____	_____
1 st Period	_____	_____
2 nd Period	_____	_____
3 rd Period	_____	_____
4 th Period	_____	_____
5 th Period	_____	_____
6 th Period	_____	_____
7 th Period	_____	_____

Student ID Policy

All students will be issued a Photo ID at the beginning of the school year. For safety and security reasons, it is required that all students always wear their ID badges above the waist and visible while on campus. Students also need to use the ID badge when purchasing food items in the cafeteria and to check out materials or books in the Media Center. If a student is not wearing their ID or not wearing it in the proper manner (i.e. altered or vandalized in any way), disciplinary actions according to the school matrix will be applied.

Students without an ID badge will be required to pay a \$3 replacement fee.

Dear Parents:

As parents of middle school children, you are aware that two valuable tools we can offer a student are organization and responsibility. This planner is to be carried by your child to each class every day for the entire year. If your child loses or damages his/her planner, he/she will be required to purchase a new one at a cost of \$5.

Students are instructed on how to use the planner in each class. They are to record their assignments, class work and critical due dates in the subject column provided under each date. They must always also carry the behavior card in the planner. (See behavior card policy in the discipline section of the planner). The planner may also be used to communicate messages between home and school.

We ask that parents check the behavior entries and planner regularly. Your child's teacher may send messages to you via the planner. This simple act will demonstrate to your child that you are concerned with his/her schoolwork and citizenship.

Please join us in the commitment to work together to make your child the best student he or she can be.

Sincerely,

Haile Middle School Faculty and Staff

NOTIFICATION OF NONDISCRIMINATION

The School District of Manatee County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Any employee, student, applicant for admissions, applicant for employment, volunteer, vendor, or member of the public who believes he/she has been discriminated against or has been harassed by an employee, student, or other third party who is subject to control of the School Board on account of race, color, national origin, gender, age, disability, marital status, genetic information or any other basis prohibited by law, is encouraged to use the appropriate grievance procedures set forth in School Board Policy 2.19 – Discrimination and Harassment Prohibited.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Sherman Stroman
Equity Coordinator
School District of Manatee County
215 Manatee Avenue West
Bradenton, Florida 34205
941-708-8770 X 2052
stromans@manateeschools.net

Attendance

Daily attendance is fundamental to success at school. By Florida Law (FS 232.09), each parent or legal guardian of a child of compulsory attendance age is responsible for the child's school attendance. The students are expected to attend all days of the regular school year unless a situation exists which makes their absence necessary.

Absence from school may be excused for the following reasons:

1. Religious instruction or a religious holiday
2. Sickness, injury, or other insurmountable condition
3. Participation in an academic event or program
4. A subpoena or forced absence by any law enforcement agency
5. An appointment with a doctor or dentist
6. A School Board approved activity

Students who are **absent** more than **nine (9)** days per year must provide documentation from a physician to receive additional excused absences.

In the event of an unavoidable absence, we request that these steps be followed.

1. A parent should notify the school attendance office before 10:00 a.m. on the day of the absence at 714-7240 to leave a message by dialing 8 or ext. 2000.
 2. Absences not confirmed in advance by phone must be excused in writing by the parent. The written excuse needs to be delivered to attendance on the day of the student's return.
 3. Making up missed class work is entirely the responsibility of the student and the work is due in a period equal to the total number of days absent.
 4. In the case of long-term absence (3 or more consecutive days), parents may obtain make-up class work assignments with a 24-hour advance notice. Please call 714-7240 ext. 2012. Assignments should be picked up in the Student Services Office.
 5. Students are required to be in attendance at school for at least one half of the class periods to be considered present for the day. In order to attend school-related activities after school, the student must be in attendance for at least one half of the class periods that day.
 6. Students are responsible for making up all work if an absence is excused or unexcused.
- *** Students are responsible for checking teacher websites and/or Schoology when they are absent to get missed work. It is also the responsibility of the student to request work PRIOR to an absence.

Balloons, Deliveries, Flowers and Stuffed Animals

Students will not be allowed to have food delivered from (outside businesses/restaurants). Students will not be allowed to bring or carry balloons, flowers or stuffed animals on campus. If any of these items are brought onto campus by the student or delivered, the school will store them in student services until the end of the school day or other arrangements will be made. It will be the student's responsibility to come to student services to pick up their property.

Behavior Card Policy

Students must carry their behavior card at all times. Failure to carry this card will result in an administrative referral.

Quarterly Behavior Card

Three infractions will result in a parent or guardian being notified. Parent signature is required.

Four infractions will result in an administrative referral. Again, a parent or guardian will be notified, a discipline action will be assigned, and the student will be issued a red card.

Red Card

Two infractions will result in an administrative referral and a discipline action. A parent or guardian will be notified.

Three infractions will result in an administrative referral. A parent or guardian will be notified, and a discipline action will be assigned according to the discipline matrix. Progressive discipline actions will continue with each infraction while student is in possession of the **Red Card**. **Red Card** disciplinary actions may include: In-school suspension, school detention, after-school detention, or out-of-school suspension.

Students in possession of a **Red Card will lose all incentive privileges.

Students in possession of a **Red Card with no infractions after ten (10) school days will be awarded a "Probation" card that will reinstate all incentive privileges. **One** infraction while holding a "probation" card will result in an administrative referral. A parent or guardian will be notified, a discipline action will be assigned according to the matrix, and a Red Card will again be issued to the student. At the beginning of each nine (9) week period, all students will be issued a new Behavior Card. (This does not mean that their discipline consequences start over per the matrix.)

Behavior Card Celebration Requirements

In order to attend the quarterly behavior card celebration students must meet the following requirements:

- Student must maintain their behavior card or have earned a probation card.
- Student may not have more than 2 days of In School Suspension during that quarter.
- Student may not have any days of Out of School Suspension during that quarter.

Bring Your Own Device (BYOD):

The goal of BYOD programs is to expand opportunities for 21st Century learning. However, using personally owned devices at school is a privilege, not a right and may only be used for learning purposes at the discretion of the classroom teacher. ***This privilege may be revoked for the student body as a whole or for students individually at the discretion of the administration.*** Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. **No student will be left out of instruction.**

Devices Permitted:

The following devices are permitted. Items may be added or deleted at the discretion of the school administration.

- Laptops, Tablets, iPads, eReaders, and Cell Phones

Rules and Conditions:

The following rules and conditions are specific to Carlos E. Haile's BYOD program. All other school/District rules and policies also apply, including, but not limited to the Code of Conduct. **Please be advised that while accessing the district network, all information can be reviewed and monitored by district personnel.**

Where/When/Storage

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device to text or update personal sites/accounts during school hours.
3. Students may not use their device to video during school at any time.
4. Students may not carry cell phones in their back pocket, they must be turned off and in their backpacks.
5. Students may not use their device in common areas (hallways, bathrooms, locker rooms, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
6. Students must use headphones at any time their device will use sound.
7. Before school students may go to the media center to use devices for school projects and reading.
8. Students should not ask teachers or staff to 'hold on to' or store their device.
9. Administrators/Staff should not be asked to retrieve devices left in school.
10. Devices must be off and out of sight when not being used in the classroom.

Network/Internet Access

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites which are blocked by the District's filter.
2. Personal devices may only connect to the school's 'guest' network. Although some devices may not be able to connect to the '**manatee connect**' network, the school will not alter network settings in order to allow such devices to connect.
3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network.
4. Students should bring devices fully charged to school. Access to electrical outlets or computers for charging should not be expected.
5. Students will not have access to network printers using their own device. Media Center will still have printers that are accessed through district issued computers.

Theft/Loss /Damage/Troubleshoot/Inspection

1. The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/District staff, including Technology staff, will not configure troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

Technology Parent Agreement:

My student will be subject to discipline for texting and/or utilizing their device during the school day without teacher permission. As the parent/guardian of this student, I understand that although my student's teacher will encourage and enforce proper device usage of technology, it is my responsibility to check time stamps and social media usage, to assure that my student is correctly using their equipment and time in school. Also, I understand that calling or texting my student during school hours is not allowed.

To Opt Out of the Haile Technology Code of Conduct:

In order to opt out of Haile's BYOD and Technology usage contract please send in a letter to administration within the first 14 days of school. Please know that opting out means your student will not be able to use their own devices at school, nor will they be able to use Haile's equipment. Haile's technology contract pertains to both BYOD and school owned devices.

Computer Usage Policy

Haile Middle School is very fortunate to have a wide variety of technology and software programs. In order that all students may benefit from our technology the following policies have been developed:

*Students are not permitted to create, delete, copy or change any file on the network.

(Only software that is licensed to Haile Middle School may be used.)

*Students are to use only programs authorized by the teacher or media specialist.

*Students are to print only when the teacher or media specialist gives permission.

*Equipment must be handled carefully. Students are responsible for the care of the equipment and will be held liable for damage.

*Unauthorized Internet Access will result in discipline consequences and suspension of computer privileges.

Network Information Services Guidelines

If any user violates any of these provisions, his/her access to electronic information services may be terminated and all future access could possibly be denied. Some violations may lead to disciplinary action, and if a criminal offense is committed, to prosecution under state or federal laws.

Acceptable uses of computer networks are activities that support learning and teaching.

Unacceptable student uses of wide area computer networks include:

1. Using network access to alter or destroy information belonging to others.
2. Using profanity, obscenity, or other language, which may be offensive to another user.
3. Copying personal communications to others without the original author's permission.
4. Copying software or other copyright protected material in violation of copyright law.
5. Using the network for private business purposes.
6. Using the network for any illegal activity, including bullying, intimidation, etc.
7. Spreading computer "viruses" deliberately, or by importing files from unknown sources.
8. Accessing social media or other prohibited sites.
9. Accessing other students' accounts.

The person who has a network account is always responsible for its proper use. The school district does have the right to review contents of all email and to monitor any web sites that are accessed.

Violation of these guidelines may result in discipline consequences & forfeiture of school computer access.

Bullying Is Unacceptable

Every young person has the right to attend our school and feel safe and valued. No one should be fearful of physical harm or be the victim of gossip, verbal abuse or mistreatment by peers in person, through others or via text messages, e-mail, Facebook or other communication. Students do not have to be best friends with everyone but are expected to treat everyone with civility and respect.

Bullying is defined as "repeated aggressive, hurtful action of a physical or verbal nature by an individual or group against another individual." It must be reported in order for the school to take action.

Bullying involves a power imbalance and a sense of being oppressed on the part of the victim. Such intentional mistreatment of an individual by another student will not be tolerated on our campus.

Such acts can be social, emotional, or physical in nature and may include (but are not limited to) teasing, name-calling, rumor spreading, exclusion, intimidation, threats, personal property damage or theft, pushing, shoving, or other physical acts. Any acts committed via the Internet, e-mail, telephone, text messages, Facebook, Instagram, Twitter, and all forms of social media is also considered bullying.

This policy will be discussed with students at the beginning of the year. If you are the victim of bullying, it is your responsibility to report it to a teacher, guidance counselor, or administrator. We cannot intervene if we do not know about the situation. Students who observe someone else being mistreated have a moral responsibility to report such behavior to school administration. We will use counseling, mediation, no contact orders and other disciplinary consequences (as necessary) to ensure that each student feels safe on our campus.

Bus Referrals

All students are required to abide by all school, school district and school transportation rules, regulations and policies. Non-compliance may result in suspension of bus riding privileges. Major infractions may result in school suspension. We at Haile Middle School expect that all our bus-riding students will consistently abide by those rules, regulations and policies so that a safe and secure transporting of students to and from school, takes place. Bus students should be fully aware of their responsibilities in behavior when riding to and from school.

Bus Transportation Guidelines

The driver is always in charge and will take reasonable action to ensure safety. Riding the bus is a privilege; improper conduct may result in a denial of bus transportation and other discipline consequences. Large objects that may impede movement or seating are not allowed on the bus. School personnel do not have the authority to approve parent request for students to change a bus assignment or to ride a bus other than that assigned. Such requests should be directed to the Department of Bus Transportation, which supervises bus drivers.

Cell Phones

Cell phones shall NOT be used during the school day within the perimeter of the school, unless a classroom teacher is allowing the use for a class assignment. Violations will result in a discipline consequence and phone confiscation. The school is NOT responsible for stolen or lost cell phones. Students may not receive calls or texts on their cell phones during the school day, nor use them for text messaging, videotaping, photographing, or accessing social media etc. While on campus, students MUST keep their phones turned off and out of sight, unless granted permission for appropriate classroom use.

Parents: Please make sure your child acts responsibly and does not make a cell phone an issue. Refusal to turn over a cell phone upon an administrative or staff request will result in a disciplinary consequence.

Clinic/Medication Policy

A teacher may refer students who become ill at school to the clinic. Parents will be contacted if necessary. Any student who needs to be in the clinic longer than 15 minutes will need to be picked up by a parent/ guardian. NO over the counter or prescription medications will be administered to students without a doctor's authorization and parental consent. See the clinic nurse for the necessary documents. If a student has a temperature of 101 degrees or above or is vomiting, he/she must be picked up from school. Parents must arrange to arrive at the school within 30 minutes of a determination to send the student home due to illness. Parents should ensure they provide the clinic and the school office with current phone numbers and contact information. Students who request to leave school because of illness must first obtain a pass from a teacher to the clinic. Any student who calls or texts a parent from a cell phone to pick them up due to illness will be subject to disciplinary procedures for inappropriate use of technology.

All students entering 7th grade must have a Tdap vaccine and provide the school with a State of Florida 680 Immunization certificate signed by the Healthcare Provider or the required waiver from the Health Care department prior to the first day of school. If a student has not met this requirement, they will not be allowed to attend classes until the requirement is fulfilled.

Medication: Students requiring medication at school must notify the school nurse. It will be necessary for the parent or guardian to bring in the prescription medication (with prescription label) to the school and sign appropriate authorization forms. The clinic personnel are not allowed to dispense medication of any kind. Students must NOT carry any prescription or non-prescription medication to school. Possession of medicine pills (both over the counter and prescription) is prohibited and will result in suspension from school.

Contraband

Any item on school grounds that has no educational value and may be disruptive is considered contraband and is prohibited. Possession of such items may result in disciplinary actions and possible referral to law enforcement. Criminal consequences as well as school consequences could result. Such items include, but **are not limited to** the following:

alcohol	electronic games/toys	pepper spray
electronic cigarettes	fireworks	pornographic or other inappropriate material
cameras	gang-related items	prescription or over the counter medication
candy	glass bottles	(clinic personnel must dispense ALL medications)
vaping/oils & associated material	hair paint	radios
chains & chain belts, etc.	hats/bandanas	lighters/matches/tobacco products
chewing gum	intoxicants	skateboards
correction fluid	sunglasses	jewelry that may pose a hazard
drinks (other than water)	laser pointers	weapons or facsimiles—any edged article
drugs/ medicines	silly string	(i.e. knife, box cutter, razor blade, etc.)

Courtyard Behavior

Students may not carry drinks, other than water. No use of technology. All school rules will be enforced.

Directory Information and Right to School Records

Directory Information - Some of the information in your school records is not confidential and may be released without your consent. This information is known as “directory information.”

Directory information includes the following:

- a. Full legal name
- b. The image or likeness in pictures, videotape, film or other medium
- c. Dates of attendance
- d. Major field of study
- e. Participation in officially recognized sports and activities
- f. Height and weight of athletic team members
- g. Degrees and awards received
- h. Most recent previous educational institution attended
- i. Subsequent educational institution attended
- j. Academic work intended for publication or display

*****If you do not want directory information released, you must notify the principal in writing as to what types of directory information you do not want released. That written notice to the principal must be received no later than September 15th of each school year or within 30 days of receiving this annual notice.**

NOTE: Objecting to the release of directory information may result in your name, photograph and other directory information being excluded from yearbooks, sports programs, and other school publications.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for minimal copying charge. If you have any questions about these rights, please contact your school office.

Eating in the Classroom

Students may not eat in the classroom unless authorized by the classroom teacher and/or administration. Students may not have drinks, other than water, in the classroom.

Eating Lunch with your Student

Parents who wish to eat lunch in the main office with their student must give the school a 24-hour notice of wanting to join us by calling ext. 2000. Parents should sign in at the front office with their driver license for a visitor pass.

Hall Pass

Students must have a pass to be admitted late to class, to the office, or to any other area on campus. Students must not be out of class at any time without a pass.

Investigation at School

1. Administrative

If you are suspected of violating the ***Code of Student Conduct***, school officials can question you without first contacting your parent. You do not have a right to have your parent present or a right to an attorney when you are questioned. Refusing to answer questions or lying to an administrator will result in disciplinary action.

2. Criminal

If you are a suspect in a criminal investigation by the police that may result in your arrest or criminal charges, an administrator will make an effort to contact your parent before the police begin questioning you. If a parent cannot be located, the police may proceed with questioning. If your parent is contacted, the police may allow your parent to be present during your questioning.

3. Victim or Witness

If you are a victim or a witness, the police or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

4. Removal of Student from School Property

If you are a witness, the police cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without a warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

5. Searches and Seizures

Your locker, vehicle, purse, backpack and other personal possessions can be searched if there is a reasonable belief any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search by law. They are safety precautions to provide you a safe school in which to learn.

Late Work

Late work will only be accepted up to one week after the initial due date.

Media Center

Any student enrolled at Haile Middle School is eligible to use the Media Center's facilities and resources. Any person with a Haile Middle School patron number may check out materials.

*Materials are expected back by the due date so that other users may use them.

*Materials should be returned in the same condition as received.

*The loan period is two weeks for most books. Reference books may not be checked out.

Renewals are possible if no one else has requested the book(s). Books may be renewed a maximum of three times.

*Only two books may be checked out at a time.

-The fine for overdue books is \$.05 cents per day, up to a maximum of \$2.00. Students with overdue books and/or fines will be denied non-academic school related activities at the principal's discretion until all obligations have been paid in full, including but not limited to dances and field trips.

-Overdue notices will be sent to Language Arts classes. Failure to receive the notice, however, does not excuse the borrower from the obligation of returning the books and/or paying fines.

-Lost books should be reported promptly and arrangements made to pay for the book. The charge for a lost item is the original cost of that book. Refunds will be made if the lost book is found and returned to the media center in good condition

*Unusable damaged books will be treated the same as lost books, and must be replaced at their original cost.

Monitoring Student Progress Through the Parent Portal

Parents will have ongoing computer access to their child's grades through the online grade book in Focus.

Coursework and material can be accessed through Schoology. Access codes for the online gradebook are assigned after parents complete the form and bring it to school with proper identification. Forms are on the school website or may be obtained at school. Progress reports are accessed online in the middle of every nine-week quarter. This is when teachers evaluate the student's achievement for the first half of that quarter. Parents/guardians are asked to review the report with their child and check their child's grades weekly through the online gradebook in Focus.

Report cards are issued online through Parent-Portal every nine (9) weeks throughout the year.

Grading Scale policy:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 - 59

In addition to the academic grade earned in each course, a grade for citizenship is also earned. The citizenship grade is numeric and is the teacher's assessment of a student's attitude and conduct. These grades range as follows:

1. Excellent

2. Satisfactory

3. Needs to Improve

4. Unsatisfactory

Any student who receives more than one 4 in citizenship on the report card may be excluded from participation in extracurricular activities during the next grading period. The criteria for students to be eligible to become members of the National Junior Honor Society requires that a student not receive a citizenship grade of "4" in the most recent six quarters (last three quarters of 6th grade and first three quarters of 7th grade).

National Junior Honor Society

To qualify for invitation to apply to NJHS, students must earn a 3.5 or better Grade Point Average for six consecutive quarters in middle school. Students must demonstrate character and leadership. They may not have received a Red Card for behavior infractions or have received a middle school suspension, in school or out of school. They also need to show evidence of membership or activities in clubs, organizations, or activities sponsored by the school and/or community.

Rewards for Student Achievement

We support offering a quality education for all students in a safe, technologically rich environment in which every student is known well by at least one adult. An integral part of this is the recognition of deserving students for a job well done. With this in mind, activities have been developed that reward positive accomplishments. These include Student of the Month, Reward Assemblies and Activities, Field Trips, National Junior Honor Society, End of the Year Awards and the Eighth Grade Dance.

School Advisory Council

The School Advisory Council (SAC) is an organization composed of parents, faculty, staff, and the community whose main function is continual school improvement. Meetings are held monthly.

Student Dress Code

Haile students are expected to dress in an appropriate manner for the business of education. We display cleanliness, good grooming, neatness, and modesty--important standards of appearance. Students are not allowed to wear anything that indicates membership in a particular group (except when related to Haile Middle School) or clothing that will tend to polarize students into groups. Our administration has the discretion to determine what appropriate and inappropriate attire congruent with district policy is. Student(s) wearing extreme styles which could disrupt the instructional environment, present health or safety hazards, or which are indecent (sexually provocative) or in violation of the law will be subject to disciplinary actions.

All clothing must be in good taste, and appropriate for middle school students as determined by administration. The following rules will be observed at all times.

1. **NO** attire or paraphernalia that displays or is associated with drugs, sex, sexual innuendo, violence, alcohol, tobacco, satanic music, vulgar language, gang dress, or clothing that displays messages contrary to a positive school environment. (i.e.: Hooters, Playboy, etc.)
2. **NO** hats, visors, caps, or sunglasses are to be worn or brought on campus.
3. **NO** unnatural hair colors or extreme hairstyles. (ex: neon, burgundy, blue, green, purple, pink, yellow, orange, etc.)
4. Shoes with a back must always be worn. **NO** bedroom slippers or pajamas. Shoes must always be buckled or tied. **NO** flip-flops, slides, backless shoes or skate shoes.
5. **NO** tight or indecent shirts, **NO** tank tops, halter tops or spaghetti straps unless there is an over-shirt or undershirt with sleeves. Jerseys must have a tee shirt underneath. **NO** crop tops, bare midriffs, see-thru or low-cut blouses/shirts of any type. **NO** showing of cleavage, bras, underwear or stomach. The chest area and back must be covered, undergarments must be worn.
6. No baby "T's". No deep cut arm openings. Bra straps should not show.
7. **NO** mini-skirts or short-shorts. No dresses or skirts with slits. Shorts, skirts and dresses should reach the tip of the students' longest finger when the student stands at attention. Shorts and skirt hems should be the same length all the way around. Skirts must be proper length if worn over leggings.
8. **NO** spandex attire or leggings without a finger length t-shirt, dance or exercise pants, or tight shorts.
9. **NO** hair rollers, nets, bandanas, pacifiers, or chains that are not normal jewelry or other items as deemed inappropriate by administration. No picks/combs worn in hair. No brushing or combing of hair in class or cafeteria.
10. **NO** facial piercings (nose, tongue, lips, eyebrows, cheeks, etc.)
11. **NO** saggy pants, Pants must be appropriately fastened at the waist. **NO** pants or shorts worn below waistline.
12. Clothing with Haile Middle School logo, approved by administration, may be worn.
13. **NO** jewelry with profanity or design that is obscene or suggestive or relates to alcohol, tobacco, illegal drugs, or against other people.
14. **NO** clothing with **ANY** frays, holes, cuts, or slits above the knee.

Any student in violation of the above rules will have parent(s) notified immediately. Students will be given the opportunity to change clothing from the supply of appropriate clothing available. If clothing is not fitting, the parent will be requested to bring appropriate attire for the student. Any student in violation will not be permitted to attend any Haile Middle School classes and activities until proper changes have been made. A repeat dress code violation will be considered defiance and dealt with accordingly.

Student Arrival and Departure Times

Students should arrive at school no earlier than **30 minutes** before the first bell and should be picked up no later than 30 minutes from the last bell in the designated parent pick up area on the east side of the school campus. Students **MUST** be enrolled in our afterschool program if they will be arriving on campus early or late. The program charges a nominal fee. Students may NOT be on campus outside these times, as there is no supervision, and we want your children to be safe. Unsupervised students may be considered trespassing.

Student Sign-In & Sign-Out Procedures

Students needing to leave campus during the school day will be released only to those persons listed on the Student Personal Information Card. The person picking up the student will be asked to provide proper photo identification before a student will be released. Safety of students is our primary concern. We appreciate your cooperation. Students who need to leave school before the regular dismissal bell must:

1. Students will not be allowed to be signed out of school 30 minutes prior to dismissal without giving prior notice to office staff. You must submit a written request to the office from the parent/guardian prior to the start of the school day and receive a dismissal pass. Students requiring dismissal after 3:40 p.m. should have obtained this dismissal pass in the morning before school.
2. At the assigned time, show the dismissal slip to the teacher before being excused to leave the classroom.
3. Immediately report to the Attendance Office.
4. A parent/guardian must come into the office to sign the student out prior to leaving campus. Any student who returns to school on the same day needs to again sign in at the attendance office.

Surveillance Cameras/Searches

For the safety and security of students and staff, video cameras are located throughout public areas on campus. Recordings from this system may be used as evidence in discipline cases. Student lockers, backpacks, etc. are subject to search upon reasonable suspicion of a violation of school rules.

Tardy Procedure

Students arriving to school after the morning tardy bell must report to the Front Office with a parent or a note from the parent explaining the reason for the tardy. Students will not be admitted to class without a pass from the Front Office. To receive an excused tardy, you must provide legitimate documentation from a medical or dental facility, etc.

Textbooks

The textbooks issued to students are property of the School Board of Manatee County and represent a significant investment by the taxpayers. Parents of students are financially responsible for the issued books and therefore students should use reasonable care with them. The school must be reimbursed for lost or damaged textbooks.

Use of the Telephone

Students will not be called from class to the telephone except in case of an emergency. Please attempt to conduct all personal business at home before school. Parents should refrain from calling or texting their child during the school day, as students will receive a disciplinary consequence for using their phones during the school day. Students who become ill during the day should report to the Clinic, NOT use their phone to contact a parent so that we are aware they are sick.

Visitors

All visitors are required to sign in at the front office with their driver license which will be scanned in the Raptor system and a visitor pass will be issued. Students may not bring friends as visitors to class with them, nor may students return to visit after they no longer attend our school. This is considered trespassing.

Withdrawal Procedures

Please notify the registrar at least two days in advance if it becomes necessary to withdraw your child. The withdrawal form will need to be signed by the enrolling parent or enrolling guardian before withdrawing a student. The student must bring all books and other items belonging to the school when withdrawing. Proper withdrawal of a student requires time on the teacher's part, as details need to be addressed. The appropriate completion of the withdrawal form will assist the successful transition of your child to the new school.

These consequences may escalate, depending upon the nature of the circumstances and the student's overall discipline record. **Repeat referrals will escalate consequences in all categories.** It is not possible to list every rule violation that could occur. The Discipline Matrix is to be used in conjunction with the District Code of Student Conduct Book. All students are responsible for being aware of the contents.

Discipline Matrix for Haile Middle School

ISS= In-School Suspension OSS= Out of School Suspension

LEVEL 1 OFFENSES	FIRST	SECOND	THIRD
Bus Referral	See Code of Conduct		
Cheating on tests, classroom work and/or other assignments	Teacher notifies parent. Student counseled. Zero for test/work, 2 School Plus, 1 day ISS	Teacher notifies parent. Student counseled by Principal. Zero for test/work, 2-5 days ISS	Teacher notifies parent. Student counseled by Principal. Zero for test/work, 3-10 days ISS
Disruptive Behavior	1-3 ISS	1-5 day ISS/1-5 days OSS	3-5 days OSS
Dress Code Violation	CAW (Change)	1 Day ISS	2-5 days ISS
Hair: Coloring/dying of hair with colors such as orange, green, purple, yellow, blue, or any other unnatural hair coloring	1-3 days ISS	1-5 days OSS	1-5 days OSS
Horseplay	1-3 days ISS	3-5 days ISS or 1-3 days OSS	3-5 days OSS
Inappropriate Behavior	1-3 days ISS	3-5 days ISS or 1-3 days OSS	3-5 days OSS
Medication Policy Violation	1-3 days ISS	1-3 Days OSS	3-5 days OSS
Name calling/Inappropriate comments	1-3 days ISS / OSS	2-5 days OSS	3-10 days OSS
Possession of cell phone, MP3 players, electronics, etc.	Confiscation, Parent must pick-up	Confiscation, 1 day ISS. Parent pick up at end of the year.	Confiscation 1-2 days OSS
Profanity, use of Profanity to student	1-3 days ISS/OSS 1-3 days OSS	3-5 days ISS/OSS 3-5 days OSS	5-10 days ISS/OSS 5-10 days OSS
Public Display of Affection/Kissing	1 or more School Plus or 1 day ISS	1-2 days ISS	3-5 days ISS
Pushing/Shoving (depending on severity)	1-3 days ISS / 1-3 days OSS	2-5 days OSS	3-10 days OSS
Tardies	2 LD	2 TO from that class	1 ISS
Technology Inappropriate Use	1-3 days ISS or OSS	3-5 days ISS or OSS	
Throwing of objects (depending on severity)	1 -3 days ISS /OSS	2-5 days ISS/OSS	3-5 days OSS
Violation of Dress Code	Phone Home, 1 day ISS	1-3 days ISS	1-3 days ISS/OSS
Violation of ID Policy	Counsel and Warn	1-2 LD or BSD	1-3 days ISS
Violation of Lunchroom Procedures	1 or more School Plus, ISS, Work Detail	2 School Plus or 1-3 days ISS, Work Detail	3-5 days ISS/OSS, Work Detail
*Multiple Lev. 1 Offenses	2-3 days OSS	3-5 days OSS	5-10 days OSS

LEVEL 2 OFFENSES	FIRST	SECOND	THIRD
Aggression Non-Physical	1-3 days ISS / OSS	3-5 days ISS / OSS	5-10 days OSS
Cheating	1 day of ISS	1-3 days of ISS	1-3 days of OSS
Defiance of School Personnel/Staff/Authorities	1-3 days ISS / OSS	3-5 days ISS / OSS	5-10 days OSS
Defiance of administrative warning	3-5 days OSS	5-10 days OSS	10 days OSS
Derogatory comments or racial slurs	1-3 days OSS	3-5 days OSS	5-10 days OSS
Disrespect towards Personnel/Staff /Authorities	1-3 days ISS /OSS	3-5 days ISS/OSS	3-5 days OSS
Endangerment	1-2 days OSS	2-4 days OSS	5-10 days OSS
Forgery	1-3 days ISS/ OSS	3-5 days OSS	5-10 days OSS
Harassment (NON SESIR)	1-3 days ISS	3-5 Days OSS	5-10 days OSS
Hazing/Bullying (Non SESIR)	1-3 days ISS	3-5 days ISS	1-3 days OSS
Horseplay	1-3 days ISS	3-5 days ISS	1-3 days OSS
Horseplay with injury	1-3 days OSS	3-5 days OSS	5-10 days OSS
Instigation	1-3 days OSS	3-5 days OSS	5-10 days OSS
Internet Offense	1-10 days OSS, Suspen. of Internet	1-10 days OSS	_____
Leaving campus without permission	1-2 days ISS	2-4 days ISS	3-5 days OSS
Lying to Staff	1-5 days ISS / OSS	3-5 days ISS/OSS	5-10 days OSS
Out of Area	1-2 days ISS /OSS	3-5 days ISS /OSS	3+ days OSS
Possession of Contraband and electronic cigarettes/vapes, etc.	1-5 days ISS/ OSS	3-5 days OSS	5-10 days OSS
Profanity to Staff	2-3 days OSS	3-5 days OSS	5-10 days OSS
Refusal to Identify Self	1-3 days OSS	3-5 days OSS	5 + days OSS
Skipping All Day	1-3 days ISS	1-2 days OSS	3 + days OSS
Skipping Class time (within day)	2 or more School Plus or 2 days ISS	1-3 days ISS/OSS	3-5 days ISS / OSS
Theft or Larceny (under \$300)	1-3 days ISS/OSS	3-5 days OSS	5-10 days OSS
Throwing of any objects causing harm or potential to cause harm	1-10 days OSS, possible pre-expulsion referral	10 days OSS, possible pre-expulsion referral	Same as 2nd consequence
Tobacco/Lighter Possession Use of Product	3-5 days OSS, Fine	5-10 days OSS, Fine	10 Days OSS, Fine
Trespassing on School Grounds (before 8:30 am or after 4:25 pm)	Warning	1-3 days ISS or Sat. school. Possible arrest	4+ days ISS or OSS, Possible Arrest
Vandalism (under \$1,000)	1-3 days OSS, RES	3-5 days OSS, RES	5-10 days OSS RES
Verbal/Written Threats	1-5 days OSS	5-7 days OSS	7-10 days OSS
Written profanity or sexually inappropriate material	3-5 days ISS/OSS	3-5 days OSS	5-10 days OSS
*Multiple Level 2 Offenses	3-5 days OSS	5-7 days OSS	7-10 days OSS

LEVEL 3 OFFENSES	FIRST	SECOND	THIRD
Aggression Physical	1-3 days OSS	3-5 days OSS	5-10 days OSS
Bomb threats and false alarms	10 days OSS, pre-expulsion referral	_____	_____
Bullying SESIR	1-5 days OSS	3-5 days OSS	5-10 days OSS
Campus Disruption Destruction of school property, graffiti, vandalism	1-10 days OSS, possible reassignment Restitution, 1-5 OSS	1-10 days OSS, possible reassignment Restitution, 3-5 days OSS	1-10 days OSS, possible reassignment Restitution 5-10 days OSS
Drugs/Alcohol POSSESSION OR USE SESIR	1-10 days OSS (5 with SAFE)	1-10 Days OSS, ALT assignment (automatic)	_____
Drugs/Alcohol SALE OR DISTRIBUTION	1-10 days OSS, ALT (automatic)	10 days OSS, pre-expulsion referral	_____
Contraband Sale	1-4 days OSS	1-5 days OSS	1-10 days OSS
False Accusation	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment
Fighting, NON-SESIR	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment
Gang Related Activity	1-5 days OSS	5-10 OSS possible alternative assignment (automatic)	_____
Harassment SESIR	1-5 days OSS	3-5 days OSS	5-10 days OSS
Hazing SESIR	1-5 days OSS	3-5 days OSS	5-10 days OSS
Other Serious Misconduct	1-5 days OSS	3-5 days OSS	5-10 days OSS
Other Major Acts SESIR	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment
Physical Battery or Harm (student to staff)	10 days OSS and ALT assignment (automatic)	_____	_____
Physical Battery or Harm (student to student)	1-10 days OSS, possible pre-expulsion	10 days OSS, pre-expulsion	10 days OSS, pre-expulsion referral
Robbery SESIR	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment
Sexting	1-3 days OSS	3-5 days OSS	5-10 days OSS
Sexual Assault	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment
Sexual Battery SESIR	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment
Sexual SESIR or Harassment/Misconduct/OTH	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment
Theft/Larceny SESIR (over \$300)	1-5 days OSS, Restitution	3-5 days OSS, Restitution	5-10 days OSS, Restitution
Threat SESIR	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment	1-10 days OSS, possible reassignment
Trespassing while Suspended	1-10 days OSS, possible arrest	Arrest, 1-10 days OSS, possible arrest	Arrest, 1-10 days OSS, possible arrest
Vandalism SESIR	1-10 days OSS, Restitution	1-10 days OSS, Restitution	1-10 days OSS, Restitution
Weapon-Like Contraband	1-10 days OSS, possible alt. assign.	1-10 days OSS, possible alternative assignment	1-10 days OSS, possible alternative assignment
Weapons possession or use/firearms as defined in Student Code of Conduct Book	10 day OSS, possible expulsion, alternative assignment	_____	_____
*Multiple Level 3 Offenses	10 days OSS, possible alternative assignment	_____	_____

**** The Principal or Principal's designee has the final responsibility for assigning discipline consequences and determining violations. This matrix may be updated based on changing district policy. The principal has the final responsibility for determining consequences and assuring campus safety and adherence to school rules.**

