



Hale Middle School
Student and Family Guide to Success

Welcome to Nathan Hale Middle School!

Greetings Families,

We believe that every student can learn and grow and that an effective school environment is critical to student success. We want to make the middle school experience as positive and beneficial to our students and families as possible. This guide is a start. We are always looking for ways to improve what we do and ultimately our goal is for every middle school student and family to feel confident and prepared to be successful. If you see things that are missing, or have questions, please reach out to us - the contact information for the school administrative personnel can be found below.

Thank you all for entrusting the education of your student(s) to us. It is our mission to provide every student that enters our building with a high quality education designed to prepare students to be successful and supported in their endeavors.

Middle School is a unique time in a student's academic life. Middle school students are growing up quickly and experiencing increased independence, expectations, and tougher academic work all while navigating the transition into adolescence and the transition from elementary to middle school. There is a lot happening in a middle school student's life!

At Hale Middle School, we want the student and the parents/guardians to know that your student does not have to navigate this challenging time alone. Everybody needs a strong support system in order to grow and succeed. Part of your student's support network is our school staff; whose names, titles, and contact information can be found below. In addition your student has parents, guardians, extended family, outside of school friends, coaches, club sponsors and much more that can be part of that support network. Encourage your student to reflect on their support network, and in the space below to write down who supports them and in what way.

Who are the people in my support network? (Example: summer ball coach, grandparent, etc)

In what ways do they support my growth and success?

Administration and Counselors contact information

Keith Carter	Principal	carteke@tulsaschools.org
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Vincent Facione	Assistant Principal	faciovi@tulsaschools.org
Estrella Ramirez	Assistant Principal	ramires@tulsaschools.org
Erica Davis	Assistant Principal	daviser1@tulsaschools.org
Jeffrey Denton	Assistant Principal	dentoje@tulsaschools.org
Alisha Hill	MS Counselor 6th grade, 7th grade Last name A-I	hillal@tulsaschools.org
Annette Adams	MS Counselor 7th grade M-Z, 8th grade	adamsan@tulsaschools.org

Clerks

Nettya Willis	Front Desk Clerk	
Leylaneth Arias	Attendance Clerk	
Christian Potter	Principal's Secretary	pottech@tulsaschools.org
Tiffanie Abram	Dean's Clerk	abramta@tulsaschools.org

Responsibility and Expectations

The added independence that comes with growing up also means added expectations around responsibility, behavior, and respect. You, and you alone, are responsible for your behavior. All Hale Middle School students are expected to act with respect and kindness towards others in all areas of their lives-in your classroom, in the lunchroom, on school grounds, during school activities, on the school bus, and in your community. You may notice that these expectations are not rules. There are rules that are specific to Hale Middle School and those will be discussed later in the guide. Expectations are different from rules. Rules are the specific codes that relate to how to act. Expectations are the overall ideas that help people understand how to make decisions and what is required of them to be successful.

Navigating the School Day

A full day at Hale Middle School involves a lot of different responsibilities that a student has to attend to. Chief among these responsibilities is getting to all of your classes on time and doing your best while you are there. In order to do that, there is a lot that you need to know. In this section, you will find the information that you need to navigate your days at Hale Middle School. You can also find tips and tutorials on how to stay organized, check your grades, get academic assistance and more.

[The Bell Schedule](#)

Maps of the school are available at the front office throughout the year.

Arriving at School

Students arriving at school must enter the building and cannot leave campus. Persons leaving campus after arrival may not be admitted.

The doors to the school open at 8:30 am. There are to be no students in the building prior to that unless accompanied by a staff member. Between 8:30 and 9:05 am, students can eat breakfast in the cafeteria or report to the appropriate area for their grade level. There are no students in the halls prior to 9:05.

6th Grade: South Gym, sit according to first hour teacher

7th Grade: North Gym, sit according to first hour teacher

8th Grade: Auditorium, sit according to first hour teacher

At 9:00, students will begin to be released from their morning locations to go to class. Do not leave your area until the teacher releases you.

All bags, backpacks, blankets, large coats, and other bulky items must be stored in your locker before entering your first hour classroom.

First period begins at 9:15.

Clever/Canvas, Chromebooks, and Accessing your school work

Students will have access to a chromebook. The student must take care of the chromebook and maintain it in good condition. Students can use their chromebook to log in to Clever. Clever is the “single sign on” for the district. What that means is that students can access all of their other school related materials from their Clever page.

All teachers will upload course materials, assignments, resources, and other material to the specific Canvas for their class. Students can use canvas to access their assignments, email their teachers with questions, and complete other tasks as assigned.

Parents/Guardians can sign up to be an observer in canvas. This gives them access to view everything that is happening in the canvas courses for their student(s). Directions for how to become an observer in canvas [can be found here](#).

Bullying vs. Social Conflict

Social conflict is a normal part of growing up, but bullying is not. Conflict is common and learning how to handle conflict teaches students negotiation, empathy, problem solving, and how to express their views/concerns in a healthy way.

Bullying is NOT normal or acceptable, and bullying only wounds students. There are no positives associated with bullying. It is important that students understand when they are facing conflict, and when they are facing (or witnessing) bullying because the response to the two is very different.

Peer Conflict

- Isolated, specific incident
- Equal power in relationship
- All involved are upset
- Feel remorse
- Want to solve problem and restore relationship
- Happens occasionally
- Usually not emotionally damaging

Bullying

- Repeated, persistent
- Imbalance of power
- Victim upset, bully is not
- Bully has no remorse
- Bully does not see need for resolution
- Is ongoing
- Can be serious emotional or physical threat

Resolving Conflict vs. Addressing Bullying

If you are facing social conflict/peer conflict, there are several healthy steps you can take to try to resolve it on your own.

1. Give it some time. If you and your friend are both angry or upset, then the best first step may be to wait several minutes or even hours before coming back to it.
2. Talk to them, and only them, face to face. Go to the person you had conflict with and talk to them in person. Don't bring a group of supporters with you as that is intimidating. Don't use cell phones unless absolutely necessary because electronic communication is less effective for conflict resolution.
3. Tell them why you are upset or how you feel that you were wronged. It is important that your wording is not accusatory. Try saying things like "I felt angry when you said..." instead of saying "You made me angry when..."
4. Listen to them, as they also felt upset or angry due to this conflict.
5. If you cannot talk this out between the two of you, then it is time to ask an adult to help mediate the conversation. Our Deans or counselors are great to talk to for this.
6. In rare cases, the hurt or conflict cannot be resolved. When this happens, people lose that friendship and that is certainly a painful thing. However, maintain kindness towards them and that relationship may well come back around later.

If you are facing bullying, you should not face it alone. If you think that you are being bullied, the action steps below are appropriate to take.

1. If this is the first incident, tell them to stop.
2. Remove yourself from the situation.
3. If the situation or behavior continues after steps 1 and 2, then it is time to tell an adult. Our dean, and your parents/guardians, are the most important people to tell. The adults in your life cannot help you if they do not know what is going on in your life. If you are not comfortable telling them, [then you can fill out a bullying report at this link](#). The dean will ask you for more information as they investigate the bullying concern.

If you are a witness to bullying, or think someone is being bullied:

1. If you are comfortable doing so, you can intervene directly by telling the bully to stop, or to leave the victim alone. This may not always be wise, as you may become the new target of the bully's attention.

2. You can make sure that the victim does not feel alone.
3. You can help the victim report the bullying by encouraging them to tell the dean and their parents/guardians or by filling out a [bullying report form](#).
4. If the victim does not report, but you can see that the victim is hurt or is being hurt (either physically or emotionally) you CAN and SHOULD report the situation to the dean or school administration. The school works hard to keep students safe, but we need students to report things that they see happening that would jeopardize the safety and health of student(s).

Reporting Concerns and Safety Risks

Even though you are growing up, there are times and situations where you should not handle it on your own and instead need to report it to someone. The adults in your life and in your school are here to help you and our number one job is keeping you and all of our students safe. You can always report concerns to the dean, counselors, or school administration. Here are some situations that should ALWAYS be reported:

1. Suicide or self harm. If you or someone you know is talking about, thinking about, or engaging in self harm or suicidal thoughts or actions it should be reported immediately. You can report it to school personnel or by calling COPES at 918-744-4800 or calling the suicide hotline at 800-273-8255.
2. Physical, emotional, or sexual abuse. Unfortunately, sometimes a student or peer may be in an abusive situation. Encourage them to report, but if they don't you should report it to school personnel. School personnel are legally required to report abuse and will maintain complete confidentiality in the process.
3. Threat against school, students, or school personnel. Any threat of violence is extremely serious and should be reported immediately. Report to the dean or to school administration if possible. If that is not possible, then report it to the Tulsa Public Schools safety hotline by calling **918-480-SAFE (7233)** or emailing share@tulsaschools.org to report a student or school safety concern.

Cell phones, Chromebooks, and Responsible use of Technology

Technology can be a fantastic tool when it is used in the right ways. Many students have access to smartphones and every student has access to a TPS issued chromebook. All of this access to the internet can be a great help in learning, but it can also be a major distraction. Technology is not going away, so it is important that students learn to use their technology responsibly, at the right times, for the proper tasks, and that students understand that improper use of technology can lead to consequences. Consequences may include disciplinary actions such as detention or TRAIICE, but the most common consequence is lower grades and performance in classes. Studies show that students that are using or accessing personal devices during class time score, on average, a letter grade lower than students who remained fully engaged in lessons during class time.

Cell Phone Usage Policy

TULSA PUBLIC SCHOOLS Regulation 2620-R

STUDENT USE OF WIRELESS TELECOMMUNICATION DEVICES

The following rules apply to the use of wireless telecommunication devices such as cellular telephones, personal digital assistants (PDAs), or other unapproved electronic devices.

Elementary, Middle and Junior High School: Students are prohibited from using wireless devices during the academic school day including passing periods and lunch periods whether inside or outside the building unless expressly approved by the principal or designee.

During school hours, wireless devices must be in a student's locker, or if on the student's person it must be turned off at all times; including, but not limited to, purses, pockets, and backpacks.

In order to avoid disruption of the educational process, all wireless devices placed in lockers must be turned off.

HALE MIDDLE SCHOOL

CELL PHONE/EARBUD/ ELECTRONICS POLICY

- Students are not to have cell phones/earbuds/electronics at any point from arrival at school until the end of the day.
- Student's first offense will receive a warning.
- Students' second offense will require students to hand over their cell phone/earbuds/electronics to their teacher. Teacher will turn the device into the office and the student can pick it up at the end of the day.
- Students' third offense will require students to hand over their cell phone/earbuds/electronics to their teacher. Teacher will turn the device into the office. The office will notify the parent/guardian that they must pick up the device in the office.
- Students' fourth offense will require the students to hand over their cell phone/earbuds/electronics to their teacher. Teacher will turn the device into the office. The office will notify the parent/guardian that they must pick up the device in the office. Students will receive a day of TRAIICE. And a parent meeting will be called.

Subsequent offenses will follow a progressive discipline plan with increasing consequences up to and including suspension.

Hale Middle School is *not* responsible for the loss or theft of cell phones.

School staff will not investigate the loss of a phone.

I have read and understand the above policy and agree to follow the guidelines for phone use and storage while at school.

Signature of Student

I understand I will be asked to pick up my student's phone from the school after the second offense and each time thereafter. I understand after the 4th offense, my student will not be allowed to bring a phone to school.

Signature of Parent

Chromebooks

All students will have access to a district issued chromebook for the purposes of accessing and completing school work as needed. These devices should be used to do school work. It is the responsibility of the student to take care of this device and also to be using it appropriately at all times. Students who repeatedly damage or lose devices, including chromebook chargers, will be held financially accountable for the replacement of the damaged device. Students who are not using technology appropriately can receive disciplinary actions including detention, TRAIICE, and/or suspension based on the severity of the situation.

School Policies and Procedures

There are many things a student needs to know to be successful at Hale Middle School. The most important rules are discussed by our deans in the start of the year Forums and as needed throughout the year. In addition, the district wide behavioral response plan is also available on canvas, on the district website, and print versions are available upon request.

Attendance

Attendance is critical to student success and is required, according to state and district guidelines, for students to receive credit and to participate in extracurricular activities.

“Students attending secondary schools (or enrolled in grades typically defined as middle or high school grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for any particular class/course in that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for a passing grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed shall not be counted for the purpose of determining a student's eligibility for promotion/credit or revocation of transfer. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and

national levels of school-sponsored contests. All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused. Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for a failure to earn credit based thereon. Parents/guardians shall be notified, in writing, of any recommendation for a failure to earn credit or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Actions leading to failure to earn credit/revocation of transfer due to excessive absenteeism may be appealed by the parent/guardian."([Board Policy 2204](#))

To report an absence, please call the attendance clerk or front office at 918-746-9260. If your student is going to be absent for multiple days, it is recommended that the guardian also request makeup work for the student. If the absence is an anticipated absence, such as for an upcoming surgery, the homework request process can be initiated before the absence to help the student stay on track with academic responsibilities. Makeup work for extended absences will be collected by the office and can be picked up at the main office, preferably at the end of the day.

Tardies

Classes start promptly when the tardy bell rings. Students that are tardy will be marked tardy and will receive consequences for excessive tardiness beginning with lunch detention for 6 tardies and escalating up to TRAICE.

Dress Code

Hale Middle School Middle School follows the Tulsa Public School guidelines for appropriate dress as stated in board policy. Messages and images that are not appropriate to the school setting are prohibited at all times.

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:

Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.

Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.

Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display. Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

TOPS

- Students can wear t-shirts of any color. All tops must have sleeves. All tops must extend to the waistline at a minimum. Tank tops, spaghetti straps, strapless tops, shirts with the sleeves cutoff, crop tops, tops with inappropriate messages or images, and/or tops that are excessively low cut are not permitted.

BOTTOMS

- Students can wear jeans, dress pants, skirts, and shorts. Skirts and shorts must reach mid thigh in accordance with TPS policy. Leggings are only permitted to be worn under clothing. No undergarments can show. There will be NO sagging.
- Clothing with rips/tears must not have rips/tears above the knee, or must be worn with leggings/tights underneath them that cover the body from waist to knee.

FOOTWEAR

- Shoes must have a back and/or strap that holds the shoe onto the foot.
- Athletic Tennis Shoes are required for PE classes.
- House shoes, slides, shoes without a hard sole, and shoes without a backing or back strap are prohibited.
- Crocs are permitted, except for PE classes.

Accessories

- Jewelry cannot include spikes or anything sharp.
- No hats, headbands, bandanas, durags, bonnets, or sunglasses will be allowed. The only exception are head coverings approved by the principal for medical or religious reasons.

Cafeteria/Lunch Procedures

All students will have a lunch period that is 25 minutes in length. During that time students can be in the cafeteria or the recess area-outside during appropriate weather, in the gyms during inclement weather.

Food and drinks do not leave the cafeteria. Students need to eat and dispose of their trash. After eating, students can go to the appropriate recess area based on the weather.

All students will have access to free lunch/breakfast this year.

Vending Machines

There are vending machines available outside of the middle school cafeteria. Vending machines are to be used before school or after school. Vending machines are not to be used during class time.

Vending machines are “use at your own risk”. If a machine ‘eats’ your money, we do not have the keys to issue a refund. Instead, the school treasurer is notified and they will coordinate with the vending machine servicer to address the issue.

Backpacks and Lockers

All students have the option to check out a locker. Lockers will be checked out through the office. Large equipment, sports bags, and large outerwear are to be stored in lockers throughout the school day. If you do not have a locker, or need assistance, please get a pass to the middle school office.

Regular backpacks will be allowed at Hale Middle School. Standard sized backpacks/bags will be allowed.

Passes

Any student in the hallway during class time should have a pass from their teacher with the student’s name, the date, the time the student left the room, and their destination. Students without a pass will be sent back to the classroom. Students that are not where they are supposed to be can be subjected to disciplinary consequences.

Discipline Steps

It would be impossible to list every possible behavior and every possible disciplinary consequence. In general, we follow a tiered approach to discipline dependent on the behavior. There are some behaviors that directly jeopardize the health or safety of students or others, or that break the law, and as such may be dealt with differently so that we can insure a safe and healthy environment for all persons at Hale Middle School.

Tulsa Public Schools publishes an annual [Behavioral Response Plan \(student and family guide to success\)](#) available at the blue link. The behavior response plan is available on every student’s canvas page, on the district website, and printed copies are available upon request.

Lunch Detention

Lunch detention is a school based intervention that can be assigned by the dean’s office or an administrator. Ms. Abram coordinates lunch detention and will make sure that students know if/when they have a detention to serve.

Students that have detention will have time to go to the cafeteria and get lunch (if needed) and then bring that lunch to the detention room. Students will eat lunch there and will remain in lunch detention until the lunch period is over. If a student brings their lunch, they will take it to the detention room, eat their lunch there, and remain there until the lunch period ends.

TRAICE

TRAICE is our in school alternative to suspension. Students can be assigned to TRAICE by the dean or an administrator as a consequence for their behavior(s). While in TRAICE, students will have access to all of their classwork and can even request help from teachers as needed.

Students that are in TRAICE will check in their phone at the start of the day and get it back at the end of the day. Students in TRAICE will have access to a school issued chromebook, breakfast and lunch times, and appropriate restroom breaks.

Students that violate school policies or expectations while in TRAICE can be subject to tiered discipline responses up to and including suspension.

Out of School Suspension

While it is our desire for every student to attend school every day, out-of-school suspension is a possible consequence for student behavior. While students are suspended, they can still access their school work through canvas. Students are expected to keep up with their learning. If a student is suspended, the accompanying suspension letter has a full explanation of the policies and the parent's rights of appeal on the back of the letter.

Suspended students cannot attend or participate in extracurricular activities including athletics, band, choir, and orchestra until their suspension has completed and they have participated in a "Return From Suspension Success Plan" meeting with one of our deans or administrators.