



HAMILTON COMMUNITY SCHOOLS

ELEMENTARY SCHOOL HANDBOOK

BENTHEIM 269-751-5335

BLUE STAR 269-751-5630

HAMILTON 269-751-5413

SANDYVIEW 269-751-5372

WEBSITE: www.hamiltonschools.us

Revised – January 2011

INDEX

1.0 PERSONNEL

- 1.1 Board of Education/Administration Office
- 1.2 Elementary Staff/PTO Officers

2.0 SCHOOL CALENDAR

3.0 BELL SCHEDULE

4.0 STUDENT ATTENDANCE

- 4.1 Notification of Absence
- 4.2 Prolonged Absences - Illness
- 4.3 Prolonged Absences - Non-Illness
- 4.4 Excessive Absences
- 4.5 Arrival/Leave Early Tardies

5.0 SCHOOL HEALTH

- 5.1 School Nurse
- 5.2 First Aid
- 5.3 Vision Screening
- 5.4 Hearing Testing
- 5.5 Communicable Diseases
- 5.6 Head Lice
- 5.7 Medication Policy

6.0 STUDENT SERVICES

- 6.1 Student Record
 - A. Transfer from sending school
 - B. Release of information to other institutions
 - C. Parental Access
- 6.2 Standardized Testing
- 6.3 Student Insurance
- 6.4 Textbooks and Supplies
- 6.5 Lost and Found
- 6.6 Hot Lunch
- 6.7 Field Trips
- 6.8 Library
- 6.9 Transportation
 - A. Bus Transportation
 - B. Parental Transportation of Students
 - C. Bus Policy

7.0 SPECIAL SERVICES

- 7.1 Speech and Language Services
- 7.2 School Psychologist
- 7.3 School Social Worker
- 7.4 Title 1 Reading Program
- 7.5 Special Education Resource Room
- 7.6 Elementary Counseling

INDEX CONTINUED

8.0 SPECIAL CURRICULUM

- 8.1 Physical Education
- 8.2 Art
- 8.3 Music

- 8.4 InfoTech
- 8.5 Spanish
- 9.0 SAFETY
 - 9.1 Fire Drills
 - 9.2 Tornado Drills
 - 9.3 Lock Down Drill
 - 9.4 Arrival at School - Time
 - 9.5 Removing Children from School
 - 9.6 Weather Conditions
 - 9.7 Accidents - Illnesses
 - 9.8 Leaving School Grounds
- 10.0 STUDENT RESPONSIBILITIES
 - 10.1 Discipline
 - 10.2 Discipline Guidelines
 - 10.3 Rights, Responsibilities & Limitations
 - 10.4 Care of School Property
 - 10.5 Dress and Grooming
 - 10.6 Use of Technology
- 11.0 STUDENT POLICIES
 - 11.1 Pets in School
 - 11.2 Recess Excuses Limited
 - 11.3 Class Parties
 - 11.4 Locker Policy
- 12.0 GENERAL INFORMATION
 - 12.1 Student Visitors
 - 12.2 Student Teachers
 - 12.3 Parent-Teacher Conferences and Parent-Teacher Communication
 - 12.4 Parent Volunteers
 - 12.5 P.T.O. Organization
 - 12.6 Report Cards
 - 12.7 Weapon-Free School Zone Policy
 - 12.8 Schools of Choice Policy
 - 12.9 School & Classroom Newsletter
 - 12.10 School Board Meetings

1.1 BOARD OF EDUCATION

HAMILTON COMMUNITY SCHOOLS BOARD OF EDUCATION 2010-2011

Rick Kooiker
4196 132nd Ave
Hamilton, MI 49419

Ron Eding
4560 134th Ave.
P.O. Box #3
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Steve Spaman
4873 Green Ridge Trail
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4169 56th St
Holland, MI 49423

Beth Zoet
3944 M-40
Holland, MI 49423

Bob Buresh
4660 44th Street
Holland, MI 49423

**ADMINISTRATION OFFICE
751-5148**

SUPERINTENDENT David Tebo

BUSINESS MANAGER Steve Aardema

2.0 SCHOOL CALENDAR

In your packet you will find a copy of this years calendar

- The first student day is September 8
- No school on October 28 or 29 because of Parent/Teacher conferences
- Christmas vacation is December 20 through January 2
- Spring break is based on the **Ottawa Area Intermediate School District common calendar** (www.oaisd.org) is scheduled for April 1 – 8.

3.0 HAMILTON ELEMENTARY BELL SCHEDULE

8:28	1st Bell
8:33	Tardy Bell - Classes Begin
10:30 - 10:50	Upper Elementary Recess
12:10 - 12:45	Lunch/Recess - 1 st & 2 nd Grades
12:35 – 1:10	Lunch/Recess – 3 rd , 4 th & 5 th Grades
2:10 - 2:30	1st, 2nd & 3rd Grade Recess
3:41	Dismissal Bell
3:46	Buses Leave

ECSE Schedule

Morning 8:40 - 11:35

Afternoon 12:35 - 3:30

Morning Kindergarten/Young Fives

8:28	1st Bell
8:33	Tardy Bell - Classes Begin
11:46	Dismissal Bell
11:51	Buses Leave

Afternoon Kindergarten

12:25	Classes Begin
3:41	Dismissal Bell
3:46	Buses Leave

4.0 STUDENT ATTENDANCE

4.1 NOTIFICATION OF ABSENCE

Parents should call the school office by 9:00 A.M. if your child is ill. The secretary will call if your child is not present and you have not notified us.

4.2 PROLONGED ABSENCE - ILLNESS

If a child is to be absent more than 3 days please call the school office. Teachers can then secure homework assignments for the students.

4.3 PROLONGED ABSENCE - NON ILLNESS

We would prefer that students not be taken out of school for vacations, shopping, etc. We are only in school for 160 + days. If a child misses school for unnecessary reasons, it places an undue burden on him/her regarding his academic progress.

If it is absolutely necessary to remove a child for one of the above reasons, you must contact the teacher and principal ahead of time.

4.4 EXCESSIVE ABSENCES

State law requires that all students attend school on a regular basis. If parents become delinquent in requiring their children to attend school, the Allegan County Sheriffs Department will be contacted by the school.

4.5 ARRIVAL/LEAVE EARLY TARDIES

Students arriving after the tardy bell must report to the office and get a pass. *A tardy is also issued if a student is picked up early from school.* The principal will call the parent to inform them of excessive tardies and explore ways to eliminate the problem.

5.0 SCHOOL HEALTH

5.1 SCHOOL NURSE

Hamilton Community Schools does not employ a school nurse. The services of a nurse from the Allegan County Health Department are available upon request. This person does not make regular visits and only comes to school if a specific problem arises.

5.2 FIRST AID

Emergency first aid will be administered by office personnel in the case of accidental injury. In the case of serious injuries you will be notified as soon as possible.

5.3 VISION SCREENING

Grades 1, 3, and 5 will be vision screened by the Allegan County Health Department. If your child is not in these grades and you would like his/her vision checked, please call the school office.

5.4 HEARING TESTING

Grades 2 and 4 will be tested by the Allegan County Health Department. If you feel your child has a hearing problem and would like him/her tested, please call the school office.

5.5 COMMUNICABLE DISEASES

We make every effort to keep communicable diseases out of school. If your child does become ill, we request that you keep your child home until the symptoms disappear.

5.6 HEAD LICE

These so-called "nuisance diseases" often become school problems. Children with live head lice or nits (eggs) must be excluded from school and may not return until the child has been adequately treated. If your child does contract head lice, please call the school immediately so his/her classmates can be checked.

5.0 CONTINUED

5.7 MEDICATION POLICY

Administration of Medications to Pupils in School

The following definition of "medication" is adopted for use in the Hamilton Community Schools: medication (includes prescription, non-prescription and herbal medications) taken by mouth, inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

- The child's parent/guardian will need to get a permission form from the school office. The form will need to be filled out by the child's physician and also signed by a parent/guardian. The form will be kept on record by the school.
- The permission form will need to be renewed each school year.
- No changes to medication dosage or time of administration will be made except by instruction from a physician.
- Medications must be brought to school by the pupil's parent/guardian.
- The building administrator will designate an individual(s) responsible for administering medications to pupils at school.
- Each building will have a plan for handling medical emergencies.
- Any adverse reaction to medication, as described on the physician's written form, will be reported to the pupil's parent/guardian immediately.
- Any errors made in the administration of medications shall be reported to the building administrator immediately and written into the pupil's school record. The building administrator is responsible for reporting the medication error to the pupil's parent/guardian immediately.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Self-Administration/Self-Possession of Medications

The following definition of "self-administration/self-possession" is adopted for use in Hamilton Community Schools: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
- A medication that a pupil possesses must be labeled and prepared by pharmacy or pharmaceutical company and include the dosage and frequency of administration.

- A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.
- A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

6.0 STUDENT SERVICES

6.1 STUDENT RECORDS

A. Transfer from Sending School

If you are moving from another district to Hamilton you must sign a release form to have your child's records transferred to the receiving school.

B. Release of Information to Other Institutions

Your child's records will only be sent to other institutions after we receive your written permission.

C. Parental Access

You may examine your child's personal records at any time by calling the school office and setting up an appointment with the Principal.

6.2 STANDARDIZED TESTING

Standardized testing as required by law is conducted in grades 1-5. We also administer regular classroom assessments. These results are used to measure progress and plan instruction.

Students in grades 3-5 participate in Michigan Education Assessment Program (MEAP).

All test data is available to parents. If you are interested in reviewing any test data, please contact the teacher or principal.

6.3 STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the school office. This form must be completed by parents and presented to the doctor or hospital. The school merely acts as a go-between in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the insurance company.

6.4 TEXTBOOKS AND SUPPLIES

All textbooks and workbooks are supplied without cost to the parents. If a child damages a book he/she will be required to pay for a replacement.

Pencils and paper supplies are given to students in reasonable amounts. Many children enjoy bringing some of their own supplies to school, but they are not required to do so.

6.5 LOST AND FOUND

Please mark all personal belongings of your children. Many children have the same type of coats, hats, boots, etc., and it is most upsetting to a child if he can't find his own clothes. Each building has a lost and found area if your child has lost something.

6.6 HOT LUNCH PROGRAM

The price for hot lunches will be shared when school begins. Forms for free and reduced lunch are available in the school office if you would like such assistance.

6.7 FIELD TRIPS

As part of our program students may take part in various field trips. Parents are always notified of such trips. Many times parents are asked to volunteer to go along with the teacher to provide additional supervision. Written permission will be obtained for trips at the beginning of the year.

6.8 LIBRARY

Students regularly check books out of the library. Lost or damaged books must be paid for by the student. If a book is found after it has been paid for, the money will be reimbursed to the student.

6.0 CONTINUED

6.9 TRANSPORTATION

A. Bus transportation is provided to all students who live within the enrollment area of the school of attendance subject to the exceptions below. Any questions regarding bus problems should be directed to the Transportation office at 751-5191.

B. Parental Transportation of Students:

Parents who transport their students should stay in designated areas for student drop-off and pick-up. Please check your child's school regulations and send a note to school informing the teacher that you will be picking your child up.

C. Bus Policy

I. ELIGIBILITY:

a. General Guidelines:

A resident student is eligible for transportation services if the distance from the home to the school (elementary school in their attendance area for grades K-5) equals or exceeds the following minimum distances:

Kindergarten 0.5 miles

Grades 1-5 0.5 miles

Distances will be determined in accordance with the policies of the Michigan Department of Education.

b. Exception Guidelines:

Within the walking distances described under I-A, exceptions will be granted to students required to walk along certain designated routes. Factors such as traffic volume and speed, road and shoulder width, presence or absence of ditches and/or sidewalks are to be considered.

The following roads are exceptions to the walking distance eligibility described in 1-A.

Bentheim: 38th Street north of the school
38th Street south of 140th Avenue
140th Avenue

Blue Star: Blue Star Highway
58th Street

Hamilton: 135th Street east of M-40
134th Street
M-40, east side of road if crossing guards unavailable
north of the school or south of main entrance

Sandyview: 46th Street
142nd Avenue
143rd Avenue

c. Other Guidelines:

Kindergarten students are not subject to I-A at noon pickup or drop-off times. Exceptions may be granted if there are no older students (grades 1-5) to walk with them during the morning or afternoon times.

II. WALKING DISTANCE TO STOPS:

Bus routes will be determined so that an authorized bus stop is available within a reasonable walking distance of the home of each student eligible for transportation services. The following shall be the limits for walking distances from the student's home to the assigned bus stop.

Kindergarten 0.1 mile

Grades 1-5 0.2 mile

The walking distance to stop policy will not apply in cases where the Transportation Supervisor has determined that a road is not accepted for school vehicle to travel. (See next section).

6.0 CONTINUED

III. ESTABLISHMENT OF ROUTES

Buses will not be required to travel unimproved roads or roads determined to be unsafe or impassable. Unless the Transportation Supervisor determines that a safer stop must be established, buses will generally not travel on seasonal, dead-end, narrow (not 2 full lanes), or private roads.

Bus routes will be established under the direction of the Transportation Supervisor in accordance with the laws of the State of Michigan and the policies of the district.

IV. NOTIFICATION REQUIREMENTS

Students not riding the bus may be required to contact the driver the night before or at least one-half (1/2) hour before the bus is scheduled to pick him/her up in the morning. Students riding once in a while must give similar notice.

V. BUS PASSES

Students may ride another bus or change their stop only if they have a Bus Pass approved by Transportation. Written permission will be required every time a student requests to ride a bus other than his/her own regular bus. The student will be dropped off only at a regularly scheduled stop.

VI. CHILDCARE STOPS

Childcare stops are permitted only if permanent. That is, the student's stop is determined to be at the baby-sitter's stop morning and/or evening on a consistent basis. Both the Transportation Department and the principal's office of the school must be notified of childcare arrangements. If there are changes for your normal transportation arrangements, a bus pass must be filled out and approved by Transportation for each occurrence.

VII. OTHER

Students must obey the driver and the rules of the bus. The bus ride is considered part of the school day and students may have school and/or transportation consequences for inappropriate behavior.

VIII. EMERGENCY SITUATIONS

Resolutions of emergency situations can be determined by the Transportation Supervisor and the School Principal.

ADOPTED: August 18, 1981
REVISED: September 14, 1981
REVISED: August 13, 1984
REVISED: November 11, 1985
REVISED: February 10, 1997
REVISED: January 8, 2001
REVISED: June 11, 2002

7.0 SPECIAL SERVICES

7.1 SPEECH AND LANGUAGE SERVICES

Our speech and language specialist works with any student who needs articulation or language exercises. If you feel your child needs this help and is not receiving it, please contact your child's teacher.

7.2 SCHOOL PSYCHOLOGIST

A school psychologist is on staff with Hamilton Community Schools. This individual tests students who are having academic or emotional problems in school. This testing only occurs with your written permission. If you feel your child needs this help, please contact his/her teacher.

7.0 CONTINUED

7.3 SCHOOL SOCIAL WORKER

A school social worker services our school. This individual primarily works with special education students who are having adjustment problems in school or at home. Your written permission is needed to secure these services. If you want this service for your child, please contact his/her teacher.

7.4 TITLE 1 READING PROGRAM

Students may receive extra help in reading through our Title I reading program. This program is designed to provide extra assistance in reading to our students. Pupils are selected for the program based on test results and teacher recommendation.

7.5 SPECIAL EDUCATION RESOURCE ROOM

Special education assistance is provided through our resource rooms. Students must be tested by our school psychologist and be certified as being eligible for special services. Parent permission must be obtained before these services are administered. Teachers or parents may request testing for students.

7.6 ELEMENTARY COUNSELING

Counseling services are available for all elementary students. Students who are experiencing social, emotional, or academic problems at home or at school are eligible for these services. The counselor will work directly with both the student, family, or teacher as need dictates. Students may refer themselves or be referred by parents, school personnel, or another student. Regular counseling services will not take place without parent permission. If you would like to secure these services for your child, please contact either his/her teacher or the school counselor.

8.0 SPECIAL CURRICULUM

- 8.1 **PHYSICAL EDUCATION**
All students in grades Y5-5 participate in P.E. classes. These classes are conducted by a certified Physical Education Instructor. All students must have a pair of clean gym shoes to wear during these classes. These shoes may not be worn on the playground. We have found that it works best if the student can leave these shoes at school. The shoes to be worn in the gym must have white soles (we have found the black soles leave marks on the floor).
- 8.2 **ART**
All students in grades Y5-5 receive instruction from the art specialist.
- 8.3 **MUSIC**
All students in grades Y5-5 will receive music instruction.
- 8.4 **INFOTECH**
All students in grades Y5-5 will receive instruction in technology and library/research skills.
- 8.5 **SPANISH**
All students in grades 1-5 will receive instruction in Spanish.

9.0 SAFETY

- 9.1 **FIRE DRILLS**
During the school year we are required to conduct 6 fire drills.

9.0 CONTINUED

- 9.2 **TORNADO DRILLS**
During the school year we are required to conduct 2 tornado drills.
- 9.3 **LOCK DOWN DRILLS**
During the school year we are required to conduct 2 lock down drills.
- 9.4 **SEVERE WEATHER POLICY**
The following are the policies of the Hamilton Community Schools for tornado and severe weather conditions.
- Definitions**
- Severe Thunderstorm Watch***
A possibility of severe thunderstorms with high winds and hail in a defined area.
1. School remains in session.
 2. Parents may pick up their children, if they wish.
- Severe Thunderstorm Warning***
Severe Thunderstorm in process in the area.
1. School remains in session.
 2. Parents may pick up their children, if they wish.
- Tornado Watch***
A possibility of tornadoes in the area.
1. School remains in session until normal time of dismissal.
 2. Parents may pick up their children, if they wish.
 3. All extra curricular events scheduled for the rest of the day will be canceled with this exception: If a tornado watch will expire or is canceled at least two hours before a school event is to begin, the administrators would retain the flexibility to decide whether or not to cancel the event.
 4. School will be canceled if a tornado watch is in effect beyond 7:00 a.m. and afternoon kindergarten classes will be canceled if a tornado watch is in effect beyond 11:00 a.m.
- Tornado Warning***
Tornadoes reported in a defined area by local weather spotters.
1. School remains in session and students will be guided to prearranged protected areas.
 2. Teachers will remain with their students until released by the Principal.

3. If the warning period should begin while students are being loaded on the bus, they will be called back into the building to protected areas.
4. If the warning period should begin after the loaded buses have left the school building, the drivers should use their own judgment as to whether to seek shelter or whether the bus route can be continued.

If school is canceled all day due to inclement weather conditions no athletic practices or other school activities would be allowed to be held before 12:00 noon. The building principal will make a decision as to whether weather conditions would allow practices or activities to take place in the afternoon or evening.

If a student and his/her parent considers the weather or driving conditions to be unsafe, no consequences will be incurred for missing a practice or activity.

School Closing or Delay

When it becomes necessary to close or delay school due to weather conditions, the following area radio and television stations will be notified:

WKZO	590 AM	
WHTC	1450 AM	
WCUZ	1230 AM	101.3 FM
WJQ	1260 AM	99.3 AM
WOOD	1300 AM	105.7 FM

9.0 CONTINUED

WZZM	TV-CHANNEL 13
WWMT	TV-CHANNEL 3
WOOD	TV-CHANNEL 8

These stations will also be contacted if the students must be dismissed early. If the school starting time is delayed by two or more hours, there will be no morning kindergarten.

9.5 **ARRIVAL AT SCHOOL - TIME**

School is in session from 8:33 - 3:41. For reasons of safety, please do not allow your child to come to school or the school playground before 8:28. Building grounds are not supervised until 8:28 and many problems needlessly arise if children arrive at school early.

9.6 **REMOVING CHILDREN FROM SCHOOL**

No child is permitted to leave or be taken from school during the time school is in session by anyone other than an authorized adult. If you must have someone else pick up your child, please send a note to school. Please report to the office prior to picking up your child.

9.7 **WEATHER CONDITIONS**

Parents should see that their children are dressed appropriately for changing "Michigan weather." Children will play outside each day, unless it is raining or a winter temperature of 10 degrees or wind chill of -0.

9.8 **ACCIDENTS - ILLNESSES**

Should your child become ill or sustain an injury you will be contacted to pick him/her up at school. If you are not at home we will contact the person listed on the emergency card. If no one is available, we will keep the student at school unless immediate medical assistance is required. In that case this assistance will be secured.

9.9 **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the school day unless a parent or guardian picks the child up.

10.0 STUDENT RESPONSIBILITIES

10.1 **DISCIPLINE PHILOSOPHY**

Part of the educational process is assisting students to grow into safe and responsible citizens. We believe there should be mutual respect between parents, children, and staff members. Respect must be earned, but we realize that people respect others to the degree they respect themselves. We believe in kids - their worth, rights, and responsibilities. We believe we must listen carefully to pupils and that discipline must be handled on an individual basis. We believe that discipline is teaching and that it is our responsibility with yours to teach our children to be responsible.

10.2 **DISCIPLINE GUIDELINES**

Guidelines have been put together which are annually reviewed for the staff and parents. It is important that each student knows the rules and realizes the consequences of his/her actions. This plan encourages parents and teachers to work together for the well being of all students. The success of this discipline policy depends on the support and cooperation of pupils, parents, the teaching staff, and principal.

A. Pupils are informed of the following basic rules

- Keep hands, feet and objects to yourself

- Use respectful language and actions
- Walk and talk quietly in school hallways and classrooms
- Follow directions the first time they are given
- No clothing that promotes inappropriate behavior or that interferes with classroom learning
- Take proper care of school grounds, equipment and buildings

10.0 CONTINUED

B. Corporal Punishment

In accordance with state law, the use of corporal punishment shall not be permitted in the Hamilton Community Schools. No employee, volunteer or contractor employed or engaged by the district shall threaten to inflict physical pain upon a student as a penalty or punishment for a student's offense. Staff members may, within the scope of their employment, use and apply reasonable force and restraint in self-defense, to quell a disturbance threatening physical injury to others, to obtain possession of weapons, or for the protection of persons or property. If any employee inflicts unreasonable, inappropriate or unlawful force upon a student, he or she may be subject to discipline by the district.

10.3 RIGHTS RESPONSIBILITIES & LIMITATIONS

A. Sexual Harassment

Sexual Harassment Defined:

Sexual harassment of students by other students or by employees of this district is unlawful under both Michigan and Federal law, and is contrary to the commitment of this district to provide a stable learning environment. All contact between students, teachers, and other adult employees of this district must demonstrate respect for the individual student, be of a nature which does not make the student feel uncomfortable, and be conducive to creating a stable learning environment. All students and employees are expected to conduct themselves with respect and dignity for others.

Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

If a student has concerns about the nature of any conduct or physical contact by an employee of this district or by a fellow student, the student should immediately report this concern to one of the following: the building principal, the assistant principal, a counselor, a social worker, the district monitor for sexual discrimination (Mr. Craig Hoekstra, Human Rights Officer, 751-5413). Students should also discuss the concern with a parent or legal guardian.

All such reports will be investigated immediately by the district. Violators will be subject to disciplinary action up to and including student expulsion from school or employee termination from employment. Reports of sexual harassment will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. The principles of due process will be followed.

B. BULLYING POLICY

This policy applies to all activities in the district, including activities on school property, the bus, and those occurring off school property. The latter case consists of any situation when a student or employee is at a school-sponsored, school-approved or school-related activity or function- such as field trips, or athletic events- where students are under the school's control, or where an employee is engaged in school business. "Bullying" consists of (but is not limited to) all of the following acts:

- threats or actual physical harm;
- unwelcome physical contact;
- threats or taunting via verbal, written, or electronic means;
- theft or extortion of money or property;
- damage or destruction of student property;
- blockage or impediment of student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, national origin, marital status, and/or disability. It would include (but not be limited to) such behaviors as bullying, hazing, stalking, intimidating,

menacing, coercion, name-calling, taunting, and/or making threats.

- B. **Criminal Acts Defined.** The following activities are among defined as criminal under laws of the State of Michigan. The commission of or participation in any of the

10.0 CONTINUED

following activities in school buildings, on school property, or a school-sponsored event is prohibited. Violations of this article will be subject to disciplinary action by school officials regardless of whether criminal charges result.

1. **Arson** - The intentional setting of fire.
2. **Assault** - Physical threats or violence to persons.
3. **Burglary** - Stealing of school or personal property.
4. **Explosives** - Explosives are not permitted on school property or at school-sponsored events.
5. **Extortion, Blackmail or Coercion** - Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
6. **Firearms and Weapons** - Students in possession of a dangerous weapon, including guns, knives, and any other item considered a weapon on school district ground, in district buildings, at district sponsored events, on school vehicles or at bus stops, may be permanently expelled from school. If expelled, the individual will be referred to the criminal justice or juvenile delinquency system in the appropriate county and department, and community health agency.
7. **Larceny** - Theft.
8. **Malicious Mischief** - Property damage to school property of students or school employees.
9. **Robbery** - Stealing from an individual by force or threat of force.
10. **Sale, Use, or Possession of Alcoholic Beverages, Mind-Altering, Look-Alike, Non-Alcoholic Malt Beverages, and Illegal Drugs** - (Note: Hamilton Community Schools will not tolerate the use or sale of alcohol or drugs. The use of drugs or alcohol is harmful. Those who use, sell or possess these will be prosecuted. The school official in charge will immediately remove from contact with other students, anyone reasonably suspected to be under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian.)
11. **Trespassing** - Being present in an unauthorized place or refusing to leave when ordered to do so.
12. **Unlawful Interference with School Authorities** - Interferences with administrators or teachers by force or violence.
13. **Unlawful Intimidation of School Authorities** - Interference with administrators or teachers by intimidation with threat or force or violence.
14. **The state of Michigan has defined Arson, Criminal Sexual Assault, and possession or use of a weapon as violations that will result in expulsion.**

10.4 CARE OF SCHOOL PROPERTY

Students are expected to take care of the school at all times. Defacing school property will be dealt with by contacting the parents. Clean up and restitution of property will be expected if a problem does occur.

10.0 CONTINUED

10.5 DRESS AND GROOMING

We do not have a specific dress code. Students are expected to be neat and clean at all times. Shorts may be worn when we have excessively hot weather. Halter tops or other short tops are not allowed.

10.6 USE OF TECHNOLOGY

One of the privileges of students and staff at Hamilton Community Schools is that of using the computers, printers, televisions, VCRs and other forms of technology which are available. The use of these resources is intended to facilitate learning and enhance educational information exchange which are consistent with the purposes of the school. The use of personal computers, palm pilots, or other forms of technology on school property is expected to be appropriate and consistent with the usage of district-owned technology. The following are the responsibilities which students and staff must assume in order to use these resources:

- Users are responsible for using school technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school. Users must adhere to the rules established by the Technology Coordinator, district administrators, classroom teachers and/or the Board of Education.
- Users are responsible for preventing pornographic and sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment or software from entering the school network.
- Users are responsible for preventing the malicious use of the technology (i.e., causing disruption in the use of technology by others, harassing or discriminating against others, accessing unauthorized computer systems).
- Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the Technology Coordinator.
- Users are responsible for not using district technology for private business, for product advertisement or political lobbying, or for making unauthorized financial commitments.
- Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords or using another person's password.
- Users are responsible for obtaining permission from the Technology Coordinator before bringing in their own software and using it on school equipment.
- Users must continue to abide by normal academic policies as established by administrators, teachers and Board of Education.

11.0 STUDENT POLICIES

11.1 PETS IN SCHOOL

Pets may only be brought to school after the parents have contacted the teacher. Generally they should be brought to school by the parents for "Show and Tell" and then taken home immediately. They are not to be left at school or sent to school with the student.

11.2 RECESS EXCUSES LIMITED

All children participate in short recess periods during the day. This gives the children a necessary change of pace.

Normally, students who are too ill to go outside during recess are too ill to be in school. If your child has been ill and must stay inside for a day or two please send a note to the teacher. Requests should not be made for more than one day at a time. Extended requests must be accompanied by a note from the doctor.

Outside play periods are canceled or shortened on rainy or extremely cold days.

11.3 CLASS PARTIES

Parties are generally held in the fall, Christmas and on Valentine's Day. Parents are sometimes requested to assist with the parties. You will be contacted by the teacher if your assistance is required.

11.4 POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS

LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

SEARCH OF LOCKER CONTENTS:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE:

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not

11.0 CONTINUED

limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogous or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

NOTICE OF POLICY:

A copy of the local school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

REFERENCES:

The Revised School Code, MCL 380.1306, 2000 PA 87 (Locker Searches)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
U.S. Constitution, Amendment IV

12.0 GENERAL INFORMATION

12.1 STUDENT VISITORS

Student visitors are not allowed at school. We have found from past experience that visitors do not have much to do at school during the day and can be a distraction to the teacher and class.

12.2 STUDENT TEACHERS

Occasionally we have student teachers from local colleges. These student teachers are under the direct supervision of the classroom teacher. Students are expected to respect them as regular teachers.

12.3 PARENT-TEACHER CONFERENCES

Regular parent-teacher conferences are scheduled in the fall and spring. Parents are expected to attend both of these conferences. In this way we can share with you how your child is performing at school and you can share any concerns you might have.

12.4 PARENT VOLUNTEERS

Each class may have room parents. Also, there will be requests for help during the year. If you would like to be a parent volunteer, please call the office for additional information. We have a very active volunteer program (W.I.S.H. - We're Investing in the Students of Hamilton) at each school.

12.5 P.T.O. ORGANIZATION

The P.T.O. sponsors various activities and one money-raising project during the school year. If you are interested in assisting the group please contact the officers listed earlier in this book. The P.T.O. will make specific requests for help during the year.

12.6 REPORT CARDS

Report cards are issued regularly during the school year. If you have any questions regarding the report please contact the teachers.

12.7 WEAPON-FREE SCHOOL ZONE POLICY

WEAPON-FREE SCHOOL ZONE POLICY

The Board of Education of Hamilton Community Schools, as both an employer and a public School District, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational

12.0 CONTINUED

process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Hamilton Community Schools (or the Superintendent, a principal or other District official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon-free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- a. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b. The weapon was not knowingly possessed by the pupil;
- c. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- d. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Definitions:

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver, pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm."

Legal References:

MCL 28.421, 380.1311, 380.1313, 750.82, 750.237a, and 18 U.S.C. 921.

Our Board of Education will not tolerate any gestures, comments, threats, and/or actions to a student that cause (or threaten to cause) bodily harm, reasonable fear for personal safety, and/or personal degradation.

12.8 SCHOOLS OF CHOICE POLICY

SCHOOLS OF CHOICE POLICY

In accordance with Section 23a of the 1991-92 State School Act the Hamilton Community Schools will implement the following SCHOOLS OF CHOICE program for Bentheim, Blue Star, Hamilton & Sandyview Elementary schools.

Parents of students attending one of the above listed elementary schools may submit a request to have their child transfer to another elementary school within the Hamilton Community School system.

The reason for the transfer request will be optional and will not be used as criteria for approving or denying the request.

Requests must be submitted by April 15th preceding the requested school year. All requests will be only for one year. All requests must be for the entire school year. No requests will be considered for part of a school year.

12.0 CONTINUED

All requests will be only for one year. Multiple year requests will not be accepted. Students approved for transfer during one school year must reapply for transfer for the following school year.

Requests for a specific grade in a specific school will be considered if the enrollment for that specific grade and specific school is below 85% of the specified contractual class size limits as outlined in the Professional Agreement.

Transportation will be provided by the district if the transfer is approved. Beginning with the second semester of the 2000-01 school year, for new intra-district schools-of-choice students, the transportation will be provided only within the attendance area of the school of attendance. For students approved by the Fall 2000 count day, September 27, 2000, transportation will be provided from resident home or childcare stops.

Approval of requests will be made by the principal of the receiving school. If more requests are made than can be accommodated because of class size, selection will be on a random basis. In no case will a student who lives within the attendance boundary of a specific school be denied attendance at that school due to transfer requests.

ADOPTED - MARCH 19, 1992

REVISED - DECEMBER 9, 1996

REVISED - JANUARY 8, 2001

12.9 SCHOOL AND CLASSROOM NEWSLETTERS

Each building sends home a newsletter on Fridays. In addition, teachers may also send home a classroom newsletter. All newsletters are designed to inform you on what is happening at school.

12.10 SCHOOL BOARD MEETINGS

School Board meetings are scheduled the second Monday of every month, unless otherwise notified. Meetings of the Board of Education are open to the public and opportunity for public comment is provided.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;

- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue. S.W.

Washington, D.C. 20202-4605

The Hamilton Community Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies:

**Craig Hoekstra, Human Rights Officer
Hamilton Community Schools
4815 136th Avenue
Hamilton, MI 49419**
