Hawley Middle School

Parent/Student Handbook

2026-2027

HAWLEY PUBLIC SCHOOLS

The mission of Hawley Public Schools is to prepare students for the challenges and opportunities of tomorrow

NOTICE OF ANNUAL REVIEW

The handbook was reviewed and modified by the middle school principal, and the middle school building leadership team. It was approved by the school board in July of 2026.

TABLE OF CONTENTS

Cover pg 1

- Communication pg 3
- Schedules pg 4
- Toll Free Resources pg 6

Parents pg 7

- Academics pg 7
- Attendance pg 8
- Emergencies pg 9
- Field Trips pg 10
- Finance pg 10
- Get Involved pg 11
- Health Office pg 11
- Permissions pg 12
- Registration and Withdrawal pg 13
- Supply List pg 14
- Transportation pg 15

Students pg 19

- Code of Conduct pg 19
- Lockers pg 21
- Media Center pg 21
- Missing Items pg 22
- Recess pg 22
- Technology pg 23

COMMUNICATION

MAIN OFFICE:

1025 5th Street
Hawley MN, 56549

Office Hours: 7:00-3:30
Phone: 218-483-3200

CALLING TEACHERS:

Generally speaking - teachers will not have time to answer phone calls during the day. You are welcome to call the office and we can transfer your call or deliver a message. Your call may go to their voicemail and they will call you when they are free. Personal phones are not intended for school related conversations.

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences are held in the fall and spring each year. This contact gives parents and teachers an opportunity to discuss each child's growth and plan cooperatively to meet an individual child's needs. Parents are encouraged to ask for additional conferences at any time. Conferences usually result in a better understanding and an improved relationship between the home and school.

We encourage all parents to contact the school whenever a question arises concerning the educational concerns of your child. The more open the lines of communication between the school and home, the greater the information we have in school to work with your children. Parents also become better informed and are more understanding of the school's objectives.

ANNOUNCEMENTS:

To have an announcement made (Community events, Clubs, Activities, etc.), information must be called into the office by 8:10 a.m. to be given during morning announcements at 8:20.

SCHEDULES

DISTRICT



AUGUST

S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	R	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	R	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2			
	1	20				

School Closed
Comp Day (No School)
Staff In-Service
Early Out (1:00 Elem / 1:07 HS)
Parent-Teacher Conferences

Make-Up Day Sequence

Jan. 18, Feb. 22, Mar. 25, Apr 16
Up to 5 e-learning days may be used.

2026

Aug. 20	New Teacher Orientation
Aug. 24-27, 31	Staff In-Service
Aug. 26	MS/HS Back to School Night
Aug. 26 & 31	Elem School Conferences
Sept. 1	1st Day of School
Sept. 4 & 7	No School
Oct. 14	Early Dismissal
Oct. 15-16	No School
Oct. 30	End of Quarter 1
Nov. 2 & 5	Parent-Teacher Conferences
Nov. 6	No School
Nov. 24	End of Trimester 1
Nov. 25	Early Dismissal
Nov. 26-27	No School
Dec. 22	Early Dismissal
Dec. 23 - 31	No School

2027

Jan. 1	No School
Jan. 15	End of Quarter 2
Jan. 18	Staff In-Service
Feb. 11 & 15	Parent-Teacher Conferences
Feb 19 & 22	No School
Mar. 5	End of Trimester 2
March 8	Staff In-Service
Mar. 24	End of Quarter 3
Mar. 24	Early Dismissal
Mar. 25 - 29	No School
April 16	No School
May 28	Early Dismissal/ Last Day of School
May 29	Commencement
June 1	Staff In-Service

Student Days: 171
Staff Days: 181

Student Days: 171 / Staff Days: 181

Updated: January 19, 2026

BUILDING

Arrival	**Doors Open @ 7:55, Breakfast 8:00-8:15, Commons 8:00-8:20, Pods 8:10-8:20, Morning Announcements & Attendance @ 8:20**
Period 1	**8:20-9:07**
Period 2	**9:11-9:53**
Period 3	**9:57-10:39**
Period 4	**5th: Lunch 10:43-11:13, Recess ~ Homeroom 11:17-11:59** **6th: Lunch 10:43-11:13, Homeroom ~ Recess 11:17-11:59** **7th & 8th: Class 10:43-11:25, Lunch 11:29 - 11:59**
Period 5	**12:03-12:45** **5th & 6th: Class** **7th: Homeroom~Recess** **8th: Recess~Homeroom**
Period 6	**12:49-1:31**
Period 7	**1:35-2:17**
Period 8	**2:21-3:05**
Dismissal	**3:05 - 3:10**

GRADE LEVEL COURSES

5th	6th	7th	8th
• Math • Social Studies • Science • Language Arts • Music/Band • STEM • PE • ART	• Math • Social Studies • Science • Language Arts • Music/Band • STEM • PE • ART	• Math • Social Studies • Science • Language Arts • Choir/Band/IPC • Art 7 • AG 7 • PE 7 • Health	• Math/ Inter. Algebra • Social Studies • Science • Language Arts • Choir/Band/IPC • Art 8 • FCS • PE 8 • AG 8

TOLL FREE RESOURCES

Alcoholism & Addiction	
Glenmore Recovery Center	800-862-5582
National Council on Alcoholism	800-NCA-CALL
My Life My Quit	mn.mylifemyquit.org
Domestic Violence/ Child Abuse	
Domestic Violence Hotline	800-779-SAFE
Clay County Social Services	218- 299-5200
National Child Abuse Hotline	800-422-4453
Prevent Child Abuse Minnesota	800-621-6322
Violence Intervention Project	800-660-6667
Family Planning/ STD	
Minnesota Family Planning & STD Hotline	800-78-FACTS
Minnesota Family Planning Hotline	800-752-4281
National AIDS Hotline	800-842-AIDS
National AIDS Hotline (Spanish)	800-344-SIDA
Missing Children	
Missing Child Hotline	800-843-5678
National Runaway Switchboard	800-621-400
Poison Control	
Minnesota Poison Control Center	800-222-1222
Suicide	
Suicide Prevention-Minnesota	800-282-5005
Suicide & Crisis Lifeline	988
Youth Crisis	
National Youth "I care" Hotline (Feeling Troubled)	800-729-4227
National Youth Crisis	800-448-8663
Youth Crisis Hotline	800-448-4663
Northwestern Mental Health Clinic	800-282-5005

Hawley ISD #150 adheres to the belief that all vocational opportunities will be offered regardless of race, color, national origin, gender, or disability.

PARENTS

ACADEMICS

GRADES

Hawley Middle School will utilize traditional grades and correlate with the high school grading policy. This grading scale has been split evenly giving a range of 3% for each grade, with the exception of an A being a range of 5%.

A	95–100%	A−	92-94.9%		
B+	89-91.9%	B	86-88.9%	B−	83-85.9%
C+	80-82.9%	C	77-79.9%	C−	74-76.9%
D+	71-73.9%	D	68-70.9%	D−	65-67.9%
F	0-64.9%				

ELLIGIBILITY

Any student who receives one D and one F or I (incomplete) at the time regular process reports are issued (every 3 weeks) or at the end of a quarter or semester grading period shall lose eligibility to compete for a minimum of 1 week. During the time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed in a contest or activity.
After 1 week eligibility may again be restored if the student has passing status in at least one of the failed classes. This will be attested to by the teacher/teachers who issued the failing grade originally. (If the student still failed both classes, eligibility continues.)

It will be the student's responsibility to secure evidence from the teacher/teachers posing status. After regaining eligibility the student shall remain eligible on a week-to-week basis as long as passing grades are maintained. This policy shall include the final grades of the sixth grade class. Ineligibility periods run from Wednesday morning to the following Wednesday morning.

Appeal Procedure

Any student not meeting the above academic standard may appeal in writing to the activity director or building principal to have the student's eligibility reinstated because of special circumstance. A committee made up of the principal, activity director, counselor, and teachers involved in the failing grades will determine eligibility after the appeal is heard. (Appeals may also be made by teachers, coaches, and parents/guardians.)

RECOGNITION

Hawley Middle School believes in recognizing students for their achievements in all facets of their school experience. Academically we acknowledge students who achieve the following:

Academic Excellence: 4.00
Honor Roll: 3.50

TESTING OPT OUT

Parents or guardians hold the option to refuse to have their students take any or all statewide assessments. You can find more information on the district website, or the form to do so is available at http://www.mnmsba.org/Portals/0/Documents/MDE-TestingOptOutForm.docx

REPORT CARDS

Report cards will be finalized following each quarter of the school year. All grade reporting is available to all parents and students on-line. Paper copies will be mailed to any homes upon request. Teachers' grade books specific to each child are available to parents and students. Quarter and final grades are posted as well.

HOMEWORK GUIDELINES

Although the intention of Hawley Middle School is not to assign an abundance of homework, there are times when an expectation of work outside of the school day will apply. Any homework assigned by a teacher is expected to be completed by the due date provided. Homework may be assigned in all classes throughout a student's school day.

Following 2 weeks of incomplete homework assignments, those assignments may be counted as a zero in the gradebook and no longer be eligible to be turned in. Communication with teachers of specific circumstances is encouraged to avoid incomplete work.

Additionally, at the end of a grading term, grades are final. Incomplete work from the previous quarter is unable to be turned in and/or graded.

ATTENDANCE

COMPULSORY ATTENDANCE LAW

Minnesota Statute 120.10 states, "Every child between 7 and 16 years of age shall attend a public school, or a private school, during the entire time that the school is in session during the school year." This law must, and will, be strictly enforced.

The administration and faculty of Hawley Public Schools believe that regular attendance is a significant and valuable component of a student's education. Regular attendance is essential to successful academic achievement. Consistent school attendance is one means by which a student develops responsibility and self-discipline. Being present, on time, and in good condition for the day's work is a habit that should be developed by all concerned. Parent and student cooperation in this matter is strongly urged and expected.

A complete set of records of all absences and tardies are kept in the office. **Attendance will be taken starting at 8:20 A.M. Any student arriving after 8:20 will be considered tardy for the school day.**

ABSENCE

5th and 6th Grade: Attendance will be taken in the morning and afternoon. Students travel with their classroom teacher by period and will not have attendance taken every period.

7th and 8th Grade: Attendance will be taken every period (Tardy or Absent). Students are responsible for moving around the building by period on their own time.

Reporting: Parents are asked to call or email the school before 8:20 a.m. to report student absence for an entire or partial day. The student will also need a signed note from the parent upon return to school restating the reason for the student's absence when absent for multiple days. If a student is going to miss school for an appointment, the student will need to submit a note from the medical provider's office upon return in order to have the appointment excused.

Homework: Homework requests for absent students should be made early in the school day or at least one day prior for scheduled absences to allow the teacher(s) adequate time to put together books, worksheets, instruction, etc..

In the case of unexpected absences, students will be given **2 days upon return** from their absence to complete missing school work. Please communicate extenuating circumstances to the school so we can help accommodate.

TARDIES

Students arriving late to school or leaving early must check in or out with the office personnel. If a student is tardy (unexcused) three times for a class without a signed admittance pass, that student will make up time during the quarter.

EMERGENCIES

EMERGENCY DRILLS

Pupils are evacuated from the school building during fire drills in approximately one minute or less. Drills are held several times during the year. All pupils and staff leave the building during the drills. Some drills in the case of a threat of an intruder are discussed with classes. These are practiced several times throughout the school year.

STORM ANNOUNCEMENTS

In the event inclement weather causes a delay in opening school, closing for the day, or early dismissal, announcements will be made over the school district Alert System, radio stations and other local TV stations. A request for storm home information will be sent home with your child during the first week of school. Please return the form to the school office as soon as possible so that we may update our storm home emergency list.

E-LEARNING

On E-Learning days, students will be responsible for accessing their class's digital medium, must complete assignments within 2 days, communicate with teachers via email or another appropriate medium, and participate in e-learning day activities

SUICIDAL IDEATION

Suicide Prevention - Minnesota 800-282-5005. Suicide & Crisis Lifeline

OVERDOSE MEDICATION

The Hawley School District does maintain a supply of opiate antagonists and all buildings have access to nasal naloxone available. The school nurse is authorized to administer opiate antagonists.

CRISIS RESPONSE TEAM

Hawley School District has established a Crisis Response Team. In the event of a death/crisis affecting Hawley Middle School, the Crisis Response Team and staff will follow a specified plan to deal with the crisis. In the event of a crisis, please contact the building principal.

FIELD TRIPS

Students will take educational field trips during the school year. They will walk to the location or be transported in our regular school buses by licensed drivers. **A passive consent for field trips will be included on the school registration form. By signing this portion, you give permission for your child to attend all school-sponsored field trips where district owned school bus transportation is used.**

****Exception for the 6th grade field trip (or extended field trips) where separate permission slips will be required****

FINANCE

SENDING MONEY TO SCHOOL

It is not advisable for students to carry purses, billfolds or large sums of money to school. **School lunch payments can be made directly through JMC using the "Lunch" tab. Simply log in to your JMC Family account, select Lunch, and enter your payment information. It's a quick and easy way to add money to your child's lunch account. You're also welcome to bring a check to the office. If money is sent to school, it should be placed in a sealed envelope clearly marked with the pupil's name and classroom.** Please make checks payable to Hawley Public Schools.

SCHOOL LUNCH AND BREAKFAST PROGRAM

We encourage all children to take part in our hot lunch and breakfast program. The menus are planned and prepared by qualified personnel.

Meal Prices - Due to recent legislation passed in the state of Minnesota, ALL STUDENTS will receive one free breakfast and one free lunch per student.

GET INVOLVED

VOLUNTEERS

We would like to encourage you to take an active role in your school. If you could volunteer a half-hour, hour, or more a week to help teachers and to work with children in the classroom, please notify the school office at 483-3200. ISD #150 does complete background checks on volunteers per local policy #404

VISITORS AT SCHOOL

A visitor is defined as any person who is not a faculty or staff member of ISD 150. **If you are not paid by the district, you MUST stop into the office to sign in to receive a visitor's badge every time you come into the building**. This is for the safety of all students and staff.

We would like to encourage you to visit your school at any time during the school year. To visit a classroom, please schedule with the teacher or reach out to the main office ahead of time**.** The exterior doors will be locked daily from 8:20 am to 3:00 pm. Occasionally we have requests by pupils to bring cousins, preschool brothers and sisters and other children to school. We discourage this type of visit, but the principal may approve a request for special occasions.

If you are picking up your child from school, we ask that you wait outside the door they exit from or by the main office. Please do NOT go to the child's classroom as the hallways are congested during the end of the day.

HOW PARENTS CAN HELP

BE INVOLVED in your child's education.
ENCOURAGE your child to do his or her best.
VALUE education, it can open up doors that can't be without a quality of education

HEALTH OFFICE

HEALTH OF YOUR CHILD

1. Remind your student to tell their teacher promptly when he/she is not feeling well. The school nurse will contact parents if they are needed to come pick up their child. If your child has a headache, sore throat or skin eruption, or if your child shows signs of a beginning cold, we would recommend keeping them at home. This will prevent the spreading of germs to other people, and also many other serious illnesses appear like colds when they start. If the illness seems at all serious, the family doctor should be consulted.

2. See that your child gets a regular and adequate amount of fresh air, exercise, sleep, and a well-balanced diet to help prevent illnesses.

3. Teach your child to cover his/her mouth when coughing or sneezing.

4. Teach your child the importance of proper hand care. This includes hand washing after going to the toilet and before eating.

5. The school nurse or office staff will administer medication in accordance with state guidelines under the direction of the Public Health Nurse. Parents or the family physician must provide all prescriptive and non-prescriptive medications. School personnel will not provide students with any medication. This includes pain relievers, cough suppressants, etc. If a student must take a prescriptive medication, he/she must bring the medication to the office with written instructions from the physician. **A School Medication Authorization Form must be signed by both parent and doctor prior to administering any medications at school. These forms are available at the office or on our school website (Middle School tab – Downloads).**

Inhaler exception
Students can self-administer medications that are prescription asthma or reactive airway disease medications self-administered by a pupil with an asthma inhaler if the district has received written permission to administer the medication to the pupil. The parent must submit written authorization for the people to self-administer the medication each school year." MS 121A.22 Subd.1. "Written authorization from the pupil's parent permitting the pupil to self-administer the inhaler is properly labeled for that student, and the parent has not requested school personnel to administer the medication to the pupil. The parent must submit written authorization for the pupil to self-administer the medication each school year." MS 121A.22 Subd. 2

PHYSICAL ACTIVITY

Students who are unable to participate in PhyEd and/or Recess due to health reasons must have a signed letter from a health care professional to excuse their involvement.

PERMISSIONS

PHOTO RELEASE

In the course of school operations, names and/or images of students may be released to news agencies, posted on our website, or Facebook pages. This may be to recognize students for special awards, achievements, athletics, activities, & more. This is a passive agreement (it is assumed that you agree, unless otherwise noted) between Hawley Public Schools and the parent/guardian of enrolled students. If you would like to sign a form for your child to **NOT HAVE THEIR PHOTO POSTED**, please visit our website under "INFORMATION & FORMS"

SCHOOL PICTURES

School pictures are taken each year. Individual pictures are taken in the fall during back to school night and September 24th. Class pictures may be taken in the spring.

TENNESSEN WARNING

When an individual is asked to supply private or confidential data about himself/herself, the Minnesota Government Data Practices Act requires an individual be informed of:

- Purpose for collecting the data
- Intended use of the data
- Whether the individual possessing the data may refuse or is legally required to supply the requested information
- Any known consequences arising from supplying the data
- Any known consequences arising from refusing to supply the data
- The identity of other persons or entities authorized by state or federal law to receive the data

A Tennessen Warning may be given orally or in writing.

USE OF VIDEO RECORDING EQUIPMENT

Students should be advised that the Middle School and school buses utilize video surveillance equipment and there will be instances when the images captured by this equipment will be utilized in various capacities. Data collected is the property of ISD 150, but may be shared with law enforcement or other entities when it is deemed prudent to do so. Data will, when necessary, be used in disciplinary situations and to determine participants in various matters. Data will not be shared in a frivolous manner with any agency or persons outside of the district.

REGISTRATION & WITHDRAWAL

STUDENT REGISTRATION

Students enrolled in school are automatically registered in the spring of the year for the following school year. Parents must fill out JMC registration annually for updated permissions.

New students should register prior to school opening in the fall.

CHANGE OF ADDRESS

Changes in addresses or telephone numbers during the school year should be reported to the office as soon as possible. **It is important that you get these changes to us as soon as possible so we can update our records.**

WITHDRAWAL FROM SCHOOL

If a student withdraws from school before the end of the school year, the principal's office should be notified at least two days before departure. A transcript of the student's records will be sent to the new school when requested by the principal of that school.

Help your child look forward to school. Talk about it in a positive way so your child will think of it as a happy place. If your child expresses doubts or fears, don't pass them off. Try to answer all the questions in a positive, reassuring way and let your child know that there will be friendly people to help on those first uncertain days.

SUPPLY LIST

All Students ~ Required

- ☐ Backpack
- ☐ 2-3 Packs of Pencils
- ☐ Sketchbook for Art
- ☐ Calculator: Texas Instruments 30xs
- ☐ Wired Headphones w/ AUX plug-in
- ☐ Gym Shoes/Clothes during PE
- ☐ 1 Box Kleenex
- ☐ Folders and Notebooks
  - ☐ Red (Math)
  - ☐ Blue (Social)
  - ☐ Yellow (English)
  - ☐ Green (Science)
  - ☐ Purple (Explore)
  - ☐ Orange (Health - 7th grade)

Suggested/Optional

- ☐ Water Bottle
- ☐ Computer Mouse

Classroom Wishlist (Donations)

- ☐ Batteries AA & AAA, Ziploc bags-any size, Kleenex, Clorox Wipes

5th

- ☐ Washable Markers
- ☐ 1 Package of Colored Pencils
- ☐ 4 Large Glue sticks
- ☐ 2 Black Sharpies
- ☐ 4 Dry Erase Markers & Eraser
- ☐ 2 Highlighters
- ☐ Scissors
- ☐ 1 Composition Notebook
- ☐ 1 - 1" Binder
- ☐ 1 Package Filler Paper

6th

- ☐ Washable Markers
- ☐ 2 Large Glue Sticks
- ☐ 2 Black Sharpies
- ☐ 4 Dry Erase Markers
- ☐ 1 (1.5") view binder
- ☐ 1 package filler paper

7th

- ☐ 1 (.5") black binder for Choir
- ☐ Yellow 2 pocket folder w/ prongs (English)
- ☐ 1 (1.5") green binder & loose leaf paper (Science)

8th

- ☐ 1 (.5") black binder for Choir
- ☐ 2 pocket folder w/ prongs (English)
- ☐ 1.5 yards of cotton fabric (FCS)

TRANSPORTATION

TRANSPORTATION POLICY

Students being transported to and from school will adhere to the transportation policies and guidelines of the district.

School board policies are available in the office for anyone's inspection.

A. Revocation of riding privileges is done in accordance with Policy #3541.23. Revocation may result from one of the following acts:

1. Students shall not throw objects of any sort at any time while a passenger on a bus.
2. A student shall not assault, harass, or bother other bus passengers.
3. A student shall not use vile or abusive language or act in a manner that will have a bad influence on other passengers.
4. A student who vandalizes a bus in any fashion shall be subject to disciplinary action by the Superintendent of Schools and the cost of necessary repairs shall be billed to the student's parents.
5. A student shall not distract the driver, particularly while the bus is in motion.
6. Eating or drinking of pop will not be allowed on buses.
7. Adults and students may not smoke while passengers on a school bus.
8. Students shall not consume nor possess alcoholic beverages of any type while passengers on a bus.

Rules at the Bus Stop:

1. Get to your bus stop 5 minutes before your scheduled pick-up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs on District #150 buses.

Rules on the Bus:

1. Follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.

7. Do not throw objects within the bus or out the windows of the bus.
8. No use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences:

1st Offense: Warning
2nd Offense: Parents contacted
3rd Offense: Three-day suspension from bus – Parents contacted
4th Offense: Five-day suspension from bus – Parents contacted
5th Offense: Ten-day suspension from bus – Parents contacted
6th Offense: Principal and superintendent will decide the length of additional suspension – Parent Conference

BUS PASSES

Due to the number of students riding the bus and the capacity numbers of the bus, we are extremely limited in our ability to offer bus passes for students. Students must ride their normal bus or arrange for other transportation. This is a safety issue for our students and we appreciate your understanding and cooperation with this matter.

PARKING: STUDENT DROP-OFF AND PICK-UP



Please be aware of signage and driving lanes. There is a crosswalk near the main entrance where the utmost awareness is required for student safety.

ARRIVAL

Bus:

Will stop along the north side of the bus garage in designated parking spots allowing students to enter the building.

Parents:

To help with congestion and student safety:

Right lane: Student Drop-off
Left Lane: Driving lane for exiting the parking lot

Students may be dropped off at the Elementary School and walk to the Middle School or Vise Versa. There is a sidewalk connecting the two campuses.

DISMISSAL

Bus:
Will be lined up waiting for students to board in the same parking locations as arrival.

Parents:
Vehicles may be parked in the parking lot or around the dropoff/pick up loop waiting for student dismissal.

Right lane: Temporary parking for student pick up
Left Lane: Driving lane for exiting the parking lot

Students are able to walk to one campus to meet with siblings and/or parents for one pick up location.

STUDENTS

CONDUCT

ASSEMBLIES

Hawley Public Schools have a proud tradition of admirable and attentive behavior when there are speakers, at plays and the musical matinees, and so forth. It is expected for students to attend assemblies unless an area has been designated for completing school work.

FOOD AND BEVERAGES

In general, students will be able to bring snacks and drinks to school under these conditions:

- Consumed during appropriate times as determined by classroom teachers
- Beverages are in a sealed/resealable container if being consumed outside of the cafeteria
- Do not interfere with classroom instruction or damage school property (stains/mess, loud packaging, cheese dust, etc.)

STUDENT ATTIRE AND GROOMING

School is a professional setting and attire should reflect an appropriate level of respect to the environment. Determining inappropriate clothing will be the sole discretion of the teachers and principal. Student clothing should be neat, clean, and free of objectionable language, language pertaining to sexual preference, or that which denounces a person's race or religion. Inappropriate clothing and attire includes, but is not limited to, the following:

- headgear of any kind (unless it is used to cover a medical condition or if it is worn for strict religious doctrine)
- blankets
- spiked accessories or jewelry
- chains heavier than a watch chain
- short skirts or shorts
- clothing that exposes a bare abdomen or visible cleavage
- spaghetti straps
- see-through clothing
- exposed underwear
- sunglasses
- contacts that do more than slightly alter the color of one's eyes
- promotion of products/brands not deemed appropriate for school (alcohol, tobacco, adult content, etc.)

It should be noted this applies when a student is seated as well as standing. Footwear is required at all times.

Students found in violation of this policy will be asked to change into available clothing or have clothes delivered to school.

NUISANCE ITEMS:

In general, toys, fidgets, and non educational materials are not allowed in the classroom and their use is at the discretion of the classroom teacher. For situations where the use of a fidget is warranted, the object must be reasonable size and its use does not present a distraction to the classroom environment.

CARE OF FACILITIES

Extreme care should be made to maintain our rooms, furniture, equipment, materials, and supplies.

Students found responsible for vandalism or intentional damage to school property will be held accountable for cleaning, repairs, and/or financial restitution. In applicable cases, guardians may be requested to accompany their student in the process of restoring school property and facilities to their usable state.

LOCKER SEARCH

As outlined in district policy (located below) school personnel reserve the right to search student lockers in applicable circumstances.

SUSPENDABLE OFFENSES

It is the intention to keep students in school during their regularly scheduled classes at all times. In cases where student conduct is detrimental to the school environment, removal from class may be warranted, occasionally in the removal from the school building. Repeat offenses will result in escalated consequences.

Such offenses include (but are not limited to):

- Disorderly Conduct
    - An act that the student knows or has reasonable grounds to know that the act will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct is also engaging in offensive, obscene, abusive, boisterous or noisy conduct or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Disorderly conduct can include communication or expression created and/or distributed by an electronic means.
- Fighting/Assault
    - Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person.
- Insubordination
    - A deliberate and pervasive refusal to follow an appropriate direction
- Substance Possession and/or Use
    - Outlined in District Policies below
- Bullying/Harrassment
    - Outlined in District Policies below

ZERO TOLLERANCE

In cases where student actions require immediate response, guardians will be requested to come to the school for a conference with the student and principal. These offenses include (but are not limited to):

- Multiple students in a closed stall of the individual bathrooms
- Derogatory Language directed at any staff member
- Weapon Possession

DISTRICT POLICIES (online)

Student - Series 500

LOCKERS

Lockers are assigned by homeroom teachers for 5th and 6th grade students. 7th and 8th grade students will have lockers assigned alphabetically by grade.

Students are encouraged to lock their belongings in their lockers during the school day. Students must provide their own lock.

BACKPACKS

To reduce clutter in classrooms and limit nuisance items being brought to class, backpacks should remain in lockers during the school day. Lockers can be accessed during transition time or with teacher permission. Binders and Trapper Keepers will be allowed in classrooms for student supplies as needed or the discretion of the classroom teacher.

LOCKER ROOM

The locker room will be locked during the school day. Students needing to drop off equipment for activities will have the opportunity to do so before school or when attending their PhyEd classes.

7th and 8th grade students will have access to the locker room before and after PE classes to change. Lockers will be assigned by PhyEd teachers.

5th and 6th grade students will not have access to the locker room.

MEDIA CENTER (LIBRARY):

The media center appreciates your help in assisting children to respect public property. The books and other media are borrowed property and deserve the respect of the borrower. Keeping/damaging library books deprives others of their use.

Book Checkout and Return
Books are able to be checked out *Times TBD* . Teachers may bring students to the media center for book checkout during the school day.

Books may be returned to the book return slot in the hallway at any time during the school day in which the student is able.

MISSING ITEMS

LOST AND FOUND
Due to the accumulation of unclaimed clothing, it would be appreciated if you take time to label your child's clothing.

A place for lost and found items will be in a location near the main office. If something belonging to your child is missing, please tell them to check in the lost and found or ask at the office. Many articles that accumulate during the year are never claimed. We donate the remaining clothing to REACH.

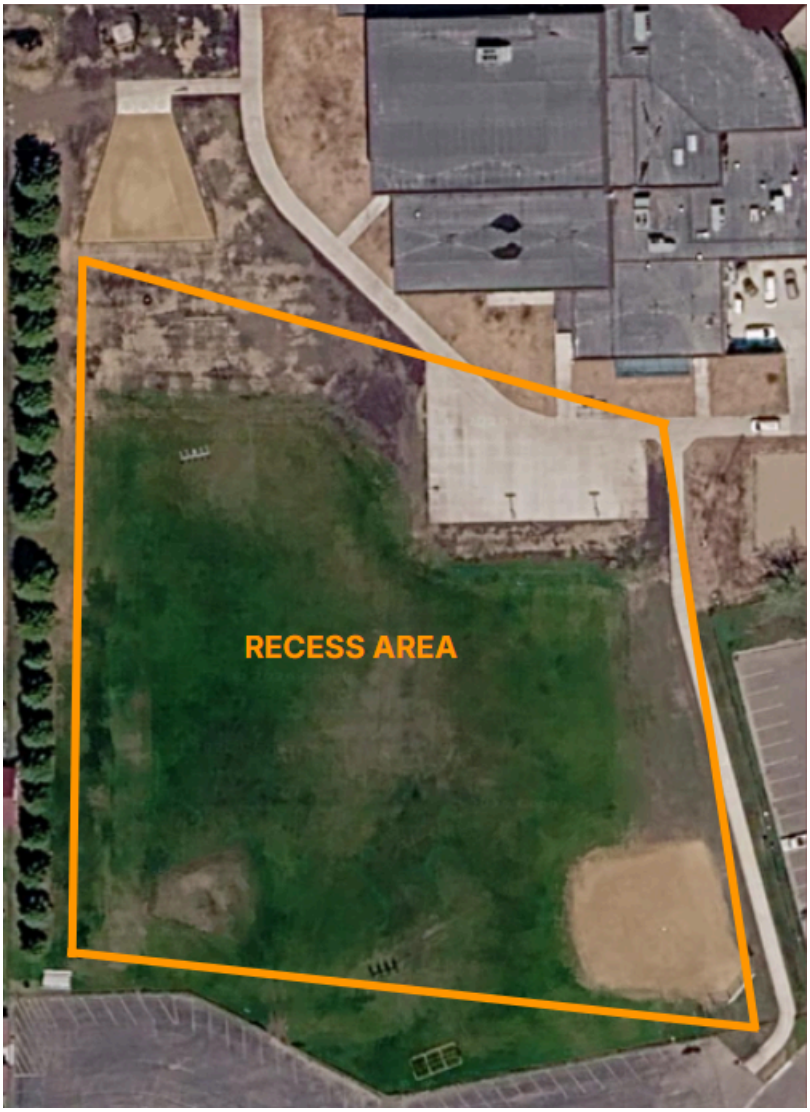
DAMAGED/STOLEN
Every effort will be made to help students recover lost or stolen items. Students ultimately run this risk of valuable possessions going missing or being damaged when they are brought on the bus or to school. In instances where an item is proven to be stolen or intentionally damaged/broken, the principal will help facilitate the replacement of the item and/or financial restitution from involved students.

RECESS

All students in grade 5-8 will have outdoor recess during the school day.
- Winter clothing is encouraged but not required
- Students are welcome to bring their own recess equipment
- Access to Sand Volleyball, Basketball nets, 4 square, baseball field, and Green Space

Indoor Recess
Indoor recess will be assigned under the following conditions:
- Air Temperature of 0 or Windchill of -10
- Field and grounds are unusable
- Air quality concerns

In the event of indoor recess, classrooms may be assigned and/or gyms made available with proper footwear.



TECHNOLOGY

ELECTRONIC DEVICES

Phone Free School Day 8:20 - 3:05

If students bring Personal Electronic Devices (phone, watch, earbuds, etc.) to school, they should be stored in their locker during the school day. Hawley Middle School is not responsible for lost, stolen, or damaged electronic devices that are brought to school.

Students whose PEDs disrupt the school environment will:

1. Be asked to put the device away/in their locker
2. Turn their device into the office for the day and guardians be notified
3. Turn their device into the office for a period of time (remainder of the week, 5 days, etc.)

4. Have a conference with the principal and guardians to determine an appropriate plan forward.

In some cases teachers may allow the use of personal technology for specific classroom activities. In these instances, technology use is at the discretion of the teacher.

SCHOOL ISSUED TECHNOLOGY

Students will have access to school technology for the purposes of completing school assigned activities. The use of school technology for non-school related purposes is prohibited.

AI

Hawley Middle School will work to stay up to date with professional guidance on the integration of Artificial Intelligence into school. In general, students will not be permitted to utilize Artificial Intelligence for the purpose of completing school assignments. The use of AI for school work will be at the discretion of the classroom teacher in alignment with their expectations of the assigned classwork.

Simply: Students cannot submit graded work generated solely by AI.