

MISSION STATEMENT

At Hamilton High School, we believe that all students will learn; our mission is to guide, nurture, and encourage.

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Table of Contents

- Chapter 1 - Introductory Information and General Notices
- Chapter 2 - Attendance and Graduation Requirements
- Chapter 3 - Student Fees
- Chapter 4 – Transportation and Parking
- Chapter 5 – Health and Safety
- Chapter 6 – Discipline and Conduct
- Chapter 7 – Internet, Technology, and Publications
- Chapter 8 – Search and Seizure
- Chapter 9 –Athletics and Extra-Curricular Activities
- Chapter 10 – Special Education
- Chapter 11 – Student Records and Privacy
- Chapter 12 – Parental Right Notifications

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Chapter 1

Introductory Information and General Notices

Visitors

Equal Opportunity/Nondiscrimination Statement

Severe Weather Policy

Accommodating Persons with Disabilities

Announcements

Assemblies

Change of Address

Freedom of Speech and Assembly

Lockers and Locks

Student Activity Accounts

Student Fundraising

Student Visitors

Telephones

Video Monitoring Systems

Withdrawal and Transfer

Daily Schedule

MISSION STATEMENT

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General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.hamiltonschools.us) or at the Board office, located at:

4815 136th Avenue
Hamilton MI, 49419
Tele 269-751-5148
Fax 269-751-7116

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mr. Rick Kooiker.....President
Mr. Ronald Eding..... Vice-President
Mrs. Beth Zoet..... Secretary
Mr. Gord Poll.....Treasurer
Mr. Ralf Pax.....Member
Mr. Robert Buresh.....Member
Mr. Steve Spaman.....Member

The School Board has hired the following administrative staff to operate the school:

Mr. David Tebo..... Superintendent
Mr. Douglas Braschler..... Principal
Mr. Mat Rehkopf.....Assistant Principal
Mrs. Dawn Safford..... Guidance Counselor
Mrs. Gina Sneller..... Guidance Counselor
Mr. Jerry Haggerty..... Athletic Director

The school is located and may be contacted at:

4911 136th Avenue
Hamilton MI, 49419
Tele 269-751-5185
Fax 269-751-7670

HAMILTON HIGH SCHOOL

WE BELIEVE:

- all students are entitled to a safe, secure, clean environment that encourages them to reach their full potential.
- all staff will meet the emotional, intellectual, and social needs of each student.
- all staff can teach all students.
- students, staff, and community must work together toward success for all.
- all students should be proficient in the basic skills and will graduate prepared for employment and/or further education.
- all students should be exposed to curriculum beyond the three R's.
- all students should be able to pursue strengths and interests.
- all students have value.
- all students will have equal opportunity to succeed.
- all students are capable of success and share in the responsibility for their success.
- all students should see value in what they are learning.

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- all students can be responsible, contributing members in an ever-changing, global society.
- all students need to be life-long learners.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Equal Opportunity/Nondiscrimination Statement

The Hamilton School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following office has been designated to handle inquiries regarding the School District's non-discrimination policies:

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

Severe Weather Policy

The School Board is concerned with the safety of all students during severe weather conditions. The following procedures will be used in a severe weather situation.

SEVERE THUNDERSTORM WATCH - A possibility of severe thunderstorms with high wind and hail in a defined area.

- 1.Schools remain in session.
- 2.Parents may pick up their children if they wish.

SEVERE THUNDERSTORM WARNING - Severe thunderstorms in process in area.

- 1.Schools remain in session.
- 2.Parents may pick up their children if they wish.

TORNADO WATCH - A possibility of tornadoes in the area.

- 1.Schools will remain 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 an after school event is to begin, the administration 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.Schools will remain in session and students will be sent 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.

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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 shelter should be sought or whether the bus route can be continued.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Announcements

All notices of club meetings, athletic and social events, and general information for the day will be broadcast on the TV monitors throughout the building during the school day. Students responsible for these notices should have them in writing and initialed by a faculty sponsor. All announcements should be in the office no later than 7:30 a.m. Announcements will be made at the start of 2nd hour or just prior to dismissal except when emergencies exist.

Assemblies

Student-sponsored assemblies will be scheduled from time to time. Parents who prefer to have their children excused from these assemblies are requested to notify the administration of this preference. The Student Council assumes responsibility for special assemblies. Any student organization desiring to schedule an assembly should make its request to the Student Council. All assemblies must be approved by the administration. Students will be seated in assigned areas at all assemblies.

Change of Address

As soon as it is known, students should report changes in their address or phone number to the main office.

Freedom of Speech and Assembly

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Personal attacks, racial slurs and the use of profanity or obscenities are prohibited.

All student meetings in school buildings or on school grounds may function only as a part of the formal education process or as authorized by the principal.

Students have the freedom to assemble peacefully. They are encouraged, however, to find an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with regularly scheduled school activities, is inappropriate and prohibited. Libel, profanity, obscenity, references to drugs, alcohol, and tobacco and personal attacks are prohibited.

Freedom to publish

Students are entitled to write their personal opinions. However, the duplication of such materials on school equipment should not be done without permission from school officials. Distribution of materials should not interfere with, or disrupt, the regularly scheduled activities of the school.

Students who edit, publish, or distribute handwritten, printed, or duplicated materials within the school must assume responsibility for the content of such publications.

Libel, profanity, obscenity, and personal attacks are prohibited in all publications.

Lockers and Locks

Each student will be assigned a hallway locker. Combination locks are built in. Students will not be allowed

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to share lockers and should not share their combinations with others. Students caught sharing lockers will be subjected to disciplinary action. Lockers are to be used for storing coats, books, and other necessary school items. Do not leave money or valuables in your locker. The school cannot be responsible for stolen items.

Materials (pictures, language, etc.) that are obscene or refer to tobacco or illegal substances are not permitted in/on lockers. Only masking tape is to be used when decorating lockers. Lockers are not to be written on in any way. Athletic /PE locks must be purchased from the high school office. Any student using a lock purchased elsewhere runs the risk of having it cut from the locker at owner's expense.

Student Activity Accounts

Under no circumstances should students make purchases for a class or club without a purchase order that is signed by a sponsor and the school principal. The school will not assume responsibility for payment of debts incurred by persons violating this procedure.

Student Fundraising

The principal must approve fundraising activities by school organizations in advance. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project

Student Visitors

There are no STUDENT visitors allowed on school property at any time during the school day. This includes the lunch period. If students have a reason for an ADULT to visit them at school, either the student or the adult must request permission from the administration in advance of the visit. This does not include dropping off something for a student in the main office.

Telephones

Pay phones are provided in the cafeteria for student use. Students will not be permitted to use the office telephones except in cases of emergencies. The school will not be open for students to use pay phones after outdoor, extra-curricular events.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Withdrawal and Transfer

The procedure for withdrawal or transferring from Hamilton High School is as follows:

- Secure authorization withdrawal or transfer note from your parent.
- Present this note at the school office and obtain appropriate form.
- Have the form filled out by all your teachers after returning all school textbooks and equipment, and make sure that all fees are paid.
- Student records will be transferred to other schools upon written request of the school being entered.

DAILY SCHEDULE

1st hour	7:38—8:52
2nd hour	8:57—10:11

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3rd hour	10:16—11:30
Lunch A	11:30—12:00
4th hour A	12:05-1:19
4th hour B	11:35-12:49
Lunch B	12:49-1:19
5th hour	1:24—2:38

SUMMIT SCHEDULE

1st hour	7:38 - 8:47
2nd hour	8:52 - 10:01
3rd hour	10:06-11:15
Summit	11:20 -11:40
Lunch A	11:40-12:10
4th hour A	12:15-12:24
4th hour B	11:45-12:54
Lunch B	12:54-1:24
5th hour	1:29—2:38

TWO HOUR DELAY

1st hour	9:38 - 10:28
2nd hour	10:33 - 11:23
Lunch A	11:23 - 11:53
3rd hour A	11:58 - 12:48
3rd hour B	11:28 - 12:18
Lunch B	12:18 - 12:48
4th hour	12:53 - 1:43
5th hour	1:48 - 2:38

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Chapter 2

Attendance and Graduation Requirements

Attendance

Morning Tardies

Tardy Policy

Truancy

Course of Study

Early Graduation

Dual Enrollment

Honor Graduates

Senior Scholars

Credit Repeat

Credit Recovery

Exam Exemption

Co-Op / Tech Center

Grade Point Average

Testing Out

Homework

National Honor Society

MISSION STATEMENT

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Attendance

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Hamilton High School believes that regular and punctual attendance is important to the educational process and that parents and students are responsible for adhering to the established policy. We commit ourselves to this policy in an effort to promote an educational environment that will maximize the learning potential of each student.

Attendance number 751-7219

Students are expected to be in school and in class every day. It is the student's and parents'/guardians' responsibility for his/her attendance at school. In most cases what goes on in the classroom is a vital and crucial part of course work and cannot be duplicated. Regular attendance helps develop responsibility and self-discipline.

The following regulations have been established:

Absences

If a student is absent from school, it is the responsibility of the student for securing and completing assignments within the time designated by the teacher. The parent/guardian is required to call the Attendance Office at **(269) 751-7219** on the day of the absence or before 7:30 a.m. on the day after the absence. This number can be called 24 hours a day.

When calling, please leave the following information:

- your name
- child's name
- date of absence
- reason for the absence.

If a student is absent more than one day, a call must be made each day. Any attempt to falsify telephone calls will result in a detention and/or suspension.

Prearranged family vacation

Applications for a family vacation must be completed five days in advance. Forms are available in the office. Arrangements for assignments must be made with teachers before leaving.

Excessive Absences

Students who accumulate seven (7) to nine (9) absences per term in a class can still earn a **GRADE and GRADUATION CREDIT** if:

1. Demonstrated proficiency in the course (term grade is 60% or greater)
2. Must pass the final exam at the end of the term with a minimum of 77%.

Students who accumulate seven (7) to nine (9) absences per term in a class can still earn **GRADUATION CREDIT** but an E for the grade (Recorded as an "Ecr") if:

1. Demonstrated proficiency in the course (term grade is 60% or greater)
2. Must pass the final exam at the end of the term with a minimum of 60%.

Students who accumulate ten (10) or more absences per term in a class will not receive a passing grade for that class but will be eligible to take the final exam for **GRADUATION CREDIT**.

In order to still earn **GRADUATION CREDIT**, the following requirements must be met:

1. Demonstrated proficiency in the course (term grade is 60% or greater)
2. Must pass the final exam at the end of the term with a minimum of 60%.

****Students below proficiency in the course (term grade less than 60%) MUST earn a minimum of 77% on the final exam to receive GRADUATION CREDIT**

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Parents will be notified on the student's **5th, 7th, and 10th** absence.

Other Regulations

Authorized school activities (athletic competition, field trips, band trips, exchange programs, etc.) that take the student out of the normal school day will not be counted as days absent on school records. All classroom assignments are to be made up to the teacher's approval. It is the student's responsibility to see all teachers prior to such an activity.

Students must be in attendance all day in order to attend or participate in after-school activities. If a student violates this regulation, he/she will not be allowed to attend the next like activity. The administration may grant exceptions.

Any student leaving school prior to the end of their normal day must sign-out in the main office and receive permission from the office personnel before leaving school property. Leaving without signing out and without permission will result in disciplinary action. When a student arrives at school late or upon returning from an appointment, he/she must sign-in at the main office.

Morning Tardies

If students are late to school **for any reason**, they will have to arrive early the following morning according to the detention guidelines listed below. The detention guidelines reflect minimum detention time amounts only. Students more than 15 minutes late will receive an absence for that hour. Appointments are excused **with documentation from the doctor's or dentist's office.**

<u>#of offense</u>	<u>Consequence</u>
1	warning
2	15-minute morning detention (7:15am-7: 30am)
3	30-minute morning detention (7:00am-7: 30am)
4-5	45-minute morning detention (6:45am-7: 30am)
6 +	Saturday School

Tardy Policy

Tardy Definition: A student must be inside the classroom when the bell rings. This is a minimum requirement. Individual teachers may develop a more strict tardy policy as a part of their classroom regulations. With every new term, the tardy count for any class starts at zero (0).

Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

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Course of Study

Graduation Requirements

A student is eligible for graduation when he or she has completed, **12 terms** of attendance as a full-time student and has successfully completed the necessary course work designated for a diploma as listed below. A student must have attended Hamilton High School a minimum of **five (5) terms** in order to become eligible to earn Valedictorian or Salutatorian honors. Full time attendance equals **two and one half (2.5)** credits per term.

General Requirements

27.5 Credits and 12 terms of attendance.

Two and a half (2.5) credits per term, but no more than three and a half (3.5) credits per term (unless approved by Administration).

Hamilton High School awards credits for each yearlong class completed in the following areas:

Teacher Assistant	3.0 credits
Co-op	3.0 credits
Tech Center	3.0 credits
Band	1.5 credits
Choir	1.5 credits
Yearbook	1.5 credits
All AP Classes	1.5 credits (U.S. Govt. AP – 1.0 credit)

All other classes completed will be awarded .5 credits per term.

Academic Requirements

4.0 credits of English
3.5 credits of Social Studies
3.0 credits of Science
4.0 credits of Math
0.5 credits of Computers
0.5 credits of ACT Prep
0.5 credits of PE
0.5 credits of Health
1.0 credits of Visual/Performing/Applied Arts

Early Graduation

The number of credits required for graduation is (27.5) . A student meeting the correct number of credits could graduate after one less term of attendance if the following steps are completed:

- Enrollment for advanced schooling or advanced training for an occupation would normally constitute sufficient reason.
- If a student is not 18 years of age, the parent or legal guardian must also give approval.
- The student receiving permission for early graduation would receive his/her diploma at the graduation ceremonies at the end of the regular school year.
- The student desiring to graduate early must apply for early graduation before beginning his/her **final year of high school**.

Dual Enrollment

Students who have achieved a qualifying score on the PSAT or the ACT PLAN are eligible for dual enrollment status. These students would be able to enroll in college classes and receive dual credit, provided it is a course not offered by Hamilton High School. Hamilton Community Schools will cover the cost of tuition (adjusted to the proportion of the school year the student attends college). Students may not

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drop or withdraw from a dual enrollment course without the approval of the administration. More information on this option is available from the counseling office.

Honor Graduates

Students who have met all graduation requirements and have earned a cumulative GPA of 3.5 or higher following the winter term of their graduation year will be designated "Honor Graduates". Honor graduates are comprised of Summa Cum Laude (GPA 3.9 or above), Magna Cum Laude (GPA 3.7 – 3.899), and Cum Laude (GPA 3.5 – 3.699). No rounding of GPA's will be allowed to meet honor graduate status. Honor graduate students will be acknowledged in the graduation program.

Senior Scholars

Hamilton High School honors and values high academic achievement at its graduation ceremony. At the end of the second term of their senior year, students will have their cumulative GPA and ACT scores calculated into an "Honors" list. Student must achieve 1700 points in order to be on the list. Honor points will be determined by the following formula:

GPA X 250 (1,000 points max.) + ACT X 27.77777 (1,000 points max.) = 2,000 potential honor points

As in all other GPA calculations, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media. The students with the top two cumulative scores will be recognized as the Valedictorian and Salutatorian of the class.

Credit Repeat

All high school subjects will be recorded on the student's high school record. A student who feels he/she has done poorly on semester grades in a course, or does not feel he/she is adequately prepared for the next course in sequence (this does not include failing a course) and would like to repeat a particular course, the following rules will apply:

- The first marks will be eliminated and the second marks will be recorded on the student's file.
- Graduation credit will be given only for the second marks.
- Students may only retake the exact course at the next available term that the class is offered.
- Eighth graders who take high school courses (Spanish I, German I, PATH) will have their grade recorded on their high school transcript.

Credit Recovery

All required courses that need to be repeated due to a failing grade must meet Michigan Merit Curriculum Standards.

If a student fails a required class, he/she must repeat that class at Hamilton High School unless approved by the administration.

Students may take a maximum of 3 credits of recovery classes during a school year. Additional credits may be taken during the summer.

Students, who fail a required class, must retake that class at the first available offering unless approved by the administration.

Exam Exemption

Seniors will not have to take 3rd term exams if they have a B (83% average) or better in a particular class and have completed all required work.

- Seniors may not have more than 3 absences (school-related absences don't count towards this total) during the 3rd term or have participated in senior skip day.
- Seniors would retain the right to take an exam in an attempt to improve their grade.

Co-Op / Tech Center

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A cooperative work-study program is available to seniors. Students enrolled in this program must take a minimum of 3 classes each term of classroom work per week and they are given **one (1)** credit per term for their outside-of-school work.

Classes are also available for juniors and seniors at the Careerline Tech Center. Students are given **one (1)** credit per term. All Tech Center Students are required to use the school provided transportation to get back and forth to the Tech Center. Exceptions will be granted on a case-by-case decision by the administration of the high school.

GRADE POINT AVERAGE

A = 4.00	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	E = 0.0

Ecr = 0.0 (indicates a failing grade for the course, but credit towards

graduation)

Testing Out

Testing out is a process allowing students to by-pass courses, enabling them to progress to the next course level. Students who wish to attempt to test out of a high school class may do so prior to enrolling in that class. To test out of a class a student must achieve a C+ (77%) or better. Students will receive a "CR" (credit towards graduation) but no grade. More information can be obtained by contacting the Guidance Office.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

National Honor Society

To be eligible for membership in the Hamilton High School National Honor Society, a student must be a sophomore, junior or senior with a cumulative Grade Point Average (G.P.A) of 3.50 (on a 4.0 scale). Candidates will then be evaluated on the basis of outstanding service, leadership, and character. No one characteristic receives more consideration than another.

All students scholastically eligible for membership will be asked to complete a Student Activity Form, write an essay, and must request evaluations from faculty in five of the six following areas: English, math, science, social studies, and elective class (for example, art, business, foreign language, industrial arts, music, physical education) or a co-curricular activity. This process seeks information regarding the student's scholarship, leadership, character and service.

All faculty members are invited to submit evaluations in regard to the service, character, scholarship, and leadership for any students who have met the basic G.P.A. criteria. The selection of each member is ultimately the decision of a majority vote of the N.H.S. Faculty Council, consistent with the rules and regulations of the National Honor Society. This council consists of five voting faculty members appointed

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annually by the principal. The chapter advisor shall be an ex-officio, non-voting, sixth member of the faculty council.

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Chapter 3

LMC, Student Fees

Library/Media Center

Fees, Charges, and Fines; Waiver of Student Fees

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Library/Media Center

Students are invited and encouraged to use the LMC for their academic and recreational reading interests, for a place to find answers, and as a place to study. A variety of books, pamphlets, newspapers, magazines, and audio-visual materials are available for student use. The LMC is open from 7:15 a.m. until 3:00 p.m. each school day. During a class period, students should present a pass from the classroom teacher at the circulation desk when arriving in the library. Courtesy and consideration of others are assumed. If a student would like to leave the LMC they should return to class immediately and the pass should be re-signed by the LMC staff.

LMC materials are available to all students for library use and materials may be signed out for loan to everyone without an outstanding library obligation, such as a fine or overdue material. Books in the fiction, non-fiction and paperback collections circulate for a two to three week period (these items are always due on a Monday -- the date due is stamped on a date due slip inside the book); magazines, pamphlets, maps, etc. may be signed out for a three-day period (these items are due on Monday or Friday -- check the slip); and most reference materials, including encyclopedias, may be checked out for overnight use (they are due before school begins the following school day). Students with a fine, overdue material, lost material, or damage fee must return the item and pay the fee (or pay the replacement cost of lost material) before additional items may be signed out.

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

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Chapter 4

Transportation & Parking

Bus Transportation

Parking

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Bus Transportation

The district provides bus transportation to and from school for students. A list of bus stops will be published at the beginning of the school year before student registration. Parent/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building assistant principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Tech Center students are required to use school transportation (bus) at all times unless administrative permission has been granted. A one-day temporary driving permit shall be obtained from the assistant principal's office with a valid reason and parent permission. Students with a Tech Center driving permit shall not allow others to ride with them for any reason. Tech Center driving violation will result in suspension and may include being removed from Tech Center with loss of credit.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Terry Lechenet (269) 751-5191.

Parking

Hamilton High School will again issue parking permits to students who will be parking a vehicle on school property. All students parking on school property need to have a parking permit visibly displayed in the

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lower left corner of the front windshield. This includes mopeds and motorcycles. Parking permits can be obtained at any time throughout the school year. Students may park their vehicles in the lot-designated **Student Parking** and located upper or lower lots. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Students without permits may not park on school property. Violator's vehicles will be immobilized and fined a minimum of \$10.00.

Students who drive to school should leave their vehicles immediately upon arrival, enter the building, and not return to them until there is legitimate reason for leaving the premises. The practice of coming and going creates traffic problems and is in violation of school rules. Students who drive, and their passengers, should not use vehicles or the parking lot as a place for loitering.

The lots designated **Teacher Parking** are for school staff, personnel, and others designated by administration. Students MAY NOT use these lots at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. Contraband dogs, administration, and police officers regularly search school lots. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.



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Chapter 5

Health & Safety

Health Services and Examinations

Student Insurance

Immunizations

Student Medication

Communicable Diseases

Emergency Medical Authorization

Guidance & Counseling

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Health Services and Examinations

Students who become ill during the school day should report to the office. If there is a necessity to go home, parents will be contacted and provisions made for transportation. Students involved in accidents at school will follow the same procedure. Students must not leave the premises because of illness or accident without authorization. Every personal-injury accident involving a student on school property or at a school-sponsored activity must be reported promptly to the person in charge and to the assistant principal.

Students must have a physical examination or physical examination waiver on file in the principal's office if participating in athletics or physical education class. These must not be dated before April 15, 2011. If a student plans to participate in an interscholastic sport, he/she must have a physical examination. The waiver forms and physical cards are available in the main office. You must have a signed note from a doctor on file in the office if you are to be excused from participation in physical education class.

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.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.

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2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization portion of the student information sheet to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically this decision is made by an EMT (emergency medical technician) or other first responder.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

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Chapter 6

Discipline & Conduct

General Building Conduct

School Dress Code/Student Appearance

Student Discipline

Bullying, Intimidation & Harassment

Sexual Harassment

Physical Assault

Hazing

Integrity Policy

Lunch & Cafeteria Rules

Field Trips

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General Building Conduct

The school day begins at 7:38 a.m. and students are dismissed at 2:38 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Chains that hang from pockets or belts and that are deemed potential weapons are prohibited.
- Gang dress, colors, and symbols displayed in any form, on clothing or otherwise, are prohibited.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- No excessively short skirts or shorts are permitted. Skirts must be longer than the end of the student's hand when her fingertips are placed at the top of the knee and the palm is placed on the leg when the student is seated. Short length will be left to the teacher's/administration's discretion. Within reason, this rule is waived if the student is wearing leggings, tights, etc. under their shorts or skirt.
- No excessively low shirt necklines are permitted. Shirt necklines must be higher than the bottom of the student's hand when his/her palm is placed on the chest, his/her thumb is placed between the collarbones, and all fingers are brought together.
- Beach attire, including bathing suits, excessively short shorts, spaghetti-strap tank tops, tube tops, and halter-tops, is not acceptable. Tank tops, if worn alone, must have straps that are at least two fingers wide and must cover undergarments.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

In some classes, students may be required to wear safety devices such as goggles, aprons, etc.

Following apparel is considered appropriate for both male and female students in physical education classes:

- Tennis shoes
- Socks
- Gym shorts (may not be shorter than the minimum skirt/short length requirement)
- T-shirt

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Students are expected to observe commonly accepted rules of personal hygiene as they relate to dress and appearance, including proper hygiene following physical education classes.

All coats and large bags must remain in the student's locker throughout the day. They are not permitted in classrooms.

Any additional rules that are deemed necessary by individual teachers or staff members for particular classes or activities must, upon receipt of administrative approval, be made known to all interested students.

Both staff and students are responsible for reporting noncompliance with the dress code to the proper authorities, i.e. principal or assistant principal. Final decisions concerning alleged violations of this code rest with the building principal.

Disciplinary actions:

First offense

Warning: The student must change clothing and/or fix the problem. The school will provide appropriate clothing for the student to wear throughout the school day, or, if an agreement cannot be met, the student will be sent home and the absence will be considered unexcused.

Second offense

Detention: All of the requirements described in the first offense must be met, plus the student must serve a thirty-minute detention before or after school.

Third offense

Detention: All of the requirements described in the first offense must be met, plus the student must serve an hour-long detention before or after school.

Fourth (+) offense

Saturday School: All of the requirements described in the first offense must be met, plus the student must serve one day of Saturday School. A phone call will be made to notify the parent/guardian of the student's violation. Any further actions could include but are not limited to additional days of Saturday School, In School Suspension, or Out of School Suspension.

All disciplinary actions are always left to the discretion of the administration.

Student Discipline

RIGHTS, RESPONSIBILITIES AND LIMITATIONS

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 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.

- **Arson** - The intentional setting of fire.
- **Assault** – Physical and /or verbal threats or violence to persons.
- **Bomb Threat** – All threats of this nature are to be considered valid and taken seriously until proven otherwise. Safety of the public and of school facilities will take precedence over normal activities.
- **Burglary** - Stealing of school or personal property.
- **Explosives** - Explosives are not permitted on school property or at school-sponsored events.
- **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.
- **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.
- **Larceny** - Theft.
- **Malicious Mischief** - Property damage to school property of students or school employees.

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- **Robbery** - Stealing from an individual by force or threat of force.
- **Trespassing** - Being present in an unauthorized place or refusing to leave when ordered to do so.
- **Unlawful Interference with School Authorities** - Interferences with administrators or teachers by force or violence.
- **Unlawful Intimidation of School Authorities** -Interference with administrators or teachers by intimidation with threat or force or violence.
- The state of Michigan has defined Arson, Criminal Sexual Assault, and possession or use of a weapon as violations that will result in expulsion.

CODE OF STUDENT CONDUCT

The Board of Education and the professional staff of Hamilton Community Schools recognize

- that the primary intent of society in establishing public schools is to provide opportunity for learning.
- that students have full right of citizenship as delineated in the United States and Michigan Constitutions, the Michigan School Code, and other laws passed by the legislature of the State of Michigan
- that citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law
- that education is one of these citizenship rights.

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and facilitating the educational program.

The principal is authorized, by statute, to suspend students for cause. The teacher has the authority to suspend students from a class for cause. The following rules, regulations, and due process statement are designed to protect all members of the educational community in the exercise of their rights and duties.

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling of obscene or pornographic materials.
4. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to

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attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

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5. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
6. Disobeying rules of student conduct or directives from staff members or school officials.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
10. Being absent without a recognized excuse.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
14. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
15. Mace, Pepper Gas, and other forms of self-defense sprays are prohibited from being dispensed in school or on school property.
16. Swearing or use of obscene language or gestures will not be tolerated. Any student sent to the office for swearing will be dealt with immediately. Detention or suspension from school can result.
17. Tampering with emergency equipment, such as alarms, fire extinguishers, or defibrillators is prohibited.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An

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expelled student is prohibited from being on school grounds.

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7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period
11. Saturday School provided the student's parent/guardian has been notified.

Weapon-Free Schools. In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.
- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray,

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator or a counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or

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harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or assistant principal.

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Integrity Policy

The Hamilton High School community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school and represents the highest possible expression of shared values among the members of the school community. Our intent is to develop people who are willing to do what is right even when faced with temptation.

Cheating

Cheating includes, but is in no way limited to, the following:

- Copying homework or allowing someone to copy your homework.
- Collaborating on any assignment without the direct authorization of the teacher.
- Looking at another's test or quiz or letting another student look at your test or quiz.
- Unauthorized use of study aids, cheat sheets, notes, books, formulas or information in calculators/handheld computers.
- Writing formulas, codes, and key words on your person or objects for unauthorized use
- Altering graded work then submitting it for a grade change.
- Stealing, reproducing, circulating, sharing ("What was on the test today?"), or otherwise gaining access to test materials.
- Exchanging assignments by print-out, flash drive, email, or any other means of electronic transfer, then submitting as "original."
- Falsifying of records and/or official documents: academic records, grade reports, letter of permission, add/drop forms, parent notes, etc.

Plagiarism

Plagiarism includes, but is in no way limited to, the following:

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- Using any other person or organization to prepare work which one then submits as his/her own.
- Paraphrasing the thoughts of another person without acknowledgement.
- Failing to use proper documentation.
- Inventing data or statistical results to support conclusions.

Other:

Any misconduct which includes other academically dishonest, deceitful, or inappropriate acts. Examples of such acts include but are not limited to:

- Lying and other acts of deceit.
- Pressuring another or encouraging another student to participate in any violation of the Integrity Policy.
- Planning with another to commit any act of academic dishonesty.
- Pretending to be sick to gain extra preparation for tests, quizzes, or assignments.
- Profiting financially or otherwise from the advocating and/or support of any unethical act.

Consequences:

(Cumulative over 4 years and all classes)

If the student admits to or is found to have violated the Integrity Policy, the following are consequences that will be imposed. If the consequences result in a failing grade for the term, a student can still earn GRADUATION CREDIT (Recorded as an "Ecr").

First Offense: Zero on assignment. Student must still complete the assignment. Student will be dismissed from any honor societies of which he/she is a current member and may be dismissed from government/class office. Student may not apply to any honor societies or run for any student government/class office for 12 months after the first offense. The teacher will determine any additional discipline. Teacher will contact parents and administration. The violation will be kept on file by the assistant principal.

Second Offense: Zero on assignment. Student must still complete the assignment. Student will be assigned community service/HHS service hours. Student will be dismissed from any honor societies of which he/she is a current member and from student government/class office. Student may not apply to any honor societies or run for any student government/class office for the remainder of his/her high school career. Any additional discipline will be determined by the teacher/administration. Teacher/Administration will contact parents, and the violation will be kept on file by the assistant principal. If this is the second offense in the same class, the student will receive a failing grade for the class.

Third+ Offense: Zero on assignment. Student will be suspended from school and may lose the chance for a passing grade as determined by administration. The student must still complete the assignment. Student will be assigned community service/HHS service hours. Administration will contact parents, and the violations will be a part of the student's discipline and academic record.

The administration reserves the right at anytime to give more severe/flexible consequences based on individual circumstances up to and including 10 days out-of-school suspension. Subsequently, administration may deem the integrity policy offense as a violation of the athletic and/or extracurricular code(s).

Student Responsibilities:

- To maintain and support the academic integrity of the school community by completing all assigned work, activities, and tests in an honorable process according to the stated policies without engaging in cheating, plagiarism, etc.
- To understand the school-wide Integrity Policy and individual teacher assignment guidelines.
- To ensure that his/her work is not used inappropriately by other students.
- When a student is not sure what would be considered cheating for a particular assignment, she/he is responsible for requesting clarification from the teacher.

Parent Responsibilities:

- To support the academic integrity of the school community.
- To become knowledgeable of the school-wide Integrity Policy and individual teacher guidelines.

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- To advise the student of the parent's expectation that the student will comply with the Integrity Policy.
- To help your child accept the consequences for his/her inappropriate actions. If your child is caught cheating and you are called, please remember that this is a learning experience.
- Do not push your child beyond his/her limits with your expectations or aspirations. Many times students make poor decisions because of the pressure to excel is greater than their ability to meet the expectations.

Honesty, integrity, and mutual respect are necessary for true learning. Hamilton High School's mission is to foster a community of trust that will enhance student achievement. Students who accept responsibility for creating a climate of academic integrity reap lifelong benefits. This Integrity Policy represents expectations of student behavior that are consistent with preparing future citizens.

Lunch & Cafeteria Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

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Chapter 7

Internet, Technology & Publications

Student Technology User Agreement/Parent Permission Form, Grades 6 – 12

Non-School-Sponsored Publications/Websites

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Hamilton Community Schools Student Technology User Agreement/Parent Permission Form, Grades 6 – 12	
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Introduction

We are pleased to offer our students improved access to the district computer network resources, electronic mail and the Internet. To access these resources, students and parents must sign and return this form. Parents, please read and complete this document carefully, review its contents with your child and sign/initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Principal. A copy of this Hamilton Community Schools Board policy document is available on the Hamilton School District web site at <http://www.hamiltonschools.us/>.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services including a school email account is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see attached). Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Use of Personal Electronic Devices

While on school property or while attending school-sponsored or school-related activities, students may possess and use personal electronic devices defined as personal computers, MP3 players, personal digital assistants, electronic readers, cellular phones, and other similar electronic devices; provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. Students in possession of personal electronic devices shall observe the following conditions:

1. Unless authorized by the school administrator and classroom teacher, devices shall only be turned on and operated before and after the regular school day, during the student's lunch break and during passing times. If an emergency situation exists that involves imminent physical danger, a school administrator may authorize students to use devices at other times.
2. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
3. Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or recordings of others without their permission or sharing, posting, or publishing photographs or recordings of others without their permission.
4. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored or school-

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related events or activities.

5. Students shall comply with any additional school and/or District rules developed concerning the appropriate use of devices.
6. Students who violate these conditions of use will be subject to disciplinary action, including losing the privilege of bringing the device onto school property, suspension, or expulsion. In addition, a school district employee may confiscate the device, which shall be kept in the school office and returned only to the student's parent/guardian.

Internet / World Wide Web / Email Access

Each student will be provided with an email account via Hamilton Community Schools through the end of their senior year to be used for school related purposes only. Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Hamilton Community Schools support and respect each family's right to decide whether or not to apply for access (see attached).

Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission (see attached). The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s). **If you do not want your child's photo or name to be published on the website**, please indicate this on the attached form as well (see attached).

To access networked resources/equipment, all students and parents must sign and return the attached form. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords

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- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved
- Paying for excessive printing
- Assuming financial responsibility for the repair/replacement of damage caused by the misuse of Hamilton Community School property

Ultimately, violations may result in a loss of access to district technologies as well as other disciplinary or legal action (Board policy and procedures 3200 on student rights and responsibilities)

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Hamilton Community Schools

Student Technology User Agreement/Parent Permission Form, Grades 6 - 12

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- Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
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- Employing the network for commercial purposes, financial gain, or fraud

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- Discussion about incident with student(s) involved
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Ultimately, violations may result in a loss of access to district technologies as well as other disciplinary or legal action (Board policy and procedures 3200 on student rights and responsibilities).

Student User Agreement:

As a user of the Hamilton Community Schools technology resources, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.
(Initial appropriate items)

I agree to use the technology resources responsibly.

I grant permission to have my materials published to the World Wide Web.

Student Signature

Date

Parent/Guardian Permission:

All students are provided with access to district technology resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

(INITIAL appropriate items)

Access District technology resources, the Internet, and e-mail systems

Have his/her materials published to the World Wide Web

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and

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families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature

Date

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

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Chapter 8

Search and Seizure

Search and Seizure

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Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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Chapter 9

Athletic and Extracurricular Rules

Athletic Rules & Code of Conduct

Insurance

Sportsmanship

Fight Song

Attendance at School Dances

Equal Access for Non-School Sponsored Student Clubs

Participation in Grade Level Events

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Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of the Athletic Code.

The Athletic Department "Code of Conduct" includes rules and regulations governing the behavior of student athletes. Disciplinary action that may result from violations of this code are in addition to and separate from discipline that would result from violations of the rules and regulations outlined in this handbook. Students and parents may contact the Athletic Office if they wish to get a complete copy of the "Code of Conduct".

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

The report cards of all students will be checked every two weeks, and any student who is doing failing work in more than one subject will be declared ineligible for participation in "extra-curricular activities. One failing grade is allowed, only if the student's overall average is not lower than a D.

Students who become academically ineligible will not be permitted to participate in contests/performance for a period of one week. The one-week always begins on a Monday and ends on a Sunday. At the end of one week, the student will obtain a grade report from his/her activity supervisor and secure an updated grade from each teacher. If the grades are satisfactory, the student will regain his/her eligibility.

Music students (in credit classes) who become ineligible will attend their classes and will be permitted to participate in activities beyond the regular school day. They will not be permitted to participate in any out-of-class activities during the regular school day.

Insurance

Hamilton athletes are covered by insurance provided by the Guarantee Trust Life Insurance Company. All athletes are required to pay a portion of this premium per season. This insurance covers all costs (including deductibles) that a person's primary health insurance will not pay. Other limitations and exclusions may apply. Participants who feel they have a claim, should check with the Athletic Office. **At no time should the school be billed for your claim.**

Sportsmanship

The following suggestions are offered as a guide in promoting good sportsmanship:

- Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
- Respect the rights of all spectators.
- Accept the officials' decisions as final.
- Support your cheerleaders with enthusiasm.
- Be modest in victory and gracious in defeat.
- Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

Spectators should refrain from the following unsportsmanlike behavior:

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- Booing and jeering officials or players at any time.
- Applauding errors by opponents or penalties inflicted upon them.
- Yelling for or demanding a substitution/withdrawal of a player.
- Using profane language at any time during a game.
- Throwing objects on the playing surface.
- Criticizing players or coaches for losing a game.

THE VICTORS (School Song)

Hail to the victors valiant
Hail to the conquering heroes,
Hail, hail to Hamilton!
The leaders and the best! FIGHT! FIGHT! FIGHT!
Hail to the victors valiant
Hail to the conquering heroes,
Hail, hail to Hamilton!
The champions of the West!

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary
- C. no agent or employee of the District will promote, lead, or participate in the meeting
- D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school

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E. non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Participation in Grade Level Events

In order to participate in some school sponsored activities, grade level events, and to have certain privileges, students must have enough credits to participate.

Minimum number of credits to participate in upper class events.

Freshmen	0.0 – 6.0
Sophomores	6.5 – 12.0
Juniors	12.5 – 18.0
Seniors	18.5+

NOTE: Privileges earned include: participation in Homecoming events designed for specific classes (powder-puff football and other activities); attending grade assemblies or class meetings; attendance at Junior/Senior prom; and other activities that are designed for specific grade levels.

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Chapter 10

Special Education

Education of Students with Disabilities

Discipline of Students with Disabilities

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Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

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Chapter 11

Parental Right Notifications

Teacher Qualifications

Homeless Child's Right to Education

Suspension Procedures

Expulsion Procedures

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Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is: Tim Lyman, 269-751-5630

Suspension Procedures

Teachers may suspend students from their classes for the balance of any class period. Suspensions from any one class for a longer period of time will be made only after approval has been obtained from a building administrator. In cases involving lengthy suspensions from a single class, the parents or guardian of the suspended student will be notified of this action. If a student is suspended from a class, he or she is to report immediately to the office.

The decision to suspend a student from all school activities for a stipulated period of time or pending a conference with the student's parent or guardian is made either by the principal or the assistant principal.

- The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him.
- The student will have the right to present to the school administrator any relevant information that will support his defense.

If the student is out of school suspended by the school administrator, the administrator will:

notify the parent or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return; and confer with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.

A student who is suspended is not to be on school property at any time during the suspension.

If the parents or guardian are dissatisfied with the action taken, they may appeal to the principal in the case of an assistant principal suspension and to the superintendent in the case of a principal suspension to review the decision.

Expulsion Procedures

MISSION STATEMENT

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The act of permanent expulsion from school will be made only by the Board of Education. The following procedural guidelines will govern the expulsion process:

- Written notice of charges against a student shall be supplied to the student and his/her parent or guardian by certified mail.
- Included within this notice shall be a statement of the time and place for a hearing, which time, therefore, shall be reasonable for the parties involved.
- Parents or guardians may be present at this hearing.
- The student, parent or guardian may be represented by legal counsel.
- The student shall be given opportunity to give his/her version of the facts and their implication. He/she should be allowed to offer the testimony of other witnesses and present other evidence.
- The student and/or his/her parent, guardian, or legal agent shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education, by a majority vote, shall state within three days after the hearing, its findings as to whether the student charged is guilty of conduct charged and its decision as to expulsion. A majority vote of the Board must be obtained from those present at the hearing.
- The findings of the hearing shall be put in writing and sent to the student and his/her parent or guardian.
- The student and his/her parent or guardian shall be made aware of his/her right to appeal the decision of the Board of Education to the appropriate judicial authority.

Hamilton Community Schools Web Site: www.hamiltonschools.us