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Chapter 1

Introductory Information and General Notices

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Hamilton Middle School 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.

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 board members are:

Ben Randle	President
Craig VanBeek	Vice President
Loren Joostebernsi	Secretary
Jason Thomas	Treasurer
Deb Brower	Trustee
Carl Marshall	Trustee
Morgan Maul	Trustee

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

Mr. David Tebo	Superintendent
Ms. Liz Morehouse	Principal
Mr. Brian Morrison	Assistant Principal
Ms. Cam Everse	Guidance Counselor
Ms. Alli Watson	OCSN Coordinator
Mr. Jordan Bandstra	Athletic Director

The school is located and may be contacted at:

4845 136th Avenue
Hamilton MI, 49419
Tele 269-751-4436
Fax 269-751-8560

24-hr. Attendance Hotline: 269-751-2248

Office Hours: 7:00am-3:30pm

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**

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

School Volunteers

In order to volunteer at any building in the Hamilton Community Schools, interested parties must submit their profile online to the WISH program. This unique program (W.I.S.H. - We're Investing in the Students of Hamilton) allows the district to perform the necessary background check information for prospective volunteers, while also allowing us to create user profiles so that volunteers can be placed according to their specific interests and availability. For more information on the WISH program, contact the building principal or check the district website. The online profile form can be accessed from the website.

Emergency School Closing/Delay

In case of bad weather and other local emergencies, please listen to any local radio or television station, or check the school district website, to be advised of school closings or early dismissals. School closings for any reason are announced as early as is practical. If bad weather or other emergencies occur during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain that your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school events will also be canceled for the day.

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.
3. Extra-curricular events remain as scheduled.

SEVERE THUNDERSTORM WARNING - Severe thunderstorms in process in area.

1. Schools remain in session.
2. Parents may pick up their children if they wish.
3. Extra-curricular events remain as scheduled.

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 and after school event is to begin, the administration would retain the flexibility to decide whether or not to cancel the event.

TORNADO WARNING - Tornadoes reported in a defined area by local weather spotters.

1. Schools will remain in session and students will be sent to pre-arranged protected areas.
2. Teachers will remain with their students until released by the principal.
3. If the warning period should begin while students are being loaded on the bus, they will be called back into the building to protected areas.
4. If the warning period should begin after the loaded buses have left the school building, the drivers should use their own judgment as to whether 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 announced throughout the building at some point during the school day. All announcements should be in the office no later than 7:30 a.m. Announcements will be made at a time deemed appropriate by school administration, 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 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 middle school office. Any student using a lock purchased elsewhere runs the risk of having it cut from the locker at owner's expense.

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.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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.

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 measure in the student discipline code.

Withdrawal and Transfer

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

- Parents should contact school officer personnel to begin the process of withdrawal.
- Student records will be transferred to other schools upon written request of the school being entered.

DAILY SCHEDULE

7:40 – Warning Bell
 7:45 – 1st hour begins
 2:45 – End of School Day - Dismissal Bell

TWO HOUR DELAY SCHEDULE

9:40 – Warning Bell
 9:45 – 1st hour begins
 2:45 – End of School Day – Dismissal Bell

Chapter 2

Attendance and Homework Policies

Attendance

Make-up Work

Tardy Policy

Truancy

Homework

Homebound Instruction

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 Middle 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.

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) 751-2248** 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. As a general rule, a student will be allowed the same number of days that they missed to make up assignments

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 in extenuating circumstances.

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.

Make-Up Work

If a student is absent from school, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

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.

Definitions:

Excused Absence – Any absence that has been called in by the parent/guardian (includes illness, doctor/dentist/orthodontist appt., funeral, vacation, etc.)

Unexcused Absence – Any absence that has NOT been called in by the parent/guardian by 7:30am the following day

Unexcused Absence Truancy –

1. School Connects Phone Call/E-mail sent with EVERY unexcused absence at the end of that school day
2. After **3 Unexcused Absences** in the school year, a school administrator will contact the parent/guardian by phone to discuss the importance of regular attendance and communication with the school when students are absent
3. Upon accumulation of **6 Unexcused Absences** in the school year the school will:
 - a. Schedule, conduct, and document a face-to-face meeting between the school, the parent(s), and the child to discuss the child's attendance and formulate a plan using all appropriate available resources to resolve the truancy issues locally. This may include changing schedules, assistance in getting to school (i.e. parent/adult escort to school), change of teachers, parent/guardian attending school with his/her child, tutoring, testing, parenting classes, etc.
 - b. Complete the Student Educational Plan Report (see OAISD Website for form) documenting educational counseling and other agency assistance available.
4. Upon accumulation of **8 Unexcused Absences** (2 after the plan is enacted) the school will:
 - a. Refer the child to the OAISD truancy staff by filing a completed Truancy Report (see OAISD Website for form) signed by the Principal or Assistant Principal of the school. When a new school year begins, any truancy, regardless of previously filed reports, must have a new Truancy Report filed for the Ottawa Area ISD staff to take any action. Please note that separate Truancy Reports must be filed for each student, regardless if two students are in the same family.
 - b. **The school will** inform the truancy officer of any and all further unexcused absences occurring during the remainder of the school year. Contact the OAISD truancy officer at 616-796-1429 to provide this information.

Excused Absence Truancy (and combined excused/unexcused absence truancy) –

1. Upon accumulation of **6 consecutive days or 8 total absences (combined excused and unexcused)** in a trimester, the school will send a letter home indicating the concern about excessive absences, and will request medical documentation for any further absences.

2. Upon accumulation of **12 excused absences** in a trimester, the school will proceed with step 3 of the “Unexcused Absence Truancy Policy.” (see below)
 (“...the school will:
 - a. Schedule, conduct, and document a face-to-face meeting between the school, the parent(s), and the child to discuss the child's attendance and formulate a plan using all appropriate available resources to resolve the truancy issues locally. This may include changing schedules, assistance in getting to school (i.e. parent/adult escort to school), change of teachers, parent/guardian attending school with his/her child, tutoring, testing, parenting classes, etc.
 - b. Complete the Student Educational Plan Report (see OAISD Website for form) documenting educational counseling and other agency assistance available.”)
3. Upon accumulation of **16 excused absences** in a trimester, the school will proceed with step 4 of the “Unexcused Absence Truancy Policy.” (see below)
 (“...the school will:
 - a. Refer the child to the OAISD truancy staff by filing a completed Truancy Report (see OAISD Website for form) signed by the Principal or Assistant Principal of the school. When a new school year begins, any truancy, regardless of previously filed reports, must have a new Truancy Report filed for the Ottawa Area ISD staff to take any action. Please note that separate Truancy Reports must be filed for each student, regardless if two students are in the same family.
 - b. **The school will** inform the truancy officer of any and all further unexcused absences occurring during the remainder of the school year. Contact the OAISD truancy officer at 616-796-1429 to provide this information.

Note: The administration reserves the right to modify this policy as needed based on student needs and circumstances (planned vacations, hospital stays, etc.).

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.

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the building principal.

Chapter 3

LMC, Student Fees, Cafeteria Pricing

Library/Media Center
Fees, Charges, and Fines; Waiver of Student Fees
Food Service/Cafeteria Pricing

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 7:30 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.

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.

Food Service/Cafeteria Pricing

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

Our breakfast program is served from 7:00 a.m. until 7:45 a.m.

The school lunch program is also available on a daily basis.

The food service program also participates in the USDA Free/Reduced lunch program for qualifying students. Applications for this program are available in the school office, or can be found on the schools website (www.hamiltonschools.us).

Chapter 4

Transportation & Student Drop-off/Pick-up

Bus Transportation Student Drop-off/Pick-up

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. Changes in bus stops must be approved in advance by the transportation department by calling them at the following number: (269) 751-5191. These changes will only be made for emergency childcare purposes, and will not be approved for students to simply go to their friend's house.

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 principal or 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.

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 unless given permission by the driver.
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. Punctuality is important for efficient transportation – students should be in designated loading places, both morning and afternoon, 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 who engage in misconduct on the bus are subject to disciplinary action including, but not limited to: detention, suspension from the bus, suspension from school, and other consequences deemed appropriate by school administration.

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 the Transportation Director at (269) 751-5191.

Student Drop-off/Pick-up

Parents who wish to drop off their students before school, or pick student up after school, should do so using the main Middle School driveway (east parking lot driveway). The west parking lot (pool parking lot) is reserved for busses only during the drop-off/pick-up times of the day.

During drop-off, please pull forward to a safe location, drop student off on the north side of the drive, and pull away carefully.

For afternoon pick-up, parents often line both sides of the driveway while waiting for their student to exit the building. Please proceed carefully while driving in this area as it is often very congested.

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.

Chapter 5

Health & Safety

Health Services and Examinations

**Student Insurance
Immunizations**

Student Medication

Communicable Diseases

Emergency Medical Authorization

Guidance & Counseling

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. These must not be dated before April 15, of the year in which the school year starts (i.e. after April 15, 2015 for the 2015-2016 school year). 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 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. The school 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 properly disposed of one week after the completion of the school year.

Prescription Medication

- All prescription medication must be in the original pharmacy container with the physician's instructions on it
- All medication 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 Medication

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

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.
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 counselor is available to those students who require additional assistance.

Chapter 6

Discipline & Conduct

General Building Conduct

School Dress Code/Student Appearance

Student Discipline

Bullying, Intimidation & Harassment

Sexual Harassment

Physical Assault

Hazing

Integrity Policy

Suspension Procedures

Expulsion Procedures

Food Service/Cafeteria Policies

Field Trips

General Building Conduct

The school day begins at 7:45 a.m. and students are dismissed at 2:45 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.
- Skateboards, roller blades, and shoes with wheels are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- All persons must, upon request, identify themselves to school personnel in the building, on school grounds, or at school-sponsored events.
- Students should arrive no sooner than 7:00am, and must leave school premises by 3:00pm, unless under the direct supervision of a teacher, coach, or administrator.
- Water is permitted in the hallways, but it must be in a sealable, plastic container.

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. (An exception may be made for coats if staff decides that building climate is such that coat wearing is permissible.)
- 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 noticeable holes, rips, and tears, or clothing that is poorly fitting, is not recommended. If clothing is worn that includes holes, the holes must not be in the areas covered by the "length of shorts/skirts rule," or, if they are, must include shorts or tights underneath that do follow the rule. If clothing reveals undergarments, it 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/administrator'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 three fingers wide and must cover undergarments. Additionally, the sides should fit snugly under the armpits.

- 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.
- Students 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 to discipline.

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

The 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

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 unless staff decides that building climate is such that coat wearing is permissible. Lightweight drawstring bags will be permitted.

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 for Dress Code Violations:

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 detention.

Third offense

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

Fourth (+) offense

Consequences as decided by administration. 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 detention or Out of School Suspension, among other options.

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

Student Discipline

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.

RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Criminal Acts Defined - The following activities are among those 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 at school-sponsored events 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 grounds, in district buildings, at district sponsored events, on school vehicles or at bus stops, may be permanently expelled from school after going through the suspension/expulsion protocols. 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, property of students, or property of school employees.
- **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.**

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, or electronic cigarette paraphernalia.
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 attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling, or transferring a dangerous weapon (defined 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.
18. Public displays of affection (PDA) (handholding is the only permitted PDA).
19. Persistent disobedience – accumulation of 5 or more referrals in a given school year. Students who accumulate five or more referrals in a given school year may face appropriate disciplinary action, up to and including, being placed on strict probation, 10 days suspension, long-term suspension, or expulsion.

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 or attending after school activities or evening events.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.

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. Placing the student on "Strict Probation" – a notification that the student's behavior will be monitored closely so as to ensure that certain behaviors do not occur. The "Strict Probation" contract will outline consequences, up to and including, suspension or expulsion that will occur if the behavior continues.
11. In-school detention for a period
12. 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. Parents of students who are victims of bullying, intimidation, or harassment will be notified.

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

The building principal or assistant principal is responsible for ensuring that the policy is implemented.

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 Middle 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.
- Turning in work that was completed primarily by your parents.
- 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:

- 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

Students who cheat will have consequences issued at the discretion of the classroom teacher and/or administration. **The administration reserves the right at any time 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.
- 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 Middle 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.

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

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.

Food Service/Cafeteria Policies

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 by a teacher or staff member
- Loud talking, yelling, screaming and other disruptions are prohibited
- Students shall not throw food, milk cartons or other containers
- Opened food or drink items may not be removed from the cafeteria (with the exception of water)
- Keep milk cartons, food and waste paper on trays
- Cafeteria line should be single file with no running, pushing or cutting in line
- Pick up and clean up any food that you have dropped or spilled
- Make sure all of your food, napkins, etc. are placed in trash upon leaving your table

Students are encouraged to take advantage of activities in the gym or media center during the part of the lunch hour when they are not eating. Students will not be able to loiter in the hallways because classes are being held at that time.

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.

Chapter 7

Internet, Technology & Publications

Student Technology User Agreement/Parent Permission Form, Grades 5— 12

Non-School-Sponsored Publications/Websites

Hamilton Community Schools

Student Technology User Agreement/Parent Permission Form, Grades 5 – 12

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-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. **If you prefer that your child should not have access, please contact your building principal and express your preferences in writing.**

Publishing to the World Wide Web. Parents, your child's work may be considered for publication on the World Wide Web, specifically on his/her school's website. 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. **If you prefer that your child's work not be published on the World Wide Web through the school's website, please contact your building principal and express your preferences in writing.** 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 contact your building principal and express your preferences in writing.** 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
- 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).

Hamilton Community Schools

Student Technology User Agreement/Parent Permission Form, Grades 5 - 12

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
- 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).

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. I agree to use the technology resources responsibly at all times. **If, at any time, I do not want my materials published on the school's website, I will contact my building principal in writing.**

Student Signature _____ Date _____

Parent/Guardian Permission:

All students are provided with access to district technology resources that includes accessing our computer network, the internet, and email systems. My signature below grants permission for my child to access District technology resources, the Internet, and email systems. These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and 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 _____

Parent's Name: _____ (printed)

Home Phone: _____

:

Student's Name: _____ (printed)

Graduation Year (circle one):

2020

2021

2022

2023

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.

Chapter 8

Search and Seizure

Search and Seizure

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.

Chapter 9

Athletics & Extracurricular Activities

General Athletic Policies
Athletic Physicals
Athletic Rules & Code of Conduct
Insurance

Sportsmanship

Fight Song

Attendance at School Dances & Extra-Curricular Activities

Equal Access for Non-School Sponsored Student Clubs

General Athletic Policies

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.

Athletic Physicals

Students must have a physical examination or physical examination waiver on file in the principal's office if participating in athletics. These must not be dated before April 15, of the year in which the school year starts (i.e. after April 15, 2015 for the 2015-2016 school year). 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.

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

Semester Requirements – If, at the end of a semester, an athlete is not passing 4 classes (20 credit hours), that athlete will be ineligible for the entire next semester.

Current Marking Period Grade Checks – The grades of all athletes will be checked every week. Any student who is doing failing work in two or more subjects will be declared ineligible for participation. Two failing grades are allowed only if the athletes overall average is not lower than a D and he/she is passing four classes.

Students who become academically ineligible will not be permitted to participate in contests for a period of one week. The one week will always begin on a Monday and end on Sunday. During this week, the student will be required to participate in the HAWKS program after school each day of the ineligible week until 4:00 unless his or her team has an away contest. At the end of the one week period, students will obtain a grade report form from the athletic director or assistant

principal, and secure an updated grade from each teacher. If the grades are satisfactory the student will regain their eligibility. If the athlete's grades are not satisfactory at one-week check, they will be checked every successive week until eligibility is regained. During the time of ineligibility, the athlete must attend every practice session, attend every game, and ride to the contests on the school provided transportation. Athletes who do not abide by this policy will have their suspension lengthened by an additional week.

Note – Coaches of individual programs may implement higher academic standards for their athletes with the approval of the athletic director. Additional policies will be in writing and presented at the pre-season meeting.

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:

- Booming 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 conqu'ring heroes
 Hail! Hail! To Hamilton
 The leaders and best!
 Fight! Fight! Fight!
 Hail! to the victors valiant
 Hail! to the conqu'ring heroes
 Hail! Hail! to Hamilton
 The champions of the West!

Attendance at School Dances and Extra-Curricular Activities

Attendance at school-sponsored dances and extra-curricular activities 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 after 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
- 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.

Chapter 10

Special Education

Education of Students with Disabilities

Discipline of Students with Disabilities

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 or 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.

Chapter 11

Student Records & Privacy

Student Privacy Protections
Student Records
Age of Majority
Requests from Military or Institutions of Higher Learning

Surveys by Third Parties

Student Privacy Protections

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Records

School student records are confidential and information from them will not be released, except in circumstances that is required by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT**: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT**: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the

education record after the hearing, you have a right to place a written rebuttal in the record.

3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Superintendent's Office
4815 136th Avenue
Hamilton, MI 49419

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"

- (a) a student's name;***
- (b) address;***
- (c) participation in officially recognized activities and sports;***
- (d) height and weight, if member of an athletic team;***
- (e) height if member of an athletic team;***
- (f) weight, if member of an athletic team which requires disclosure to participate;***
- (g) school photographs or videos of students participating in school activities, events, or programs.***

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not

want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter 12

Parental Right Notifications

**Teacher Qualifications
Sex Education Instruction**

Homeless Child's Right to Education

English Language Learners

Pesticide Application Notice

Mandated Reporters

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.

Sex Education Instruction

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

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:

Katie Sexton (Hamilton High School)
616-751-5185

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal at (269) 751-4436.

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Chad Walters, Custodial/Maintenance Supervisor
(269) 751-4436 x482

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.