

YALE



JR. HIGH

YALE JUNIOR HIGH SCHOOL  
STUDENT/PARENT HANDBOOK

### INTRODUCTION

The Yale Junior High School Student/Parent Handbook provides information about rules, policies, academic requirements, student privileges and responsibilities. I encourage each parent and student to become familiar with information in the handbook. A school is a community which needs the cooperation of all those involved in order to make it a pleasant place. Questions regarding policies or suggestions about how policies may be improved should be directed to the principal's office.

I encourage students to take advantage of the academic and extracurricular opportunities that are available at Yale Junior High. Our school is a great place for kids. Be the most that you can be!

Have a great year!  
Adam Nelson,  
Principal

### IMPORTANT TELEPHONE NUMBERS

Junior High School Main Office	(810) 387-3231, Ext. 4221
Counseling Office/Student Records/Attendance	(810) 387-3231, Ext. 4230
Inclement Weather/School Closing	(810) 387-3231
Sports Update	(810) 387-3231

### YALE JUNIOR HIGH SCHOOL MISSION STATEMENT

Yale Junior High will be a safe, supportive place that students and their families, staff, and community can enjoy. Everyone will be provided the opportunity for measurable physical, emotional, social, and intellectual growth. Recognizing that everyone is unique, different methods and activities will be used to challenge all to reach their maximum potential.

YALE JUNIOR HIGH  
Bulldog Pride!

## STUDENT/PARENT RESPONSIBILITY

The first responsibility of each student and parent is to become familiar with the handbook and the student code of conduct. It is expected that students understand and follow the rules, policies, and general expectations outlined in this handbook. The handbook was created to assist students, parents and teaching staff foster a positive learning environment for all involved.

### SCHOLASTIC RATING

- A – Excellent
- B – Good
- C – Average
- D – Poor
- E – Failure
- I – Incomplete
- G – Credit/Satisfactory
- H – No Credit/Unsatisfactory

The scale for grading is as follows:

A 4.0 (100%)	B 3.0 (86%)	C 2.0 (76%)	D 1.0 (66%)
A- 3.7 (92%)	B- 2.7 (82%)	C- 1.7 (72%)	D- 0.7 (62%)
B+ 3.3 (89%)	C+ 2.3 (79%)	D+ 1.3 (69%)	E 50%

### GRADE REPORTING

**Report Cards** are mailed home each quarter.

**Progress Reports** are delivered to students midway through each marking period. Students are expected to share the progress report with their parent.

**Family Access** is an internet program available to every parent. Parents can access their child's academic records, attendance and other important information.

### PROMOTION/RETENTION POLICY STATEMENT

The Yale Board of Education and Yale Junior High have established a strict policy for student promotion and retention. Students must meet the minimum academic requirements to be promoted to the next academic grade. Curricular expectations have been established so that a child will normally progress one grade in a school year. In rare incidents, with consideration from administration, staff and parents, a child has been considered for transfer to the next academic grade despite not meeting the established promotion requirements for reasons outside of their control.

Full-Year Classes: **Based on four marking period grades and one exam grade; three of five failing grades in a class guarantees a failure for that class.**

### JUNIOR HIGH RETENTION POLICY

A 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade student must pass six of eight semesters in core classes (math, social studies, science, language arts), while not failing the same core class in multiple semesters. There will be an option of making up failed classes through an interactive web-based on-site summer school program at the student's expense. It is the responsibility of the parent to provide transportation. The student must meet an established level of proficiency before he/she can be transferred to the next grade.

## ACADEMIC RECOGNITION

### **Honor Roll Criteria:**

A student must have a "B" (3.0) GPA average on the report card.

A "D+" or lower grade makes the student ineligible for that marking period.

### **Academic Letter Criteria:**

Students must have: 1) a "B+" (3.3) yearly average; 2) no "D" or "E" in a class; 3) no major violation of student conduct policy which would result in an out-of-school suspension.

### **President's Award for Educational Excellence:**

Students must have: 1) a minimum 3.5 Grade Point Average over 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grades; 2) an advanced proficiency level on the state assessment taken within their 7<sup>th</sup> grade year.

### **Teacher's Recognition Awards Criteria:**

Students must have: 1) a "B" (3.0) average; 2) enthusiasm for learning; 3) good classroom behavior and participation; 4) good citizenship; 5) a positive attitude toward school.

### **Ted Stine Award Criteria:**

Students must have: 1) Quarterly "A" or "A-" in every class throughout their entire three years at Yale Junior High\*; 2) good citizenship and attitude; 3) leadership potential; 4) participation in activities; 5) no major violation of student conduct policy.

\*Students taking high school level credit classes are allowed to have a B+ in that class and still qualify for the Ted Stine Award.

### **Personal Success Award:**

Students must have: 1) a nomination by a teacher; 2) outstanding desire to do well; 3) worked up to their potential (no pre-set academic level); 4) shown trustworthiness

### **Perfect Attendance Award:**

Students who achieve perfect attendance receive a certificate at the end of the school year.

### **Outstanding Citizen Award:**

Students must: 1) be nominated by staff, 2) be selected in the top 10 percentage of a staff ballot, 3) demonstrate respect to all individuals, lead by example, work hard regardless of the circumstances, demonstrate outstanding citizenship by recognizing the accomplishments of others, be a non-discriminating source of encouragement and support to others and exhibit honorable behavior under all circumstances.

### **Junior Honor Society:**

Students must have: 1) yearly "A" or "A-" average in every class in 6<sup>th</sup> & 7<sup>th</sup> grade\*; 2) good citizenship and attitude; 3) leadership potential; 4) participation in activities; 5) no major violation of student conduct policy.

\*Students taking advanced classes are allowed to have a B+ in that class and still qualify.

## MERIT ROLL & FIELD TRIPS

The Merit Roll was created to recognize students who maintain an established minimum academic performance and refrain from any discipline referrals. Merit activities are set up periodically. Students must be passing all of their classes and have no behavior referrals (detentions, suspensions or bus referrals) to qualify for the merit activity.

For field trips, students will be excluded for any infraction resulting in a suspension.

## PLAGIARISM (CHEATING)

Any student or students who cheat on any school assignment will receive a zero for that work and parents may be notified. This may affect consideration for future academic honors and leadership positions. A record of infractions will be kept on file until promotion to the high school. Disciplinary action may also be taken. *See Detention Procedure and Student Misconduct.*

### **GUIDANCE AND COUNSELING**

A counselor is available to students and parents whenever they feel there is something they would like to discuss with him/her. The counselor will be glad to listen to the concern or incident and keep the matter confidential. See your counselor when:

- You are having difficulty with a subject.
- You feel the need to talk to someone about a personal problem.
- You would like help with your future plans.
- You need employment information.
- You are planning next year's program.
- You wish you knew more about your abilities and aptitudes.
- You seek testing information.
- You want a specific course explained or wish to know the course of studies necessary for college prep., commercial, or general educational studies.
- You need advice about a schedule change.
- You plan to withdraw from school or transfer.
- Schedule changes need to be requested within two weeks of the start of the semester to the principal's office.
- You can make an appointment with the counselor by leaving a note in his/her mailbox or by stopping in the counselor's office between classes and signing up.

### **PARENT INVOLVEMENT**

Yale Public Schools and Yale Junior High School have a very comprehensive parent involvement policy. The School Board strongly encourages parent/guardian involvement all school programs. Parent/guardians will be offered substantial and meaningful opportunities to participate in the education of their children.

Yale Junior High School encourages parent involvement in the classroom, in the P.T.O., and in activities beyond the classroom. Parents are a valued part of our educational team. There are many opportunities for parents and community members to become involved with our students. Yale Junior High School lists several ideas for involvement opportunities in on our "Volunteer Form". A copy is distributed to every parent/guardian at Open House and is available in the main office.

Parents are strongly encouraged to participate in the monthly Parent Information Nights (PIN meetings) held on the fourth Thursday of the month. Parents and administration meet and discuss current activities and events, school improvement, community relations and other important topics. Agendas are available on-line. Parents are also encouraged to enroll in Yale Junior High School's Electronic Notification System. Newsletters are emailed to parents automatically who are on the Electronic Notification list. Sign-up forms for the Electronic Notification System are available in the main office. In addition to the newsletters, daily announcements, school news, athletic information, and event information are posted each day to the Yale Junior High School Facebook page and Yale Junior High School website.

### **VOLUNTEERS / CHAPERONES**

As part of the Safe Schools Initiative, individuals who plan to serve as a chaperone or school volunteer need to have criminal background check through the State of Michigan Police. The background check is free to parents/family members and must be completed yearly. Forms are available at all of school buildings and take approximately one week to process. Parents / guardians will be asked to produce a valid driver's license or other identification for the background check.

### STUDENT COUNCIL/CLASS OFFICERS

Student Council members and Class Officers serve an important role as leaders of the junior high school student body. Therefore, exemplary behavior and adequate grades are required of all students serving these positions. Specific guidelines and requirements are available from the junior high school office. Officers are required to represent their peers on the School Improvement Team, the District Improvement Team and district level committees such as the Nutrition Committee and Health Committee.

### ATHLETIC PROGRAM

Yale Junior High School has an established athletic program for both boys and girls. All students involved in junior high athletics are subject to the Athletic Handbook Rules and Regulations. Handbooks are available from the athletic director.

### ATTENDANCE

#### *Michigan School Code 15, Section 72, Compulsory Education*

"Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such child is enrolled."

The Yale Board of Education feels that attendance is a cooperative effort among parents, students, and the school administration. However, Michigan laws also require school boards and administration to be responsible for the whereabouts of students during school hours.

All attendance policies will be applied with equity and consistency, keeping in mind that all students are individuals with individual needs. These rules are provided to help our students develop responsible habits, become more responsible citizens, and not to unduly punish or ridicule.

Students must be in attendance at school for a minimum of 3 class hours in order to participate in extracurricular activities, unless prior arrangements are made with the principal.

### PARENTAL RESPONSIBILITY – ATTENDANCE

1. Provide an attitude at home that school attendance is very important and valuable to the student.
2. Assure that their children will be in school every day possible.
3. Provide a united front with the school in correcting any problems dealing with attendance.
4. Within two days of your child's return to school, please provide **communication** stating the reason for their absence **via email, a written note, or a phone call to the office**. This will allow students to make up work that is missed.

### STUDENT RESPONSIBILITY – ATTENDANCE

1. Make sure that he/she is in class every day.
2. Present written parental excuse to **the office** stating reason for absence.
3. Any student requesting a planned absence of three or more days must have a pre-excused form approved by the office and signed by every teacher with the homework assignments. This form must be completed at least 2 days prior to the absence. Failure to do so will result in no make-up work.

### **SCHOOL RESPONSIBILITY – ATTENDANCE**

1. Implement a plan that assures parents that we are a partner with them and ensures that attendance is closely checked with follow-up to parents.
2. Counsel parent and student as to the consequences of non-attendance.
3. Adhere to all legal requirements regarding the students' rights.
4. Recognize consistent, regular attendance as a worthy achievement.  
Research shows that there is a direct relationship between good attendance and classroom success. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

### **EXCUSED AND UNEXCUSED ABSENCES**

All absences, excused by a parent note or unexcused, will count on the attendance policy. All students with excused absences will be allowed to make up work. Students with unexcused absences may not be allowed to make up work.

The following procedure will be used concerning attendance and is based on an absentee rate of 12 absences per class per semester:

1. When reaching 6 days absence, the parent/guardian will be notified by letter.
2. When reaching 9 days absence, the parent/guardian will be notified by the Dean.
3. When reaching 13 absences in any class, the Department of Protective Services and St. Clair County Probate Court officials will be notified. Normally, the court will arrange a hearing between themselves, the student, the parent/guardian, and the truant officer.
4. Academic credit may not be earned due to excessive absences from school.
5. An absence due to a school-sponsored event is not recorded as an official absence.
6. In extenuating circumstances, the limit can be extended after a conference is held with the student, parent or guardian, and the principal (i.e.: extended illness, death in family, serious family problems, principal's discretion). Please provide a doctor's note whenever possible.
7. Tardiness is defined as not being in your assigned room and seat when the bell rings.
  - A) When a student is detained by authorized personnel, he/she will be given a pass, for an excused tardy.
  - B) Roll will be taken at the start of the hour. A student coming in 20 minutes after a class has started will be considered absent for that period.
  - C) When a student reaches his/her 3<sup>rd</sup> unexcused tardy in a class per marking period, the student will be assigned a detention. For every unexcused tardy following, the student will receive an additional detention.
  - D) Students who are regularly late for school will be subject to the tardy policy.

### **ILLNESS/ACCIDENTS AT SCHOOL**

1. If a student gets sick during the day, he/she must ask for a pass from his/her teacher to go to the office.
2. A student must NEVER leave the building to go home or to seek medical assistance unless directed to do so.
3. All accidents/injuries must be reported to the office immediately.

### LEAVING AND RETURNING TO SCHOOL

No student shall leave or return to the building without first obtaining permission from the junior high office. The student is required to sign in and out at the office. Failure to comply will result in disciplinary action.

### PHYSICAL EDUCATION PARTICIPATION REQUIREMENT

Students enrolled in a physical education class are expected to dress and participate in class every day. Students with a medical condition must have a note from their doctor to excuse them from the day's activities. Students can also be excused from a class if their parent writes a note "the day" of the activity. Excessive notes will affect the students overall grade in class. The following class participation guidelines will be used for all physical education classes:

- 1<sup>st</sup> Non-participation day will result in a verbal warning
- 2<sup>nd</sup> Non-participation day will result in a second step letter
- 3<sup>rd</sup> Non-participation day will result in a detention
- Addition non-participation days will result in detentions

### STUDENT BEHAVIOR POLICY (Major Disciplinary Offenses)

It is understood that all students are attending Yale Junior High School to receive an education.

It is further understood that students who persist in interfering with the rights of others, or continue to be uncooperative after a warning, will simply eliminate themselves from school. The school is concerned with the learning atmosphere as well as individual rights or desires of students.

If you desire further information concerning misconduct, suspension, or expulsion, refer to the Board of Education Policy Book.

By virtue of being a Yale Junior High student, each student agrees to abide by the rules of the school. All students shall comply with the requests of the administration, teachers, and staff members who have been employed by the Board of Education. Any member of the staff or faculty, whether or not he or she is in direct control of the group, may make a request of any student. When a student does not comply with the law and/or school rules, the privilege of attending school and any school-related activities may be revoked.

Disciplinary action, up to and including expulsion and police involvement, will be taken for major offenses. These include but are not limited to:

1. Alcohol, tobacco, smokeless tobacco, vape pens, e-cigarettes, or any other smoking device, drugs, drug paraphernalia  
(this includes all look-alike drug and alcohol products and clothing);
2. Explosives, bomb threats, fireworks, lighters, bullets, weapons, or look-alikes of any type or size;
3. Assault, fighting, insubordination, profanity, extortion, threats, hate speech and harassment / bullying of any form (including racial, ethnic, and gender);
4. Burglary, larceny, robbery, vandalism, false alarms, gambling;
5. Gang-related activities;
6. Removal from classes because of behavior.

The preceding major disciplinary offenses shall be grounds for suspension and/or expulsion from school. The normal sequence will be a 5-step discipline: **1) 1-3 days; 2) 3 days; 3) 5 days; 4) 10 days; 5) recommended expulsion.** However, certain offenses will be subject to the **maximum suspension or immediate recommended expulsion** (drugs, weapons, look-a-like drugs/weapons, violent threats or actions, **any form of harassment,**

etc.). It should be noted that any student found to be distributing a drug, including look-a-likes, will be recommended for expulsion.

The Board of Education policies for junior high students also cover school-sponsored activities such as extracurricular, social and athletic functions, and transportation.

#### **(Detention Procedure and Student Misconduct)**

A supervised, after-school detention room has been established for student misconduct. Students will be given at least a 48-hour notice regarding detention assignments. The teacher assigning a detention will give the student a form that must be signed by the student and a parent and returned to the classroom teacher by the next class session. The teacher will also indicate on the original detention form that a telephone contact to the parent regarding the reason the detention was issued has been made. The next day, the teacher will then submit the student's signed detention form to the office. Failure to serve a detention will result in an additional detention and/or suspension from school. Detention can be rescheduled only once and must be served no later than the following week. Per parent approval, detentions can always be served earlier, but never later than the following week.

Reasons detentions may be issued include, but are not limited to: 1) Profanity; 2) Throwing objects of any kind; 3) Vandalism; 4) Unexcused tardies; 5) Possession, writing or reading of any social note; 6) Public displays of affection; 7) Cheating; 8) Forgery; 9) Kicking or throwing snow; 10) Skipping school; 11) Unauthorized sales; 12) Inappropriate contact; 13) Gum chewing; 14) Failure to return discipline notes signed by parents or guardians; 15) Misuse of computer hardware, software or inappropriate internet use; 16) Possession and/or use of electronic devices such as cell phones or gaming systems.

#### ***Students will be suspended from school if the following number of detention violations occurs during a semester:***

- On the 6<sup>th</sup> detention in one semester, that student will be suspended from school for 1 day.
- On the 7<sup>th</sup> detention in one semester, that student will be suspended from school for 2 days.
- 8<sup>th</sup> detention in one semester = 3 day suspension.
- 9<sup>th</sup> detention in one semester = 5 day suspension.
- 10<sup>th</sup> detention in one semester = 10 day suspension. The student will be recommended to the superintendent for possible expulsion from school due to incorrigibility.

#### **Yale Junior High School Basic Assertive Discipline Plan**

The staff of Yale Junior High School has developed a school-wide basic assertive discipline plan outlining how minor disruptions in the classrooms will be addressed. The following plan will be utilized in all classrooms unless the misbehavior is endangering other students or has been addressed in the past unsuccessfully.

Step 1 – Verbal warning

Step 2 – A Second Step letter will be filled out and sent home with the child. The student must have his/her parent sign the Second Step letter and return it the next day.

Step 3 – A Detention will be issued. The student must sign the detention, take the detention home and have a parent sign the detention and return the detention to the teacher the following day. If the detention is not returned, the student may be issued an additional detention or possibly be suspended from school.

Step 4 – The student is removed from class and sent to meet with the administration. The student may be issued a detention by the teacher for the misbehavior in the classroom. A second detention may be issued by the administration for being removed from class. If a child is sent out of the classroom more than once, he/she may be issued a suspension from school.

It is a basic expectation that students at Yale Junior High School correct any misbehavior in the classroom and respond appropriately with the consequences of their misconduct. If a child chooses to react inappropriately or negatively, he/ she will be removed from their educational environment.

### **SMOKING**

The Yale Public Schools' campuses are closed to smoking. This includes all school parking lots and property. The possession or use of cigarettes or any tobacco product, including smokeless tobacco, vape pens, and e-cigarettes, on school property will result in confiscation and progressive discipline. A police report may be filed, and fines may be issued.

### **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCE (DRUGS)**

The use or possession of alcoholic beverages, illegal drugs, prescription, non-prescription, look-a-like drugs or drug paraphernalia on school property by students is strictly prohibited. This includes school events and extracurricular activities both on school grounds and away from school.

### **BULLYING**

#### **(Bullying Policy Written for Parents and Students)**

Bullying is any behavior that is deliberately intended to hurt, threaten or frighten another person or group of people that is unwanted, unwarranted and repeated. It may include, physical attacks, swearing & insulting comments or deliberately leaving someone out of things.

Some bullying is targeted at people because of their differences. This includes a person's family background, religion, race or sexuality, as well as any disability they may have, their style of clothes, their size, hair, eyes, their taste in music or sport. However trivial the thing the bully is picking on may seem:

- All bullying is serious for the person to whom it is happening, and
- Whatever form it takes, bullying should always be taken seriously and responded to quickly.

#### **If your child is bullied what are the signs to look for**

- You will know if your child is not happy at school, but may not know why. Bullying can be difficult to spot, because it is not often seen by adults, and people who are being bullied do not like to talk about it. A child may feel that it is somehow their fault that the bullying is happening to them. He or she may also feel worried, in case telling an adult makes it worse.
- There are many possible warning signs of bullying. It is easy to miss them. Look for clues. Your child may be upset or quiet, angry or tearful. He or she may appear reluctant to join the rest of the family, to go to school or travel alone. There may be unexplained grazes or bruising, broken or missing belongings.
- If you feel uneasy about any changes or symptoms in your child, you will want to give him or

her the time to talk to you quietly about it, and to be reassured that things can be sorted out.

- Knowing what action to take can help you to support your child more confidently, and to deal with your own strong feelings of distress and anger.

### How to deal with bullying

Teachers and adults must always respond to the distress of a victim, regardless of their own views about how the pain was caused and whether it was justified. (Robinson & Maines 1997)

- Start by listening carefully to your child's account of things.
- Encourage him or her to talk about their feelings. (Try not to turn it into an interrogation.)
- Do not ask why they did or did not do things. If they could have done things differently, they would have done so. They handled it as best they could at the time. Do not make them feel worse than they already do, by making them feel they are in some way to blame.
- Ask them if they want help at that moment in handling things and what would be most helpful.
- Explain that the school needs to know, so that something can be done.

### What action will the school take, and who is responsible for stopping the bullying

- It is part of the administration's job to make sure that their school provides a safe place in which children can learn. They are responsible for preventing all forms of bullying amongst pupils.
- The principal is responsible for making sure that there are policies to promote good behavior and discipline, and that these policies are working properly.
- The Student Code of Conduct will include details of the way in which bullying behavior will be dealt with.

### Who to approach and what to ask for

- Start by making an appointment to speak to your child's counselor or class teacher. Tell them what has been happening and ask how this will be dealt with. Agree on a time for them to report back to you on progress (within a day or two).
- If things are not quickly or easily resolved, you can make arrangements to speak to the assist principal. Agree with them in detail what action is to be taken and when. Record this together. Make another date to share progress. If this further action has not stopped the bullying, the principal will want to know, so that they can investigate and intervene.

There are occasions, particularly when serious physical assault, extortion, blackmail or theft are involved, when the Police will be informed and legal advice sought.

Taking swift action at the earliest signs of bullying can prevent things growing out of hand.

The majority of cases of bullying can be sorted out most effectively, using group support for your child, and involving other young people in developing strategies to stop bullying from occurring.

You will want to feel that firm action is taken to ensure the safety and well-being of your child. Short term measures to stop the bullying behavior will be important. Lasting changes will need time for staff, parents and young people to work together to develop a solution that ensures it does not happen again.

### **SEXUAL HARASSMENT**

Sexual harassment is defined to include unwelcome sexual advances or requests for sexual favors between students, or between student and staff. This includes verbal or physical conduct of a sexual nature that unreasonably interferes with school performance or creates an offensive school environment.

It is important that you tell an adult when you hear that a student has threatened harm or harassed another person. Relaying this information is the responsible choice. This is not considered tattling.

### **COMPUTER – INTERNET USE**

The school computers and access to the Internet are intended for educational purposes. Anyone misusing computers or the Internet will be subject to discipline policies and loss of privileges. Computer games depicting any type of violence are not allowed.

Students and parents must sign an Internet Use Agreement before the student is able to use the Internet. Visiting inappropriate web sites, sending or receiving inappropriate e-mail, or any other Internet misuse will be considered a major violation of the student behavior policy.

If more information is needed regarding use of technology within the school, please refer to the Internet Acceptable Use Policy for specific regulations.

### **ITEMS NOT ALLOWED IN SCHOOL**

Items such as, but not limited to, the following are not allowed in school unless authorization is received from the principal or designee:

- Electronic Devices (Personal CD players/ stereos/ Mp3 players/ iPods/ iPads/ Electronic games)
- Lighters, matches, vape pens, e-cigarettes, and any other smoking device
- Cellular phones / Pagers
- Laser pointers
- Trading or collector cards
- Skateboards, scooters, rollerblades, or Heelies
- Any items inappropriate or disruptive to the educational process

Items that are brought to school without permission from the principal will be confiscated and held in the office. A parent or guardian will be responsible for retrieving the item back. Repeated disregard may result in the item being held until the end of the year and disciplinary action.

Note: Personal electronic devices (iPad, iPod, e-readers, etc.) are allowed for approved

### **DAMAGE TO SCHOOL PROPERTY/VANDALISM**

Students will be responsible for full payment of labor and replacement costs of items that need to be replaced and/or repaired as a result of pranks of any kind, willful damage, destruction, or theft of any school property. A police report will also be filed. Appropriate school action, including detention, suspension, and expulsion, will be taken according to the offense.

## FIRE, TORNADO, and LOCKDOWN DRILLS

Students are to follow the instructions of their teachers and/or P.A. system during fire and tornado drills. Exit instructions are posted in each room.

## DRESS CODE

Recognizing that individual expression through dress and grooming is important to students, the simple guidelines that follow have been established to provide for maximum flexibility. Any outfit is subject to review by the building administrator or his/her designee.

1. The personal appearance of students is expected to be neat, clean, appropriate, and consistent with community standards.
2. Shoes or sandals of some nature must be worn. Flip flops may only be worn from April 1 – October 31.
3. Hats, visors, bandanas, babushkas, head bands, sunglasses, coats, jackets and backpacks are not allowed in class.
4. Midriff or short shirts, halter tops, tank tops, low-cut tops, clothes that are see-through (even if clothing is worn underneath), vests without shirts, shirts that are off the shoulder, shorts or skirts **shorter than fingertip length**, inappropriate chains or dangerous jewelry, pajamas or pajama-like clothing, spandex clothing, other tight fitting clothing, or shirts with inappropriate holes may not be worn.
5. All pants must be worn at proper waist height. The "sagging" of pants is not allowed. No mutilated pants or **pants with holes above fingertip length** are allowed. In no instance may undergarments be visible.
6. Clothing must cover the mid-section of student (both front and back) while the student is sitting, standing or walking. Low cut pants or shirts are not acceptable.
7. Clothing or accessories that depict, suggest, or portray obscene, lewd, pornographic, violent, or inappropriate representations may not be worn in school.
8. Student may not wear paperclips, pins or other items that may be considered a safety concern as an accessory to their clothing.

Specific rules of student appearance may be established for participation in extracurricular activities. The building administrator may alter the dress code anytime throughout the year. The following sequence will be followed to address students wearing inappropriate clothing:

-*First offense* will result in a verbal warning and the student must correct the inappropriateness of the clothing. If a child cannot correct the inappropriateness of their clothing, they will be held in the office for the remainder of the school day.

-*Second offense* will result in a second step letter and the student must correct the inappropriateness of the clothing. If a child cannot correct the inappropriateness of their clothing, they will be held in the office for the remainder of the school day.

-*Third offense* will result in a detention and the student must correct the inappropriateness of the clothing. If a child cannot correct the inappropriateness of their clothing, they will be held in the office for the remainder of the school day.

-*Continued disregard* of the student dress code will result in disciplinary action that could include the assignment of detentions or suspension.

### HALLWAY RULES

1. Courteous behavior and walking are required in the hallway at all times.
2. Noise is to be kept to a minimum at all times.
3. No open, outside beverages are allowed in the hallways or gymnasium.
4. Passes are required of students in the halls during class time.
5. Failure to comply with hallway rules can result in disciplinary action.

### CAFETERIA/PLAYGROUND RULES

1. Students are to line up single-file outside the cafeteria for lunch.
2. Students are to remain seated when eating.
3. All tables must be left clean, and each student should throw his/her trash in the trashcans provided.
4. After cleaning up, students should exit the cafeteria to the playground area. If inclement weather is present, students will remain in the cafeteria.
5. Students should take their coats with them to the cafeteria as they will not be able to leave the cafeteria except for emergencies. A hall pass must be obtained before leaving the cafeteria for any reason.
6. Students are not to take part in any form of horseplay, yelling, throwing of objects, etc., either inside or outside the building. (Our snowball policy is in effect during lunch recess)
7. No food or drink is allowed outside the cafeteria.
8. Students should re-enter the building quietly and in single file. Students who fail to comply with the Cafeteria/Playground Policy will be subject to discipline ranging from a warning to cafeteria/playground clean-up duty or detention.

### DANCE/ACTIVITY RULES

1. All dance/activity tickets/permission slips will only be sold in advance. No tickets will be sold at the door.
2. All dances/activities at Yale Junior High are intended only for Yale Junior High School students.
3. Students not in attendance at school must have permission from the principal to attend a dance/activity.
4. The dances/activities will NOT be open to students currently suspended from school, students in other schools, students off the Merit Roll, and students whose physical condition is determined by a chaperone to be unacceptable.
5. Any person leaving the dance/activity will not be readmitted to the dance/activity unless permission to return was granted by a chaperone before leaving.
6. Students are not allowed to leave early without a parent there to pick them up.
7. Coats may not be worn in a dance/activity.
8. Chaperones are in charge of the dance/activity and may use their discretion in the operation of the dance/activity.

Dance and student activity forms are available in the office and must be approved. Specific rules for the organization sponsoring the activity are listed on this form.

### **LIBRARY REGULATIONS**

1. Students who have any overdue library materials will not be allowed to check out additional materials until they have returned the overdue material or paid any replacement costs.
2. Students who sign out a book, magazine, or other materials from the library and lose the item will have to pay the replacement cost of the item.
3. Students will not receive their final semester grades until overdue materials are returned or replacement costs are paid to the library.

### **LOST AND FOUND**

Recover lost books and articles of clothing at the main office. Found items should be turned in to the main office. Items not picked up in a timely manner will be donated to charity.

### **LOCKERS**

Each student will be assigned a locker. DO NOT, for your sake, keep valuables and/or money in your locker. If it is necessary to have articles of value or money at school, the office will secure them until the end of the school day. Articles stolen or damaged are not the responsibility of the Yale Junior High. Lockers are to be kept locked at all times. Backpacks, trapper keepers and duffle bags, etc., should be small enough to easily store in a locker. Students cannot draw on lockers or place stickers on them. Students that jam or purposely alter the locking mechanism of their lockers could lose the privilege of having a locker at school.

Since lockers are the property of Yale Public Schools, they are subject to search at any time by school officials. These searches may be conducted without notice, without student consent, and without a search warrant. A student's person or personal effects may be searched whenever a school official has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

### **TELEPHONE**

Student use of the school telephone is limited to emergency situations. Students must have permission from their classroom teacher to go to the office and seek approval to use the school telephone. Students need to share the reason for the telephone call and receive approval from office staff before making the telephone call. Students are required to fill out the telephone use log after completing their telephone call. Students may lose the use of the school telephone if they make non-emergency calls, misuse of the telephone or disregarding the telephone policy.

### **SCHEDULE CHANGES**

Requests to alter a student's schedule must be made in writing and include a parent's signature. Requests need to be delivered to the Principal's office within the first two weeks of a semester.

### **FEES**

Special fees may be collected from students for various class projects that become the personal property of the student. These fees must be paid as soon as possible, but no later than the completion of the school year. Failure to do so will result in all records being held.

### TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be charged a fine for abused, misused, or lost books. Fines are due at the conclusion of each school year. Books that are lost throughout the school year must be paid for before another textbook can be issued. Students will not be allowed to receive report cards and/or have their records sent to other schools or employers until these financial responsibilities are paid.

### PLANNERS

Planners are not required for 7<sup>th</sup> and 8<sup>th</sup> grade junior high school students. However, we believe that the use of a planner as an organizational tool benefits many students and adults. School planners are available for purchase in the main office at a reduced cost. Sixth grade students and selected other students will be required to use a planner as part of an individual educational plan or success program accommodation.

### MEDICATION POLICY

The following regulations guide the medication of students at school. They are intended to protect the school and students while assuring medication for students to function effectively in school.

1. Medication shall only be administered to students during school hours by the principal or such other person as is authorized or directed by the school principal. Medication shall only be administered when it is necessary to do so during school hours.
2. Medication shall be administered to students during school hours only upon receipt of a written permission form available from the school office. The medication shall be delivered in the **original container** to the school principal by the parent or legal guardian. The permission form shall be signed by the parent or other legally appointed guardian, shall be dated, and shall contain all of the information required by the form. The form shall be kept on file in the principal's office and must be renewed at the beginning of each school year or with additional medication or change of medicine.
3. All medication shall be stored by the principal/designee and shall be kept in a locked file drawer, desk drawer, or other locked container. All prescription medication shall be retained in the original sealed container with the student's name, the physician's name, current date, name of medication, dosage/strength of medication, and expiration date on it. Nonprescription medication must also be in its original container. Upon the expiration date of the medication, it shall be disposed of by the principal/designee.
4. A record shall be kept of the administering of any medication. If medication is dispersed, the principal or his designee shall record the date and time the medication was administered, the kind and quantity of the medication which was administered, and the name of the person administering the medication.

### YALE PUBLIC SCHOOL IMMUNIZATION POLICY

To maintain the present standard of health care, Yale Board of Education has adopted the following policies that meet the requirements of the St. Clair County Health Department.

Children who are not completely immunized for diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, Hepatitis B, meningitis and chicken pox will be excluded until the requirements are met. The only other exemption is a signed waiver slip by parents who object to immunization for religious, health, or other reasons. These waivers may be obtained from the Health Department once a waiver education training has been completed.

Children who are exempt by waiver must be excluded from school during a serious outbreak until the outbreak is under control.

### **CHILD ABUSE/NEGLECT**

Yale Public Schools is required by law to report all suspected cases of abuse and/or neglect to the Department of Social Services for investigation.

### **CHILD FIND**

Child Find is a component of Individual with Disabilities Education Act that requires school districts to identify, locate, and evaluate all children with disabilities, aged birth to 26, who are in need of early intervention or special education services. If you feel you have a child who may be eligible for these services, please contact the school counselor, Mrs. Shari Muxlow at 387-3231 ext. 4229.

### **SCHOOL CLOSING**

Due to inclement weather or other emergency closings of school, please listen to WHLS 1450 AM, WPHM 1380 AM, WMIC 660 AM, CHANNEL 2, CHANNEL 7, or contact the Yale Public School Closing Hotline at 387-3231 Ext. 1 then press 8. Yale's website ([www.ypsd.us](http://www.ypsd.us)) and Yale Jr. High's Facebook page may also serve as resources for school closings.

### **HOMEWORK POSITION STATEMENT/POLICY**

#### **Philosophy Statement:**

We believe that the educational process is not limited to the length of the school day. Homework enables the fulfillment of the objectives for individual courses and reinforces classroom instruction. Homework fosters the student's development of initiative, self-discipline, responsibility, and independence while encouraging learning.

#### ***Homework Policy for Absent Students:***

1. Short-term excused absence; student makes up work upon return.
2. Extended excused absence; parent notifies school of need for homework assignments. Parents need to provide reasonable notification for homework requests in order for teachers to have enough time to prepare assignments to be sent home the **same day**. The work is expected to be turned in immediately upon the return of the student. Depending on the length of the absence, some work may be assigned to the student immediately upon their return. Students will be given sufficient time to complete this work. Test and quizzes should be made up immediately upon the child's return to school.

#### ***Late Homework Policy***

Late Homework will be accepted at the maximum allowed date for reduced credit.

### **PARENT INVOLVMENT POLICY**

The Yale Public School District Board of Education, in accordance with Senate Bill 307 of 2004, recognized that parent(s)/guardian(s) involvement contributes greatly to helping children and staff achieve success in school. Each child's education is the shared responsibility of the school, the parent(s)/guardian(s), the student and the community. Yale Public Schools encourages participation in making it possible for the District to progress and improve.

### **STATE OF MICHIGAN PARENT(S)/GUARDIAN(S) INVOLVEMENT INITIATIVE**

The Board strongly encourages and welcomes the involvement of parent(s)/ guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District.

Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent shall provide a copy of the District's Parental Involvement plan to all parents/guardians

### **DISTRICT PLAN**

In accordance with the requirement of the No Child Left Behind Act, the Yale Public Schools Board of Education encourages parent(s)/guardian(s) participation in all school programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy. The Board directs that the following actions be implemented by the administration to insure compliance with state and federal law and to invite parents/ guardians to become involved highly in the education of their children: The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of District programs/services through participation on building School Improvement Teams. Invitations to parent(s)/guardian(s) to attend at least one annual meeting , with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation; Assistance to parent(s)/guardian(s) in understanding Title I and other District programs including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable; Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection; Information regarding child's achievement and progress; A provision for input by staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the staff or parent(s)/guardian(s); Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning; Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies; Ongoing communication between school and parent(s)/guardian(s); and Other appropriate activities (i.e. Family Nights, parent(s)/guardian(s) sessions, etc.)

### **WRITTEN PLANS/POLICIES (only applies to buildings with Title I support)**

The Yale Public School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan. Individual buildings may personalize the District plan to meet the particular needs of their school, subject to review by the Superintendent. The Board directs the administration to: Involve parent(s)/guardian(s) in the development of the plan; Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;

Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance; Integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start; Review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board; Assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and Distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

#### **MIGRANT EDUCATION PROGRAM (MEP) PARENT(S)/GUARDIAN(S) INVOLVMENT**

Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

#### **LIMITED ENGLISH PROFICIENCY (LEP) PARENT(S)/GUARDIAN(S) INVOLVEMENT**

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

#### **NONDISCRIMINATION POLICY**

It shall be the policy of the Yale Public Schools to fully comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education.

It is the policy of the Yale Public Schools' Board of Education that no persons on the basis of race, color, religion, national origin or ancestry, age, sex marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

Yale Public Schools will continue to take whatever remedial action is necessary to eliminate any existing discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap. Any questions or concerns regarding the grievance procedure or nondiscrimination policy should be directed to:

Kenneth Nicholl  
Superintendent of Schools  
198 School Drive  
Yale, Michigan 48097  
(810) 387-4274

**VISITORS**

All visitors, including parents and guardians, must sign in and sign out in the main office. In addition, a Visitor's Pass must be obtained from the office and worn while in the building.

**Daily Bell Schedule**

Schedule	M/W/F	A.A.A. T/TH	1/2 Days
1 <sup>st</sup> Warning Bell	7:20	7:20	7:20
2 <sup>nd</sup> Warning Bell	7:28	7:28	7:28
Class Starts	7:30	7:30	7:30
1 <sup>st</sup> Period	7:30 – 8:29	7:30 – 8:22	7:30 – 7:58
2 <sup>nd</sup> Period	8:34 – 9:36	8:27 – 9:19	8:03 – 8:33
3 <sup>rd</sup> Period	9:41 – 10:40	9:24 – 10:16	8:38 – 9:06
A.A.A.	N/A	10:21 - 10:54	N/A
4 <sup>th</sup> Period	10:45 – 12:14*	10:54 – 12:28*	9:11 – 9:39
*1 <sup>st</sup> Lunch	10:40 – 11:10	10:54– 11:24	N/A
*2 <sup>nd</sup> Lunch	11:13 – 11:43	11:26 – 12:56	N/A
*3 <sup>rd</sup> Lunch	11:44 – 12:14	11:58 – 12:28	N/A
5 <sup>th</sup> Period	12:19 – 1:18	12:33 – 1:25	9:44 – 10:12
6 <sup>th</sup> Period	1:23 – 2:22	1:30 – 2:22	10:17 – 10:45

My Locker Number: \_\_\_\_\_

My Locker Combination: \_\_\_\_\_

My Student Number: \_\_\_\_\_

My Skyward Password: \_\_\_\_\_

My Chromebook/Gmail Login: \_\_\_\_\_

My Chromebook/Gmail Password: \_\_\_\_\_

My Desktop Computer/Windows/MobyMax/Accelerated Reader/Renaissance Learning Login: \_\_\_\_\_

My Desktop Computer/Windows/MobyMax/Accelerated Reader/Renaissance Learning Password: \_\_\_\_\_