

**HAMILTON MIDDLE SCHOOL**

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

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

**Mission Statement**

Hamilton Middle School, in partnership with parents and community, is dedicated to developing healthy, well-rounded individuals in a safe environment. We will accommodate each student’s emotional, physical and intellectual needs while providing a solid educational foundation for future success. Our goal is to inspire life-long learning and global citizenship.

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**MIDDLE SCHOOL CALENDAR**

9/07 ..... Teachers only  
 9/08 ..... First day of school(Full Day)  
 10/25-10/27 ..... Parent/Teacher Conferences  
 10/28 - 10/29 ..... No School  
 11/25 -11/26 ... No School (Thanksgiving Holiday)  
 11/29 ..... No School (Teachers only)  
 11/30 ..... No School (Professional Development)  
 12/20 - 12/31 ..... Christmas Break  
 1/3 ..... School Resumes  
 1/17 – 1/20 ..... Parent/Teacher Conferences  
 1/21 ..... No School  
 2/11 ..... No School (Winter Break Day)  
 2/14 ..... No School (Professional Development)  
 3/11 ..... No School (Teachers only)  
 3/14 ..... No School (Professional Development)  
 4/01 - 4/8 ..... Spring Break  
 4/9 ..... School Resumes  
 4/25 – 4/28 ..... Parent/Teacher Conferences  
 4/29 ..... No School  
 5/30 ..... No School (Memorial Day Holiday)  
 6/7 – 6/9 ..... Exam Week  
 6/7 ..... Full Day of School  
 6/8 ..... Full Day of School  
 6/9 ..... Full Day of School  
 6/9 ..... Last Day for Students  
 6/10 ..... No School (Recognition/Records Day)

**MIDDLE SCHOOL PERSONNEL**

**Office** ..... 751-4436  
**Fax** ..... 751-8560  
**Attendance Line** ..... 751-2248

**OFFICE STAFF**

Mr. Scott Smith ..... Principal- Ext. 405  
 Mr. Mike Gelmi ..... Asst. Principal/A.D.- Ext. 404  
 Mrs. Kris Henrickson ..... Admin.Assistant- Ext. 400  
 Mrs. Bev Grotenhuis..... Admin. Assistant- Ext. 401

**COUNSELING**

Mr. Kevin DeRoos..... Counselor - Ext. 403

**FOOD SERVICES**

Mr. Paul Keene ..... Director - 751-2731

**READING ED-VENTURE CENTER**

Mrs. Connie Renkema . . . .R.E.C. Director - Ext. 462  
Mrs. Jan Malchori . . . . . Media Aide - Ext. 475  
Mrs. Sherri Urban . . . . . Instructional Aide. -Ext. 422  
Ms. Stephanie Bleeker . . . . . R.T.I. Leader - Ext. 422

**POOL**

Mr. Eric Talsma . . . . .Director - 751-2459

**SUPERINTENDENT'S OFFICE**

Mr. Scott Korpak . . . . .751-5148

**TRANSPORTATION**

Mr. Terry Lechenet. . . . . Director - 751-5191

**TEACHING STAFF**

**ENCORE TEAM**

Mrs. Kathy Babcock . . . . . Art - Ext. 410  
Mrs. Andrea Fuzak . . . . . C.I.T. - Ext. 427  
 . . . . .Musical Productions - Ext. 435  
Mr. Kim Suhusky . . . . .Instrumental Music - Ext. 437  
Mr. Steve Sikma . . . . .Total Body Fitness - Ext. 466  
Mr. Dan VanHekken . . . . .Total Body Fitness - Ext. 467

**SPECIAL EDUCATION TEAM**

Ms. Jessica Williams. .6th – 12th Resource - Ext. 458  
Mrs. Amy Dobb . . . . . 6th Grade Resource - Ext. 468  
Mr. Jason Montgomery . .7th Gr. Resource - Ext. 426  
Mrs. Jennifer Dobb . . .8th Grade Resource - Ext. 446

**6TH GRADE TEACHING TEAMS**

Team 1

Mr. Jeremy Luhmann . . . . . Math - Ext. 432  
Mrs. Alice Mohr . . . . . Social Studies - Ext. 429  
Mrs. Brianne Schuiteman . . . . .,English - Ext. 453  
Mrs. Sue Spotts . . . . . Science - Ext. 440

Team 2

Mrs. Melissa Chambers . . . . . Math - Ext. 420  
Mr. Steve Hickok . . . . . English - Ext. 443  
Mrs. Lisa Lepo. . . . . Social Studies - Ext. 452  
Mrs. Katie Brezina. . . . . Science - Ext. 441

**7TH GRADE TEACHING TEAMS**

Team 2

Mr. Ted Malefyt . . . . . Science - Ext. 442  
Mrs. Jane Naber. . . . . English - Ext. 471  
Mrs. Tina White . . . . . Math - Ext. 434  
Mr. Mike Wood. . . . . Social Studies - Ext. 444

Team 1

Mrs. Deanna Malloch . . . . .English - Ext. 415  
Mr. Bob Wandel . . . . . Science - Ext. 428  
Mr. Bill Mousel . . . . . Math - Ext. 430  
Mrs. Amy Striegle. . . . . Social Studies - Ext. 450

**8TH GRADE TEACHING TEAMS**

Team 1

Mr. Duane Bosma . . . . .Algebra - Ext. 417  
Mr. Brad Fuzak . . . . . Science - Ext. 424  
Mrs. Annette Coval . . . . . English - Ext. 416  
Mrs. Ardith Young . . . . . Social Studies - Ext. 451

Team 2

Mr. Nathan Alkire . . . . . Science - Ext. 445  
Mrs. Andrea Grabinski . . . . . Algebra - Ext. 423  
Mrs. Katie Kotowski . . . . . English - Ext. 413  
Mr. Jim Young . . . . . Social Studies - Ext. 425

**FOREIGN LANGUAGE**

Ms. Lauren Stieper . . . . . German – Ext. 463  
Mrs. Traci Strickfaden. . . . . Spanish – Ext. 463

**SPONSORS**

Head of Student Council . . . . . Mrs. Kotowski  
8th Grade Student Council . . . . . Mrs. Coval  
7th Grade Student Council . . . . . Mrs. Henrickson  
6th Grade Student Council . . . . . Mrs. Schuiteman  
Yearbook . . . . . Ms. Naber

**ATHLETIC OPPORTUNITIES**

Director of Athletics . . . . . Jerry Haggerty - 751-5185  
Asst. Athletic Director . . . . . Mike Gelmi - 751-4436  
7<sup>th</sup> Grade Girl's Basketball A and B teams  
8<sup>th</sup> Grade Girl's Basketball A and B teams  
7<sup>th</sup> Grade Boy's Soccer  
8<sup>th</sup> Grade Boy's Soccer  
7<sup>th</sup> and 8<sup>th</sup> Grade Girl's Swimming  
Cross Country (6th graders welcome!)  
7<sup>th</sup> Grade Football  
8<sup>th</sup> Grade Football  
7<sup>th</sup> and 8<sup>th</sup> Grade Competitive Cheer  
7<sup>th</sup> Grade Boy's Basketball A and B teams  
8<sup>th</sup> Grade Boy's Basketball A and B teams  
Age Group Swimming (ages 6 - 14)  
7<sup>th</sup> and 8<sup>th</sup> Grade Boy's Swimming  
7<sup>th</sup> and 8<sup>th</sup> Grade Wrestling  
8<sup>th</sup> Grade Volleyball A and B teams  
7<sup>th</sup> Grade Volleyball A and B teams  
7<sup>th</sup> and 8<sup>th</sup> Grade Boy's Track  
7<sup>th</sup> and 8<sup>th</sup> Grade Girl's Track  
7<sup>th</sup> and 8<sup>th</sup> Grade Girl's Softball  
7<sup>th</sup> Grade Girl's Soccer  
8<sup>th</sup> Grade Girl's Soccer

## Student Assignment Notebook

### Expectations and Advantages

- Expectations for Students
  - Take your notebook to all classes each day.
  - Copy assignments in the notebook each hour.
  - Take the notebook home each night.
  - Put a check next to the assignments as you complete them. Remember, this does not mean the work has been turned in.
  - Use assignment notebook to plan ahead.
- Advantages for Students
  - You will have an accurate record of each assignment and the date it is due.
  - Can record due dates for long-term projects and assignments.
  - This will be a classroom expectation and routine throughout the day.
  - Habit forming; a chance to record other appointments, notices, athletic schedules, etc.
  - Good study habits will be modeled for those students who may have poor study habits.
- Expectations for Teachers
  - Allow a few minutes for students to write assignments in their notebooks each day.
  - Write assignments on the board at the beginning of the hour, or post them somewhere in the room.
  - Occasionally check to make sure that assignments are being written in the notebook.
  - Sign or stamp the notebook upon checking it, indicating that the notebook has been checked for accuracy, completeness, and/or parent communication when necessary.
  - Assign points, credit, and/or a grade to students for having their notebook filled in.
  - Teach responsibility by holding students accountable.
- Advantages for Teachers
  - If a student is absent, he/she can easily get the assignment from another student.
- Assignment notebook replaces daily or weekly contracts between the home and school.
- The book can be used as a means of communicating with parents in regards to attitude, grades, and/or missing assignments.
- A teacher could record a test/project grade and require a parent signature.
- Good work habits, study skills, and responsibility are being stressed and encouraged.
- Expectations for Parents
  - Sign the notebook at least once each week, indicating that they have seen the notebook and assignments for the week.
  - Sign the notebook to indicate knowledge of the program.
  - Ask students to see the notebook. Check assignments daily or weekly as needed.
  - Help and encourage students to assume the responsibility for completing their assignments.
- Advantages for Parents
  - Will be informed of tests and assignments and can help students to study.
  - Parents can ask to see each completed assignment to better monitor student progress and understanding.
  - If necessary, the assignment notebook can be used as a means of communicating with teachers.

### MIDDLE SCHOOL GRADING SCALE

<b>A</b>	=	<b>93 - 100%</b>
<b>A-</b>	=	<b>90 - 92%</b>
<b>B+</b>	=	<b>87 - 89%</b>
<b>B</b>	=	<b>83 - 86%</b>
<b>B-</b>	=	<b>80 - 82%</b>
<b>C+</b>	=	<b>77 - 79%</b>
<b>C</b>	=	<b>73 - 76%</b>
<b>C-</b>	=	<b>70 - 72%</b>
<b>D+</b>	=	<b>67 - 69%</b>
<b>D</b>	=	<b>63 - 66%</b>
<b>D-</b>	=	<b>60 - 62%</b>
<b>E</b>	=	<b>59% &amp; Under</b>

## ASSEMBLIES

Student-sponsored assemblies will be scheduled periodically. Parents who prefer to have their children excused from these assemblies are requested to notify the administration of this preference.

The middle school student council assumes responsibility for special assemblies. Any student organization desiring to schedule an assembly should make its request to the student council. Approval by the principal will then be sought.

All students will be expected to be seated in assigned areas at all assemblies, unless notification is given concerning other arrangements.

## ATHLETICS

Participation in athletics at Hamilton Middle School is a privilege; it is not a right granted with school membership. The school district and the entire community are identified by the publicity generated through its athletic program. The conduct of an athlete is closely observed in many areas; therefore, it is important that your behavior be above reproach at all times and your example be one which is respected and followed for the betterment of those around you. All athletes will be governed by the Athletic Code.

**\*\* See eligibility and participation standards in the Athletic Code.**

**INSURANCE:** Hawkeye athletes are covered by insurance provided by the Wolverine Benefit Association. In football, half of the premium comes from the athletic fund; in other sports, participants pay the entire premium. This insurance covers only when a person's own health insurance will not pay. Participants who feel they have a claim, should check with Mr. Haggerty or Mr. Gelmi. 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.

Athletes and spectators must refrain from the following unsportsmanlike behavior:

- Boo and jeer officials or players at any time.
- Applaud errors by opponents or penalties inflicted upon them.
- Yell for, or demand a substitution or withdrawal of a player.
- Use profane language at any time during a game.
- Throw objects on the field or playing court.
- Criticize 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 POLICIES

Because we believe that:

1. Regular and punctual attendance is of vital importance to the educational process and
  2. Parents and students are responsible for adhering to the established policy,
- we, the staff of Hamilton Middle School, commit ourselves to this policy in an effort to promote an educational environment which will maximize the learning potential of each student.

Students are expected to be in school and in class every day. It is the students' and parents'/guardians' responsibility for their attendance at school. In most cases what goes on in the classroom cannot be duplicated and constitutes a valid and crucial part of course work. When he/she is absent, the educational experience of all students in the class can be diminished. Regular and constant attendance helps develop responsibility and self-discipline and prepares students for the world of work.

This attendance policy was created to encourage regular and consistent attendance by all students. To achieve that the following regulations have been established:

### Excused Absences

If a student is absent from school due to illness or other valid reason listed below, the parent/guardian is required to call the Attendance Office at (269) 751-7219 on the day of the absence or before 7:30am on

the day after the absence. If this does not occur the absence will be considered unexcused. This number can be called 24 hours a day. When calling, please give your name, child's name, date of absence and 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.

Excused absences include:

- Illness
- Medical or dental appointment
- Funerals
- Mandatory court attendance
- Prearranged family vacations
  - Applications for family vacations must be completed five days in advance to be excused.
  - Forms are available in the office.
  - Arrangements for assignments must be made with teachers before leaving.
- Absences approved by the assistant principal

For excused absences (including suspensions) the student will be allowed to complete make-up work. It is the students' responsibility for securing and completing assignments within the time designated by the teacher. If a parent would like to request work from a teacher in a student's absence the request must be made before noon of the day they are going to pick up the schoolwork.

### **Unexcused Absences**

Absences that are not reported by parents/guardians to the school on the day of the absence or before 7:30 a.m. of the day following the absence will be listed as unexcused.

Absences for reasons other than those written as excused above will be listed as unexcused.

For unexcused absences work may not be made up.

Examples of unexcused absences include but are not limited to: oversleeping, transportation issues, and power outages at home.

Students who skip school will be suspended twice the amount of time skipped.

### **Tardy Policy**

Please see individual team/teacher guidelines

### **Other Attendance Guidelines**

Authorized school activities (athletic competition, field trips, band trips, 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 in **advance** or to the teacher's approval. It is the students' responsibility to see all teachers prior to such an activity.

All-day attendance for participation in, or attendance at, curricular and co-curricular activities is required. Exceptions may be granted by the principal or his/her designee.

**Students who accumulate ten (10) or more absences (excused or unexcused) in a semester may be deemed truant.**

### **BUS CONDUCT**

The bus drivers will cooperate with school administration in maintaining the kind of behavior that is essential to the safety and well-being of students as they are transported to and from school and the various school activities.

Following are some of the minimum rules for bus riders:

- Students should ride only the buses to which they are assigned, unless they obtain a bus pass from the office. Bus passes are issued before school and only for the purpose of daycare. Written parent permission is required.
- Students are expected to occupy seats assigned by the driver, in cases where drivers assign seats, and to refrain from leaving seats at any time when vehicles are in motion.
- Punctuality is important. Students should be in designated loading places, morning and afternoon, on time.
- Except in an emergency, the front door only should be used for entering and leaving buses.
- Passengers should keep arms and heads completely inside buses at all times when vehicles are moving.
- Any damage to buses that is observed should be reported to the driver immediately.
- Everyone should cooperate in keeping buses clean and orderly.
- Nothing should be thrown out of bus windows.
- Possession of smoking materials or use of these materials is not permitted on buses.

Students reported for misconduct on school buses may lose their bus riding privileges and/or subject themselves to school discipline. Students who ride the bus are required to immediately enter the building after arriving at school.

## **CAFETERIA - LUNCH PERIOD**

The Hamilton Community Schools Food Service Program prohibits discrimination on the basis of race, color, national origin, sex, age and/or handicap.

In the interest of carrying out the lunch program in an orderly and efficient manner, the following practices are to be followed:

**All students eating lunch must eat in the cafeteria unless told differently.**

- Food and drinks may not be removed from the cafeteria (with the exception of water).
- Keep milk cartons, food and waste paper on trays.
- Empty all debris from trays into waste containers.
- Cafeteria line should be single file; no running, shoving or cutting.
- Pick up and clean up any food that you have dropped or spilled.
- Make sure all your food, napkins, etc. are placed in the trash upon leaving your table.

Students are encouraged to take advantage of activities in the gymnasium, game room, or library during that part of the lunch hour when they are not eating. Students will not be able to loiter in the corridors because of classes that are being held at that time.

## **CHANGE OF ADDRESS**

Students who have moved or who have had a change in telephone number shall provide the school office with information about such change.

## **CODE OF STUDENT CONDUCT**

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

- The primary intent of society in establishing public schools is to provide opportunity for learning.
- 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.
- 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.

### **A. Alcoholic Beverages, Mind-Altering, Look-Alike, and Illegal Drugs and Drug Paraphernalia**

The possession, consumption, and/or distribution of alcoholic beverages, illegal drugs, or drug paraphernalia by students is not permitted on school premises or at school-sponsored events. Students are not allowed to appear in school or at school functions while in any degree under the influence of alcohol or illegal drugs.

### **B. Bullying Policy**

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

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

- Threats or actual physical harm;
- Unwelcome physical contact;
- Threats or taunting via verbal, written, or electronic means;
- Theft or extortion of money or property;
- Damage or destruction of student property;
- Blockage or impediment of student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or

emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, national origin, marital status, and/or disability. It would include (but not be limited to) such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and/or making threats.

Any student who believes s/he has been (or is) the target of such aforementioned aggressive behavior should immediately report the situation to the building principal or assistant principal.

### C. Criminal Acts Defined

The following activities are 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.
- **Burglary** - Stealing of school or personal property.
- **Explosives** – Explosives, including fireworks, are not permitted on school property or at school-sponsored events.
- **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.
- **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, fireworks, 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.

- **Robbery** - Stealing from an individual by force or threat of force.
- **Sale, Use, or Possession of Alcoholic Beverages, Mind-Altering, Look-Alike, Nonalcoholic Malt Beverages, and Illegal Drugs** - Hamilton Middle School will not tolerate the use or sale of alcohol or drugs. The use of drugs or alcohol is harmful. Those who use, sell or possess these will be prosecuted. The school official in charge will immediately remove from contact with other students, anyone reasonably suspected to be under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian and the local police agency.
- **Trespassing** - Being present in an unauthorized place or refusing to leave when ordered to do so.
- **Unlawful Interference with School Authorities** - Interference 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.

### D. Cheating Policy

You are cheating if you:

- Turn in someone else's assignment as yours.
- Copy or duplicate assignments and turn them in as your own.
- Turn in work which was completed primarily by your parents.
- Reuse work without permission which you submitted to another class.
- State that you read a book or assigned reading when you did not.
- Submit materials (written by someone else) without giving the author's name and/or source.
- Take credit for group work when you made little or no contribution to the work.
- Use hidden reference sheets during a test
- Use programmed material in watches, calculators, or personal computing devices when prohibited.
- Write formulas, codes, or key words on your person when you take a test or quiz.
- Communicate information to students in another class section which will help them on a test or quiz.
- Do not follow additional guidelines for cheating established by your individual teachers.

- Students who cheat will be punished at the discretion of the classroom teacher and the administration.

E. **Cooperation with School Personnel**

Students must obey the lawful instructions of all school district personnel. This includes non-certified persons such as bus drivers and custodians, as well as teachers, counselors, librarians and administrators.

F. **Chemical Agents**

Mace, pepper gas, and other forms of chemical sprays are prohibited from being dispensed in school or on school property.

G. **Disruptive Conduct**

Conduct which materially and substantially interferes with the educational process is prohibited.

H. **Dress Code**

Specifically, the following rules of dress will be enforced at Hamilton Middle School and at any school-sponsored event whether on or off school premises:

- Dress is expected to be neat and modest.
- Shoes are to be worn at all times.
- Shorts and skirts that are finger tip length when the wearer is standing with arms straight at sides may be worn.
- The following types of clothing are **not** permitted:
  - Clothing that exposes the stomach or back (no bare midriff) when standing;
  - Excessively low cut shirts (below palm when thumb and index finger are placed on collarbone);
  - Undershirts, tank tops, spaghetti strap, or strapless shirts as primary dress;
  - Garments or jewelry with offensive or crude slogans, mottoes, advertising alcoholic beverages, tobacco, etc.;
  - See-through shirts, blouses, or shorts;
  - Coats, hats, headbands, bandannas and sunglasses;
  - Jewelry and other attire which could cause injury to others;
  - Sexually implicit or explicit attire.

When questions of appropriate dress arise, all shall be directed to the principal or his/her designee. If in judgment of the principal or his/her designee, the student is in violation of the dress code, he/she will

be asked to put on different or additional clothing or sent home to change into appropriate attire. While we recognize every student's right to freedom of expression as a right guaranteed by the United States Constitution and Supreme Court, we also recognize our obligation to maintain a positive learning environment where the health, safety, and welfare of the students are given paramount consideration.

I. **Electronic Devices**

Laser lights and other electronic devices that could be a disturbance to others are not permitted in school. Student use of cell phones, pagers, radios, tape players, CD players, cameras, i-pods, mp3 players, or other equipment are not permitted in school. These items should be turned off and stored in lockers.

J. **Extracurricular Activities**

Students at school-sponsored events shall be governed by school district rules, regulations, and discipline and are subject to the authority of school officials. This includes off campus as well as on campus events.

K. **Freedom to Publish**

Students are entitled in writing their personal opinions. The duplication of such materials on school equipment should not be done without permission from school officials, however. Neither should its distribution interfere with or disrupt the regularly scheduled activities of the school.

Students who edit, publish or distribute handwritten, printed, or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications. Libel, profanity, obscenity, and personal attacks are prohibited in all publications.

L. **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.

M. **Hazing/Harassment**

No student at Hamilton Community Schools shall conspire to haze, engage in hazing, or commit any act that injures, degrades, or disgraces any fellow student. Hazing, in all forms, is prohibited. This includes any form of sexual harassment or racial intimidation.

**Sexual Harassment Defined:**

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

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

If a student has concerns about the nature of any conduct or physical contact by an employee of this district or by a fellow student, the student should immediately report this concern to one of the following: the building principal, the assistant principal, a counselor, a social worker, the district monitor for sexual discrimination (Mr. Rolfe Timmerman, Human Rights Officer, 751-5630). Students should also discuss the concern with a parent or legal guardian.

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

making the report. The principles of due process will be followed.

N. **Identification of Self**

All persons must, upon request, identify themselves to school personnel in the building, on school grounds, or at school-sponsored events.

O. **Inappropriate Materials**

Possession or distribution of obscene or pornographic materials is prohibited.

P. **Profanity**

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.

Q. **Public Displays of Affection**

No public displays of affection are permitted.

R. **Smoking**

Possession, use, or distribution of tobacco and smoking paraphernalia is not permitted on school premises or at school sponsored events.

S. **Student Visitors**

No student visitors are permitted in the building during the school day.

T. **Tampering With Safety Equipment**

Any tampering with safety equipment, such as fire alarms or fire extinguishers is prohibited.

U. **Technology Code of Ethics**

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

responsibilities which students and staff must assume in order to use these resources:

- Users will not put the name, address or photograph of students or staff members on the Internet and Web without permission of parent(s) and/or teachers.
- Users will not join or participate in a “chat” or other electronic communication on the Internet without the permission of your parent(s) and a teacher. This includes, but not limited to, E-Mail, Instant Messaging, Games, or Blogs.
- Users will not post information that violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption to the educational process, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or teacher. This can include acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.
- Users are responsible for using school technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school. Users must adhere to the rules established by the technology coordinator, district administrators, classroom teachers and the Board of Education.
- Users are responsible for preventing pornographic and sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school’s network, equipment or software from entering the school network.
- Users are responsible for preventing the malicious use of the technology (i.e. causing disruption in the use of technology by others, harassing or discriminating against others, or accessing unauthorized computer systems).
- Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology coordinator.
- Users are responsible for not using district technology for private business, for product advertisement or political lobbying, or for making unauthorized financial commitments.
- Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords or using another person’s password.
- Users are responsible for obtaining permission from the technology coordinator before bringing in their own software and using it on school equipment.

- Users must continue to abide by normal academic policies as established by administrators, teachers and our school board.

#### V. Bags and Purses

Students are expected to leave bags and purses in their lockers as opposed to bringing them to class. This will help us avoid clutter in the classrooms and maintain a safe environment. Students needing to get something from their locker will be allowed to do so with a hall pass.

#### CORRIDOR COURTESY

The following list is included in this handbook to minimize potential problems in our hallways:

- **Students should arrive at school no sooner than 7:20 a.m. unless under the direct supervision of a teacher, coach, or administrator.**
- Keep corridors open to traffic by walking to the right.
- Do not block traffic by standing in large groups.
- Pass through corridors quietly.
- Students should remain in their respected ends of the building. The only exception would be for a student who needs to attend a class on the opposite end of the building.
- Beverages are permitted in the hallways, but they must be in sealable, plastic containers. Non-sealable containers must remain in the cafeteria. No glass containers are permitted.
- Discard trash in the containers provided.
- Help keep your school clean by picking up paper from the floor.
- Don’t tamper with drinking fountains or deposit litter in them.
- **Students must leave the school premises within 10 minutes after dismissal, unless under the direct supervision of a teacher, coach, or administrator.**

#### SEARCH AND SEIZURE

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession.

- Searches of school property may be conducted at any time. Lockers are school property and are subject to searches, including canine searches, at any time. Searches may be conducted without notice and without student consent at any time.
- There should be reasonable cause for authorities to believe that the possession constitutes a crime or rule violation.

- Illegal items (firearms, weapons, knives, obscene materials) or other possessions reasonably determined to be inappropriate for a school setting or a threat to the safety or security of others may be seized by school authorities. Disciplinary action may be taken by school officials.
- Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
- In an effort to keep the school and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

### **DUE PROCESS**

Procedural Rules and Regulations for the School Community. The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- Every effort shall be made by school personnel to resolve problems in cooperation with the student and his/her parent or guardian.
- A student must be given opportunity for a hearing with the appropriate school administrator if he/she or his/her parent or guardian indicates the desire for such a hearing. The purpose of this hearing will be to allow the student and/or his/her parent or guardian to:
  - contest the facts which may lead to disciplinary action; or
  - contest the appropriateness of the sanction imposed by a disciplinary authority if the student and his/her parents or guardian allege prejudice or unfairness.

### **DETENTION PROCEDURES**

Teachers are authorized to detain students in their own classrooms before or after school or during lunch. Administrators may also assign detentions. Generally, students will be given at least one day of notice before an after school or before school detention so that family transportation may be arranged. Lunch hour detention may be assigned

without 24 hours notice. Students serving detentions must show up on time and bring something to work on or read the entire time. Failure to abide by the detention guidelines or to serve the detention will result in further disciplinary action. Students wishing to appeal detentions to an administrator must do so before the scheduled detention has been missed.

### **H.A.W.K.S.**

(Hamilton's Academic Workshop of Knowledge and Support)

This is an after school program designed to support and help our students who may struggle academically. H.A.W.K.S. is available after school Monday thru Thursday until 4:00 P.M. in the library. Parents are expected to pick up their students promptly at 4:00 P.M. Students after school should only be in the space provided for this program. When they leave H.A.W.K.S. they should be picked up immediately. There should be no opportunity for students to walk around the building or loiter in front of the building.

The location is supervised by a middle school staff member who will be able to help students with schoolwork. There is also some help and support from high school students tutoring and facilitating learning during these times. During this time students are also able to login to powerschool to find missing assignments or current outstanding work. Students are welcome to take advantage of the support available to help them be more successful here at Hamilton Middle School.

Our H.A.W.K.S. program is designed for students who are not completing their assignments or are in need of academic support. It is our hope that having the administration and the parents involved quickly will eliminate continued failure to complete assignments.

### **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/her 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;
- 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 guardians 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**

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 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 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 parent or guardian.
- The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

### **GENERAL INFORMATION**

#### **A. High School Credit**

Eighth graders who take a foreign language course (Spanish I or German I) will have their grade recorded on their high school transcript.

#### **B. 6-12 Writing Requirements**

Writing requirements for Hamilton Middle/High School Students:

1. Each student in grades 6-12 is expected to:
  - a. Follow directions on all assignments
  - b. Make the overall appearance of any assignment neat and legible use complete sentences (subject, verb, complete idea) whenever applicable use correct paragraphing, punctuation, spelling, and other conventional rules (capitalization, etc.) correctly
  - c. Write answers/reports/research project etc., in his/her "own words" (unless specifically directed to do otherwise)
2. Any student work that does not meet all of the criteria above will be:
  - a. Returned for proper completion, or
  - b. Given no credit and no make-up opportunity

Either (1) or (2) above will be done at the discretion of each individual teacher. Individual problems may be decided/ evaluated on a case-to-case basis.

#### **C. Classroom Participation Standards**

The following standards were developed by teachers to encourage and develop responsible student behaviors.

- Come prepared for class with paper, book, a writing utensil and other materials determined by the teacher.
- Be actively involved in class - students will not be allowed to sleep, put head down on desk or in any other way "drop out" of class.
- Students are expected to complete assigned work. Students who choose to continually not do assignments may face consequences such as detention, removal from class, etc.

D. **Standards for Participation in Special School Programs and Activities**

The following standards have been developed and agreed upon by the Middle School staff to act as a guide for eligibility for school sponsored programs and events. These standards pertain to student council activity nights, skating parties, field trips, and special programs like 6th grade Track and Field Day. (Please note, Club TCB is a separate program with more stringent standards. Information regarding Club TCB can be found on page 14 of the student handbook.)

**Students must meet the following criteria in order to be eligible to participate:**

1. Students must be passing (D- or better) **FIVE** of their **SIX** classes. If an event falls at the beginning of a marking period, teachers will review the last half of the previous marking period to determine a letter grade. Grades for 6-week classes will stand as is.
2. Students who are serving ISS on the day of an event are ineligible for that event. Also, students who have accumulated **THREE** or more days of suspension (ISS or OSS) in a 9-week marking period are ineligible.
3. **Sixth grade** students who have accumulated **TEN** lates (assignments & responsibility items) in a 9-week marking period are ineligible for the remainder of the marking period. If an event falls at the beginning of a marking period, the student's progress over the last 4 1/2 weeks (half a marking period) will be checked. If there has been a substantial improvement in that time frame, the student may be allowed to participate.

**Appeals Process**

A student wishing to appeal his/her ineligibility for an event must submit, in writing, a list of reasons why his/her appeal should be considered to Mr.

Smith or Mr. Gelmi. The student would then be granted the opportunity to appeal in person to a committee of two teachers and one principal. The teachers should not be from the team the student is on. Two of the three committee members must side with the student to allow participation in the event. All appeals should be made no less than two days prior to the event. No appeals will be considered on the day of the event.

E. **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 in grades 6-8, not participating in band or a foreign language (8th grade only), will be required to take physical education. Therefore, these students must have a physical examination or physical examination waiver on file in the main office. These must not be dated before April 15, 2001. 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.

F. **Insurance - Student**

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he 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.

G. **Library/Media-Center**

Come to the Library Media Center for fun and informative things to read, answers to questions, great sources for reports and assignments, and a place to study or read. A variety of good books, magazines, newspapers, videos and other resources

are available for you. The LMC staff will be happy to help you learn all about how to use things and find them.

The Library Media Center is open before, during and after school each day. We will be here at least 20 minutes before and after the official school day, often earlier and usually later. It's good to use the time when you don't have classes to browse through the materials in the LMC, read a magazine, sign-out and/or return materials, or do school work. During class times, you need a pass from your teacher to come to the LMC, or you may come with your teacher and a class. There is a box labeled "PASSES" on the counter/desk, and you should place your pass there when you come in. Have it signed when it's time for you to leave, and then take it back to your teacher.

You are expected to be considerate and courteous toward others and to treat school property with respect in the Library Media Center and throughout the school. It is your responsibility to return borrowed materials on time. Most LMC materials are due on Mondays and a return/due date will be indicated on a date due slip as a reminder for you. Items from the Reference collection may be checked out for overnight use and are due before school begins the following school day. If you have something that is overdue, you must return those items before more things may be checked out. You may only check things out for yourself, in your own name.

We hope you will come to the LMC often! If you have any questions, please be sure to ask--we are here to help!

#### H. Lockers and Locks

Each student will be assigned a hallway locker to use for the school year. **Switches in locker assignments are not allowed.** 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.** Locker room locks are available in the main office for a cost of \$5.00. All locks used in the building should be provided by the school district.

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. Do not put any types of adhesive stickers on the inside or the outside of the locker. Lockers are not to be written on in any way.

#### I. Bicycles, Roller Blades, and Skateboards

At no time are any of these items to be used in the school building. Immediately upon arrival at school, bicycles should be parked and locked in the racks provided at the East end of the building. Skateboards and roller blades/skates should be locked in the student's locker immediately upon arrival at school. For the safety of students, **roller blades and skateboards should not be ridden on school property.** The school assumes no responsibility for bicycles, roller blades, or skateboards. Students must lock their property in the appropriate locations during the school day.

#### J. Counseling - Guidance

The purpose of counseling and guidance services is to help each student in his/her social, educational, vocational and personal development.

Counselors are prepared to assist students:

- In recommending materials that may be used to improve student habits;
- In planning schedules and school curriculums;
- In making realistic course selections and suitable plans for the future;
- Listen to students discuss their concerns.

#### K. 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.
  - Schools remain in session.
  - Parents may pick up their children if they wish.
- **Severe Thunderstorm Warning** - Severe thunderstorms in process in area.
  - Schools remain in session.
  - Parents may pick up their children if they wish.
- **Tornado Watch** - A possibility of tornadoes in the area.
  - Schools will remain in session until normal time of dismissal.
  - Parents may pick up their children if they wish.
  - 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.

- School will be canceled if a tornado watch is in effect beyond 7:00 a.m.
- **Tornado Warning** - Tornadoes reported in a defined area by local weather spotters.
  - Schools will remain in session and students will be sent to prearranged protected areas.
  - Teachers will remain with their students until released by the principal.
  - 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.
  - 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.

#### L. **Telephone Use**

Students are expected to use the pay phone provided for their use with respect. Student use of office phones or classroom phones will not be permitted except in cases of emergencies. The school will not be open for use of phones following outdoor, extracurricular events.

#### M. **Withdrawal and Transfers**

The procedure for withdrawal or transferring from Hamilton Middle 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 books and equipment and make sure that all fees are paid.
- Take form to principal or assistant principal for an exit interview.
- Student records will be transferred to other schools upon written request of the school being entered.

#### N. **Special Recognition Programs**

- **Club TCB**
  - Club TCB is a program designed to support, celebrate, and encourage students who are

“taking care of business” in our school. Membership is reserved for students who are doing their work and turning it in on time, attending classes on a regular basis, and treating others with respect at all times. Students participating in TCB must have **proficient and exemplary** in all of their classes in regards to the Classroom Responsibility Rubric. Any students with a **needs improvement** from the Responsibility Rubric in any class will not be able to participate in club TCB. This is a nice way for us to say, "Thank you for your efforts."

- Past Club TCB events have included movies, snow tubing at Pando, Craig's Cruisers, and Michigan's Adventure.

#### • **Student of the Month**

- The Student of the Month program recognizes middle school students for their outstanding achievement and effort in the classroom. Students are selected for this award by their teachers. Students of the Month enjoy a lunch on the town (at the Hawk's Nest) with Mr. Smith or Mr. Gelmi. This program allows our staff to recognize students who meet each of the following criteria:
  - All homework completed and turned in on time.
  - A positive and productive attitude in the classroom.
  - Consistent quality effort in the classroom.
  - Continuously seeks to improve the quality of his/her work.
  - Always treats others with respect in the classroom.
  - Has good attendance.

#### • **Honor Roll**

- The honor roll is comprised of students who achieve all A's and B's on their semester report cards. These students will receive special recognition upon completion of the first semester and completion of the fifth marking period in the second semester.

#### O. **Enrichment Opportunities**

- **Science Olympiad**
  - This program is designed to create a passion for learning science and provide

recognition for outstanding achievement in this area. Research, activities, and competition are based on physical and life sciences as well as constructing new scientific knowledge and reflecting on that knowledge. The goal is to expose students to, and prepare them for, the state level competition. Enrollment is based on teacher recommendation for past and current science performance.

- **Math Counts**

- Math Counts is a competition between 7th and 8th grade students from all over the state. It has many corporate sponsors. The competition is between teams and individuals. Students are chosen to participate by their teachers. The students spend time outside of the normal class schedule in order to prepare. Many new fields of math such as geometry, algebra, prime numbers, factors, etc. are examined with a strong emphasis on problem solving.

- **Odyssey of the Mind**

- This is a gifted and talented program designed to challenge a student's creativity, problem-solving, and teamwork in verbal and hands-on situations. In order to participate, students must show excellence in their regular school work and participate cooperatively with their teammates.

- **Geography Bee**

- The Geography Bee is a school level competition for all middle school students who want to compete. It is sponsored by the National Geographic Society. Individuals compete against one another by answering questions related to geography of the United States and other world regions. Questions cover land and water forms, the environment, natural resources, and map skills. Students prepare outside of class and the winning student must take a written test to qualify for the state competition.

- **Spelling Bee**

- The spelling bee, held during January and February each year at Hamilton Middle School, is part of the National Spelling Bee sponsored by the E.W.

Scripps Company and over 230 newspapers around the world. The purpose of the spelling bee is to help students improve their spelling, increase their vocabularies, learn concepts and develop correct English usage that will help them all their lives. The program takes place on two levels: local and national. The middle school will have a winner and a runner-up from the local spelling bee that will compete in the Ottawa Area Spelling Bee. The program is open to students attending public, private, parochial, charter and home schools.

- **Student Council**

- The Middle School Student Council is a group of 6th, 7th, and 8th grade students who work, along with staff members, to organize special activities for the students. These activities include, but are not limited to: Activity/Casino Nights, Dances, Pizza Parties, Assemblies, Spirit Week, and more! In the fall, student council holds its annual magazine sale. The profits from this sale go to pay for the aforementioned activities along with activities within the grade level teams and improvements within the school.

P. **Arrivals and Dismissal**

Students being driven to school or being picked up from school should use the east parking lot near the office. Students should not be brought to school prior to 7:20 unless they have a scheduled meeting or practice with a teacher/coach. The only doors that will be unlocked for student use in the morning will be the central doors by the office. Students must leave the school premises within 10 minutes after dismissal, unless they are involved in an activity under the supervision of a staff member.

Q. **Medications**

If a student must bring medication of any kind to school, it must be stored in the office for the safety of all students. Medication, prescription or non-prescription, cannot be carried by the student and it cannot be stored in the student's locker without administrative approval.

In order to help us maintain a standard practice in the dispensation, storage, and administration of



medication, the following guidelines must be followed:

#### **Prescription Medications:**

- All prescribed medication must be in the original pharmacy container with the physician's instructions on it.
- Parents must sign a consent/release form, available in the office, before any medication will be administered.
- All medications will be under exclusive and secure control of the designated school employees.
- Medication shall be dispensed only in accordance with the instructions of the student's physician.
- The dispensing of medication to a student shall take place in the presence of an adult staff member.

#### **Non-prescription medications:**

- All medication must be in the **original container** (aspirin bottle, cough medicine bottle, etc.)
- Containers must be clearly identified with the student's name, the type of medication, and the dosage instructions.
- Parents must sign a consent/release form, available in the office, before any medication will be administered.

We will not dispense any medication that has not been supplied by the parent/guardian of the student requesting the medication. All medications left in the office will be thrown out after June 15.

#### **Family Educational Rights & Privacy Act**

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

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

distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605