

# HMS Student Handbook



## #Each Will Thrive

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## **FOREWORD**

### **INTRODUCTION**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June, 2023. If any of the policies or administrative guidelines referenced herein are revised after June, 2023, the language in the most current policy or administrative guideline prevails.

### **MISSION STATEMENT**

In partnership with the community, we educate each learner to maximize personal potential. Through individualized instruction, students explore their interests, link their learning to the real world, and build the academic, social, and career skills necessary for life-long learning and success.

### **VISION STATEMENT**

Equipped with superior academic, career, and life management skills, each Hamilton graduate has the knowledge and motivation to thrive.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

#### **Nondiscrimination and Equal Employment Opportunity Statement**

Hamilton Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, sexual orientation, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance officer listed below:

Hamilton Community Schools: Human Rights officer, 4815 136<sup>th</sup> Avenue, Hamilton, MI 49419 [www.hamiltonschools.us](http://www.hamiltonschools.us)

### **BOARD of EDUCATION 2023-2024**

The School Board governs the school district, and is elected by the community. [CURRENT SCHOOL BOARD MEMBERS](#)

### **ADMINISTRATION 2023-2024**

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

[ADMINISTRATION office](#)

[HIGH SCHOOL](#)

[MIDDLE SCHOOL](#)

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## **BUILDING OPERATIONS**

### DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name
- B. address
- C. telephone number
- D. class standing

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within fourteen (14) days after receipt of the District's public notice.

### HATCH AMENDMENT - NOTICE of RIGHTS

Federal law requires each school district to inform parents/guardians/students that prior written consent must be obtained from the student's parent or guardian (or the student if 18 years old or emancipated) before the student can be compelled to submit to a "survey, analysis or "evaluation" that reveals information concerning:

- A. Political affiliations
- B. Mental and psychological problems potentially embarrassing to the student or his/her family
- C. Sex behavior and attitudes
- D. Illegal, antisocial, self-incriminating and demeaning behavior; close family relationships
- E. Critical appraisals of other individuals with whom respondents have close family relationships
- F. Legally recognized privilege or analogous relations, such as those of lawyers, physicians, and ministers or
- G. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

In addition, all instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation in the program are available for inspection by the parents or guardians of the student.

### INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

### LOST AND FOUND

Students who have lost items should check with the office and may retrieve their items if they give a proper description of the item lost. Unclaimed items will be given to charities periodically.

### MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during lunch.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students or may be found online at the school's website. If a student does not receive one and believes that s/he is eligible, contact the student office at 269-751-5185.

### PARENT/FAMILY INVOLVEMENT POLICY

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. Hamilton Community Schools and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families. To this end, the Board supports the development, implementation, and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

The Board of Education supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school level, the Board of Education supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the school district, using, to the degree possible, the components listed above. Engaging parents is essential to improve student achievement. Hamilton Community Schools shall foster and support active parent involvement.

### PESTICIDE APPLICATION

Parents and guardians of children attending school in the Hamilton Community Schools District have the right to be informed prior to any application of pesticides at their school. The prior notice shall contain information, obtained from the person applying pesticides, which includes a statement that a pesticide will be applied, the approximate location of the application, and the date of the application.

NOTE: "pesticide" is defined as: "substance or mixture or substances intended for preventing, destroying, repelling, or mitigating intended for use as a plant regulator, defoliant, or desiccant."

### PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the administration offices upon request.

### SECURITY CAMERAS

Video surveillance monitors the campus 24 hours a day, seven days a week. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on video, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, the video may be provided to law enforcement personnel.

### STUDENT EMPLOYMENT/WORK PERMITS

Minors under 18 may not be employed without work permits issued by authorities in the locality in which the minor resides. The issuance of a work permit to an individual minor shall be within the discretion of the local issuing officer. He/she may revoke any work permit if it is apparent that employment is resulting in inability on the part of the minor to properly perform his/her school work.

## STUDENT FEES, FINES, AND SUPPLIES

Hamilton Middle School charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Failure to pay fines, fees, or charges may result in the loss of privileges.

## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the office. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. The general purpose of people to visit Hamilton Middle School is for potential enrollees to experience our programs and facilities.

## MEDICAL AND HEALTH

### CHILD ABUSE AND PROTECTION

Michigan law requires that school administrators, counselors or teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries, which may have been intentionally inflicted by a person responsible for the child's care, shall notify the administrator in charge of the child, as well as Child Protective Services.

### CONTROL of NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of a non-casual-contact communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### CONTROL of CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activities off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.



## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Student Services Coordinator.

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## MEDICATION POLICY

### Administration of Medications to Pupils in School

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

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

### ASTHMA INHALERS AND EPIPENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epipen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's student handbook.

## ENROLLMENT

### ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Counseling office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

**DAILY SCHEDULE 2023 – 2024**

7th/8th			6th			5th		
7:45	- 8:20	1st hour	7:45	- 10:45	Class	7:45	- 11:45	Class
8:24	- 9:19	2nd hour	10:45	- 11:15	Lunch	11:45	- 12:15	Lunch
9:23	- 10:18	3rd hour	11:19	- 11:51	Class	12:19	- 12:50	Class
10:22	- 11:17	4th hour	11:51	- 12:46	Elective	12:50	- 1:45	Elective
11:17	- 11:47	Lunch	12:46	- 2:45	Class	1:45	- 2:45	Class
11:51	- 12:46	5th hour						
12:50	- 1:45	6th hour						
1:49	- 2:45	7th hour						

**SCHOOL DAY**

Middle School daily classes will be from 7:45 a.m. to 2:45 p.m.

Sign In and Out Procedures - Students who leave the building, for any reason, during the school day must sign out with their parent/guardian present in the office. If a student fails to sign out during the school day and leaves school grounds, he/she will be considered truant. Students returning to school from appointments, or are more than 15 minutes late at the beginning of the day, MUST sign in with a parent or guardian in the office.

**CHANGE of ADDRESS/TELEPHONE NUMBER**

In order to assure that proper enrollment procedures are being followed, and for the school to communicate effectively with parents, especially if an emergency should arise, it is important that the address and telephone number of each student be current. Therefore, students or their parents/guardians shall immediately report any change in a student’s name, home address, mailing address, or telephone to the office.

### REVIEW of INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### RIGHTS of 18 YEAR OLDS (AGE of MAJORITY)

Eighteen-year-old students are legally recognized as adults. Except as noted below, all policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:

- A. Students 18 years and older may have the same privileges as their parents/guardians as it relates to their student records.
- B. Students 18 years and older may represent themselves during disciplinary conferences, IEP meetings and may be the addressee for their grade reports.
- C. All school attendance standards continue to apply to students regardless of their age. There are no excused tardies.

### SCHOOL RECORDS

School records are open to review by parents of adult students. formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy.

Requests to review records must be submitted to the school principal. forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

### SCHEDULE CHANGES

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests with student and parental input. When those selections are made, we will honor them to the extent possible. No changes will be made in these selections after the schedule is finalized except for the following reasons:

- A. A course is completed during summer school, or
- B. A student is placed in the wrong core course, or is missing a core course, or
- C. Exceptional circumstances - In the case of exceptional circumstances the student requesting the change and his/her parent will need to meet with the school principal to discuss the change

A student will not be permitted to drop/add a class without consent

### STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  - a. Interest inventories and aptitude tests
  - b. vocational preference inventories
  - c. achievement tests
  - d. standardized intelligence tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record

- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, upon request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive an explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or

organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and enrolled in a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to HHS building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents
- B. mental or psychological problems of the student or his/her family
- C. sex behavior or attitudes
- D. illegal, anti-social, self-incriminating or demeaning behavior
- E. critical appraisals of other individuals with whom respondents have close family relationships
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above

The Family Policy Compliance office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance office via the following email addresses: [FERPA@ED.gov](mailto:FERPA@ED.gov) and [PPRA@ED.gov](mailto:PPRA@ED.gov)

## TRANSFER OUT of THE DISTRICT

If a student plans to transfer from Hamilton Middle School, the parent must notify the office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Student Services Department for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. A withdrawal form can be obtained from the office.

## ATTENDANCE

### ATTENDANCE LAW

The primary responsibility of the parent is to stress the importance of attendance at school and help in every way possible to get students to classes. The basis for this is Michigan General School Laws, Section 380. 1561 which states in part: "...Every parent, guardian or other person in this state having control and charge of any child between the ages of 6 and 16 years shall send each child to the public school during the entire school year..."

The mandatory age of attendance is 18 years old.

### ATTENDANCE REQUIREMENT

#### PHILOSOPHY

The Hamilton Community Schools are committed to the philosophy that every student should attend all of his or her classes every day. Punctuality and regular attendance are required if students are to achieve maximum success in their pursuit of academic excellence. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, understanding explanations and clarifications, participating in guided practice and viewing varied audiovisual materials, etc. cannot be duplicated outside the classroom and do constitute valid and crucial elements of course work. If a student must be absent, the expectation is that they not be on school grounds for that day.

Parents have 24 hours to report a student absence, otherwise the student will be considered truant.

#### UNEXCUSED ABSENCE:

(UA) are all absences where medical documentation is not provided. Examples of unexcused absences include:

- Leaving school with or without parent's/guardian's permission or not signing out in the appropriate administrative office.
- An adult-status student leaving school without signing out in the appropriate administrative level office.
- Being truant from class
- Staying home to baby-sit
- Overslept
- Travel (more than 5 days in school calendar or any travel days without prior approval)
- Needed at home
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented by a doctor's note)
- Chronic lice (over 5 days, CPS referral may be suggested/should be considered).
- Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a runaway).
- Failure to notify school

#### EXCUSED MEDICAL ABSENCE:

(EM) are determined with medical documentation turned into Hamilton Middle School. Examples include:

- Professional medical appointments
- Dental appointments
- orthodontic appointments

- Chiropractic appointments
- Counseling appointments

#### SCHOOL SPONSORED ABSENCES:

(SR) do not count toward the Tenth Absence Rule. The classification of School Related Absence is used for certain school-sanctioned absences where the student is in the direct supervision of the school.

Examples include:

- Meetings with school counselors or administrators when pre-arranged by the student or requested by the staff member.
- Participation in a school-sponsored field trip, early dismissal for curricular, co-curricular or extra-curricular activities.

#### TARDY:

(T) will be defined as missing 10 minutes or less of the beginning of the class period. The individual classroom teacher will handle tardiness to classes. If another teacher causes the tardiness, that teacher will give the student an excused pass to class. Excessive tardiness will be disciplined in accordance with the Student Handbook.

#### TRUANCY

An absence without the knowledge or permission of a parent/guardian or school authority is truancy and unexcused. Unexcused absence from school (truancy) is not acceptable. After an absence reportedly becomes unexcused, an administrator may attempt to meet with the student to give the student the opportunity to explain the absence, contact the parent, and/or assign the student an appropriate consequence.

#### VACATIONS DURING SCHOOL YEAR

Parents aren't encouraged to take their student(s) out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the office and the student's teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

#### MAKE-UP of TESTS AND OTHER SCHOOL WORK

Academic work missed as a result of an excused absence can be made up. It is the student's responsibility to contact the teacher(s) for make-up work. Students considered unexcused or truant may not have the opportunity to make up work.

#### ATTENDANCE LETTERS - 30, 60, 90, 120

Each time, if your student has more than 10% of the days missed (ex. at 30 days, 3 days absence) they will receive a letter. The attendance pull must include all attendance codes for why a student was absent and always starts from the beginning of the year.

## **PBIS - POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS**

### PBIS

School-wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. The focus of PBIS is to prevent problem behavior, develop prosocial skills, and use data-based problem solving for addressing existing behavior concerns. School-wide PBIS will help schools educate all students with the use of research-based, school-wide classroom, and individualized interventions. (MDE Guide, p. vii)

School-wide PBIS provides a comprehensive framework that can be used by any school to design their own system of behavioral support(s) for all students. It also provides informed decision making, based upon data analysis that guides the process of assessing student needs and providing additional levels of behavioral support to students in need. School-wide PBIS provides a positive focus to encouraging desirable student behaviors. A set of universal expectations for behavior, positively stated, are established for all students in all locations of the school. These expectations generally promote core values such as respect, responsibility, and safety. Interventions and strategies are implemented to teach and reinforce these expectations. (MDE Guide, p. 2)

## **DUE PROCESS**

### DUE PROCESS

Students shall be informed of the charges of misconduct either orally or in writing. If the student admits the charges, the school administration will notify the parents and discipline may be imposed. The administrator shall make a record of action taken, as follows: Specific charges and date(s) of the occurrence; disciplinary action taken including dates; facts and dates of the case if the student is suspended.

## APPEALS PROCEDURE

A student 18 years of age or a minor student's parent/guardian may request a hearing for the purpose of appealing a decision of an administrator.

Administrator - The appeal of an administrator's decision shall be made in writing and shall be presented to the principal within three school days of the notification of disciplinary action. The appeal process begins with this hearing. The principal will schedule the hearing at the school and notify persons involved in the case of the time and date of the hearing.

When the building principal has sustained a disciplinary action, the decision may be appealed in writing to the Superintendent within three school days of the date of the receipt of the decision. The Superintendent will schedule a hearing at the school and notify persons involved in the case of the time and date of the hearing.

When the Superintendent has sustained a disciplinary action, the decision may be appealed in writing to the Superintendent within three school days of the decision. The Superintendent will schedule a hearing at the school and notify persons involved in the case of the time and date of the hearing. The Superintendent will conduct the hearing and will affirm or modify the terms of the disciplinary action. He/she will notify the student and parent/guardian of this decision within ten school days of the hearing and will confirm the decision in writing.

Board of Education - An appeal for a hearing on a decision involving a disciplinary action may be made to the Board of Education within three school days of the time of receiving notice of the Superintendent's decision on the appeal. Such requests shall be submitted to the Superintendent in writing. The Board will schedule a hearing and the parents/guardians of the student will be given written notification of the place, time and date of the hearing. Within five school days after the hearing, the Secretary of the Board shall send or deliver written notices of the Board's decision to all parties concerned.

### APPEALS PROCEDURE GUIDELINES:

- A. Notice of the time, date and place of an appeal hearing shall be given to all parties concerned.
- B. The student and his/her parents/guardians may be represented by an advisor of their choosing, if they so desire.
- C. Witnesses may be presented at the hearing by either party, and shall be available for questioning.
- D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing. However, the only evidence of a factual nature shall be considered.
- E. The building administrator, the Superintendent, and the Board of Education attorney, and such other resource persons as the Board and Superintendent deem essential to the proper disposition of the case, shall be present at the hearing. In the case of minor students, parents/guardians should be present.
- F. Either party may cause a formal record of the hearing to be kept at his/her own expense.

## BREATH ALCOHOL TEST IMPLEMENTATION PROCEDURES

Students who are suspected of using or being under the influence of alcohol because of observable behavior may be requested to take a breath-alcohol (breathalyzer) test. Observable behavior includes impaired speech; impaired coordination, glazed eyes, the smell or odor of alcohol on the breath or other overt behavior causing suspicion that alcohol has been consumed. Middle school administrators or police representatives who are trained to administer the test shall administer this breath-alcohol test. If a student is suspected of violating school rules or policies related to consumption of alcohol, the following procedures shall be implemented as closely as possible:

- A. An administrator shall attempt to contact a parent/guardian. The basis for the reasonable suspicion shall be explained to the parent/guardian or to the student in the absence of parent/guardian.
- B. The parent/guardian will be advised that the student has the opportunity to take a breath-alcohol test in order to prove the student's innocence. The parent/guardian will be requested to direct the student to take a breath-alcohol test. If the parent/guardian is not available the student shall be advised of his/her right to have another person present on his/her behalf during the breath-alcohol test. If the student desires another person to be present, the administration will attempt to obtain a person who is readily available.
- C. If the student's observable behavior (e.g., impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the breath) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
- D. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
- E. The student will be informed of his/her right of refusal to take the breathalyzer test.

Students shall not be suspended from school for refusal to take the breathalyzer test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.



## CRIMINAL ACTS

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that that school officials, teachers and appropriate law enforcement officials may be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## LOCKER SEARCHES

It is the policy of the Hamilton Community Schools Board of Education that all lockers assigned to its students are the property of the School. At no time does the School relinquish its exclusive control of its lockers. The school principal, or his/her designee, shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the school principal, or his/her designee.

Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students unless authorized by the school principal or his/her designee.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for students and personnel. Accordingly, the Board authorizes the school principal, or his/her designee, to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

The school principal, or his/her designee, shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal, or his/her designee, shall supervise the search. In the course of a locker search, the school principal, or his/her designee, shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

When conducting locker searches, the school principal, or his/her designee, may seize any illegal or unauthorized items, items in violation of school policy or rules, or any other items reasonably determined by the school principal, or his/her designee, to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substances, alcohol or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide Safety Information Policy. Any items seized by the school principal or his/her designee, shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the school principal, or his/her designee, of items removed from the locker.

## SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks, and other student property under the conditions described below, and may seize any illegal, unauthorized or contraband materials discovered in the search:

- A. General searches of school property, as well as personal items on school property (including cars), may be conducted by school officials at any time. Students should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials.
- B. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- C. Personal searches will be conducted only when authorized by the Superintendent of Schools or his/her designee and only by a staff member of the same sex as the student and in the presence of another adult.
- D. Student lockers and desks are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the security of their lockers and desks.
- E. Law enforcement and canine units trained in drug or weapon detection may be utilized for searches on a random basis or for a specific purpose by school officials.
- F. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the appropriate legal authorities for ultimate disposition.
- G. Items, which are used to disrupt or interfere with the educational process, may be removed from a student's possession.
- H. A student's failure to permit searches and seizures as provided in these rules will be considered the basis for disciplinary action.

## STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## STUDENT RIGHTS of EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent and pervasive or vulgar
  - b. advertises any product or service not permitted to minors by law
  - c. intends to be insulting or harassing
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event
  - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building Principal.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

## **FACILITIES**

### **CARE of PROPERTY**

Students are responsible for the care of their own personal property. Lockers are provided for storing items such as backpacks, coats, and phones securely. The school will not be responsible for personal property. Items left in hallways or classrooms are not secure. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline.

### **CLOSED CAMPUS**

Hamilton Middle School operates on a "closed campus" basis, which means that students are to remain in school after their arrival on school grounds, until the end of their normal school day. Students leaving the building without prior permission from the office will not be permitted to leave without parent permission. Parents will be contacted by a school official prior to being allowed to leave.

Violating the closed campus policy will result in disciplinary action.

### **DRIVING AND PARKING**

Driving to school and parking on school premises is a privilege; not a right. Students are to park in the appropriate parking spaces at all times.

Hamilton Middle School will issue parking permits to students who will be parking a vehicle on school property. All students parking on school property need to have a parking permit visibly displayed in the lower left corner of the front windshield. This includes mopeds and motorcycles. Parking permits can be obtained at any time throughout the school year. Students may park their vehicles in the lot-designated Student Parking.

Students are expected to drive safely and at low speeds and are to park only within marked parking spaces. Parking, standing or stopping is prohibited on sidewalks, in front of driveways, and within a fire lane. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving it. The school is not responsible for theft or vandalism.

Loitering or gathering in the parking lot will not be permitted. Students are not permitted to sit in vehicles or be in the parking lot during the school day.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students who park their vehicles on or near school property are at their own risk. Students should be aware that their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

### **LOCKERS**

Each student will be assigned a hall locker for the purpose of storing books, school supplies, coats, hats and other necessary items. Students are to use the lockers assigned to them and are not to share with another student. Students are expected to keep their lockers clean, neatly arranged, free from stickers and locked. Since each locker has its own combination lock, no padlocks are to be placed on the lockers. **STUDENTS ARE NOT TO LEAVE VALUABLES IN THEIR LOCKERS AT ANY TIME.** The School cannot accept responsibility for any lost or stolen articles.

Damaging or defacing a locker can/will result in discipline. If a student has a damaged or broken locker, he/she should report it to the Student office as soon as possible.

athletic /PE locks can 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 the owner's expense.

The administration has the legal right to inspect lockers, without notification, whenever it is deemed necessary.

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## USE of SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## EVENTS AND ACTIVITIES

### ASSEMBLIES

Assemblies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. Students are expected to attend all required assemblies. Depending upon the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the members of the audience should respect the rights of the performer, or speaker, or whoever might be presenting the program. There is an obligation of courtesy that each student at Hamilton Middle School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. Additionally, as young adults, you are expected to:

- A. Follow assembly instructions as given to you by a teacher or administrator
- B. Honor and respect the dignity of the program
- C. Avoid talking, yelling, clapping or indicating your approval or disapproval when such is not appropriate. Even at pep assemblies there is a time to cheer and a time to listen. Know when those times are and respect them
- D. Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people

### CLUBS AND ORGANIZATIONS

Clubs will be organized for the primary purpose of providing service to others. All clubs will have a membership open to all students who have an interest in the function of the club. Every activity or meeting must be under the direction of an adult advisor. Students may not form any type of secret club, society, fraternity or sorority under the auspices of Hamilton Middle School.

Archery  
Yearbook Club

Game Club  
Disc Golf Club

### AFTER-SCHOOL EVENTS

After school events are scheduled throughout the year to provide students an opportunity to interact with new people and to have fun with their friends in a supervised social setting. All participants are to leave the premises immediately at the conclusion of the dance. Once a person leaves an event, they will not be allowed to return.

Only currently enrolled Hamilton Community School 5-8 students with a valid school I.D are eligible to attend events.

All school policies and procedures will be enforced at events. Violators will be evicted, parents will be contacted, and the administration will be notified by the next school day. Students referred to the administration will be subject to discipline and may lose the privilege of attending future school events.

### ATTENDANCE AT SCHOOL EVENTS

Attendance at school-sponsored events is a privilege.

Only students who attend Hamilton Community Schools 5-8 education may attend school-sponsored events, unless the principal or designee approves a student's guest pass in advance of the event. All school rules, including the school's discipline code are in effect during school-sponsored events. 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 event 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.

All guests must provide a picture ID at the entrance.

### EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

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

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

- the activity has been initiated by students
- attendance at the meeting is voluntary
- no agent or employee of the District will promote, lead, or participate in the meeting
- the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- non-school persons do not direct, conduct, control, or regularly attend the activity.

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

### PARTICIPATION IN GRADE LEVEL EVENTS

In order to participate in some school sponsored activities, grade level events, and to have certain privileges, students must be in good academic and/or behavioral standing to participate.

NOTE: Privileges earned include: participation in homecoming events designed for specific classes; attending grade assemblies ; and other activities that are designed for specific grade levels.

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. All school rules and regulations apply during field trips.

### NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

### SCHOOL SPONSORED CLUBS AND ACTIVITIES

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities or simply have fun.

### SCHOOL SPONSORED EXTRACURRICULAR OVERLAP AND PARTICIPATION

#### SCHOOL CONFLICTS

Conflicts with school events may be impossible to avoid. It is our desire at Hamilton Community Schools that we first investigate possibilities for the student to attend both activities.

1. If the conflict involves a rehearsal vs. a match or contest, it is deemed that the student should be attending the match or contest.
2. If a conflict involves an activity practice vs. performance, it is deemed the student should be attending the performance.
3. If the conflict involves a performance vs. an activity match or contest, (or an activity practice vs. a rehearsal) and it is not feasible for the student to attend both events, it is deemed that student has the right to choose either event without being penalized by the event not attended.

4. Please notify the director two (2) weeks in advance of any school-related conflict.
5. If multiple school conflicts occur, every effort should be made to evenly distribute participation in extracurriculars.

### STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the student handbook at school events, regardless of the location.

### STUDENT FUNDRAISING

Per principal approval, students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

### STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## HAMILTON MIDDLE/HIGH SCHOOL ATHLETIC CODE

### 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.

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 actions 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 Middle/High School Association and, if applicable, these rules will apply in addition to this athletic Code. In case of a conflict between MHSAA and this athletic Code, the most stringent rule will be enforced.

### ELIGIBILITY

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

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

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

## INSURANCE

Hamilton athletes are covered by the 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 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:

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

## THE VICTORS (School Song)

Hail to the victors valiant

Hail to the conquering heroes,

Hail, hail to Hamilton!

The leaders and the best! FIGHT! FIGHT! FIGHT!

Hail to the victors valiant

Hail to the conquering heroes,

Hail, hail to Hamilton!

The champions of the West!

## TRANSPORTATION

### BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

### BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the transportation supervisor at 269-751-5191.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

## PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

If a student displays an act or acts of aggression, or participates in any criminal conduct while on the bus, there may also be school related consequences that follow. See the behavior consequences matrix below for what those consequences may consist of.

## VIDEO ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on video, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

## ADMINISTRATION

### ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

### ANNOUNCEMENTS

All notices of club meetings, athletic and social events, and general information for the day will be entered into the morning announcements. Students responsible for these notices should have them in writing and initialed by a faculty sponsor. All announcements should be in the office no later than 6:30 am. Announcements will be made at the beginning of the day.

### CLOSINGS AND DELAYS

- When possible, our goal is to make our decision prior to 6:00 AM. Once a decision is made we will communicate it in as many ways as possible. These methods include and are not limited to television, radio, our all-call system, Twitter (@HamiltonSchools), Instagram (HamiltonHawkeyes), and Facebook (@hamiltonschoolsmi).
- If the weather deteriorates during the school day, we try to make decisions for after school activities as close to 1:00 PM as possible.
- Sending kids home early is not a good option for the overall safety of our students. We don't dismiss early to avoid sending students home to empty houses. We will instead tell our bus drivers to take their time and delay their arrival to ensure we get students home safely. We will communicate via our all-call system should this be necessary.
- Grades PK – 8: When school is closed, all activities at these buildings are canceled for the entire day.
- Grades 9 – 12: On days when school is canceled there will be no activities or practices before noon. A decision regarding afternoon and evening activities will be made as close to noon as possible. Students can check with coaches or event directors for specific information regarding each activity or program.
- Two-Hour Delays: On these days there will be no AM preschool or AM ECSE.
- Temperature: Decisions to close school or delay are based on a sustained wind chill of -20 degrees Fahrenheit.

### FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Staff and students will be notified through the public address system.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. Staff and students will be notified through the public address system.

### HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.



Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instructions; present evidence of the student's ability to participate in an educational program.

### LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

## **BEHAVIORS**

Behavior Code of Application for Discipline Procedures: The Hamilton Middle School Behavior Code for which students may be disciplined is:

- while student is attending school or on school grounds
- while a student is in a school vehicle
- while a student is at a school-related event or activity
- while a student is under the jurisdiction of the school
- while a student is going to or from school
- any inappropriate interaction between students and staff occurring outside of regular school hours, activities, or grounds

### CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Hamilton Middle School recognizes the potential value of electronic devices in the education setting. However, the usage of any personal electronic device is not permitted in the middle school during the school day (7:15-2:45).

Hamilton Middle School will strictly enforce adherence to the guidelines listed below:

1. There are certain behaviors related to cell phones and electronic devices that are unacceptable at all times, not only during the school day, but in general society as well. Threats, unauthorized photos, "sexting", plagiarism, cheating, copyright violation, etc. can result in disciplinary consequences as well as potential legal charges.
2. Students that utilize an electronic device to record and/or transmit audio/video on school campus, or school sponsored events are subject to disciplinary action, including suspension/expulsion.
3. During emergency drills, emergency situations, or when an adult is speaking to students, students must immediately remove ear buds to acknowledge the conversation or situation. Use of electronic devices during drills or actual emergencies is never acceptable.
4. The use of cell phones and electronic devices in locker rooms and restrooms is strictly prohibited.
5. Students must have their non-school issued electronic devices stored in their lockers during the school day (7:15-2:45).

Failure to relinquish a cell phone or other personal electronic device will be considered insubordination.

### CHEATING/ PLAGIARISM (Academic Dishonesty)

Misrepresentation of another's work as a student's own, or inappropriate use of pre-written material. (This policy also includes all information obtainable from Internet sources). Academic dishonesty is progressive throughout the student's grade school career. Multiple infractions in the same class within the same academic year may result in a zero or resubmission of an assignment or assessment. All other academic dishonesty will follow the disciplinary action listed in the student handbook.

### TARDIES AND TRUANCY VIOLATIONS

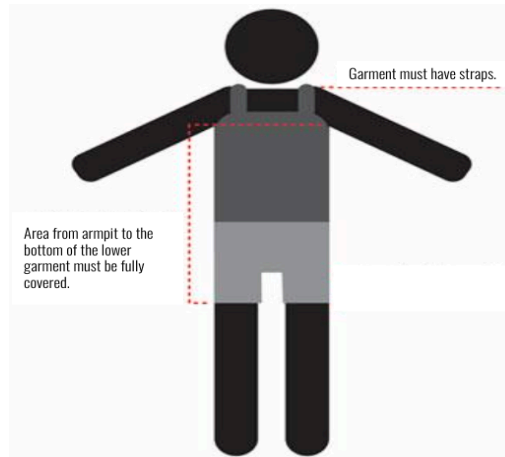
Tardy- missing 10 minutes or less at the beginning of a class period. Students who are tardy three or more times in a class may be subject to disciplinary actions. See behavior consequences below.

Truancy – An absence without the knowledge or permission of a parent/guardian or school authority is truancy and is an unexcused absence.

When a student is considered “habitually truant”, in spite of warnings and/or his/her parent’s efforts to ensure attendance, we will schedule a parent meeting. The meeting will determine interventions to address the truancy. If this is not successful, the County Truancy officer will be involved to resolve the issue.

## DRESS CODE VIOLATIONS

Hamilton Middle School respects students’ rights to express themselves in the way they dress. All students who attend Hamilton Middle School are also expected to respect the school community by dressing appropriately for a middle school educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.



### MINIMUM REQUIREMENTS:

Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image above). Tops must have shoulder straps. Shirts must cover the student’s back as well.

1. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
2. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
3. Headgear including hats, hoodies, caps and other wearables are not allowed unless permitted for religious, medical, or other reasons by school administration.
4. Undergarments of any kind shall not be visible.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### ADDITIONAL REQUIREMENTS::

1. Clothing and possessions may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing and possessions may not depict or imply pornography, nudity, or sexual acts.
3. Clothing and possessions may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing and possessions may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing, possessions, and accessories that endanger the student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

*The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. of driving privileges, towing of vehicles at owner’s expense, and/or school disciplinary action.*

## FOOTWEAR

All students are required to wear shoes at all times while in the building, this is required by the State Health office for both health and safety reasons.

### INAPPROPRIATE DISPLAY of AFFECTION

Students are expected to conduct themselves in an acceptable manner at all times. Physical contact between students will be limited to hand-holding only, but only permitted between classes.

### FAILURE TO SERVE ASSIGNED DETENTION

A student refuses or fails to serve the assigned detention from a school staff member.

### PARKING VIOLATION

Hamilton Middle School students who do not follow parking lot procedures.

### DISRESPECT

Spoken comments or behaviors that are perceived by the staff as disrespectful.

### OBSCENITY/PROFANITY

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane /or violates community held standards of good taste will be subject to disciplinary action.

### FORGERY/FALSE REPRESENTATION

The act of fraudulently using in writing, the name of another person, or falsifying dates, grades, addresses or other data. Also, falsely representing another person on the telephone.

### THEFT

The act of taking or having in one's possession any items belonging to school or another student.

### INSUBORDINATION

The act of failing to respond to or carry out a reasonable request/directive by school personnel

### TRESPASSING/ LOITERING

Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so. Loitering is when students are in the building or on school property without a valid pass and/or not in their regularly scheduled classes.

### LEWD BEHAVIOR

Any behaviors, gestures, or remarks considered contrary to the standards of good taste and/or societal/school expectations.

Two or more students who are in the same bathroom stall at the same time

The act of using language in spoken or written form, or in pictures, caricatures, or gestures which are offensive to the general standards of the school and/or community.

### MISUSE of SAFETY EQUIPMENT

The act of tampering with or unnecessary use of safety equipment..

### PERSISTENT DISOBEDIENCE

Continued, documented, disruptive behavior and/or continued failure to obey the rules of the school system.

### GENERAL ROUGH PLAY

Rough and/or boisterous play

### FIGHTING

Participation in a physical altercation with another student on school property, at a school function, or going to and from school

## HAZING / INTIMIDATION

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff members are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

The act of taunting or threat by force or verbalization against fellow students, school personnel, volunteers, or visitors. Hazing means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or discomfort (physical or mental) directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team whose members are, or normally include, other students whether said organization, club or athletic team is, or is not, affiliated with the School System. Students engaging in any hazing or hazing-type behavior will be subject to removal from participation in co- and extracurricular activities and referral to appropriate law enforcement agencies in addition to the listed sanctions.

## BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Prohibited bullying may also involve the use of information and communication technologies such as email, cell phone and text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group, that is intended to harm others.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing of initiates.

## HARASSMENT

### GENERAL POLICY STATEMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during a school sponsored event.

Hamilton Middle School will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. Administrators will investigate all allegations of harassment and in those cases where unlawful harassment is

substantiated: administration will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

for purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

for purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### Other Violations of the Anti-Harassment Policy

Hamilton Middle School administrators will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### SEXUAL HARASSMENT

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videos, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charges of "sexual battery". The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

#### RACE/COLOR HARASSMENT

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

#### RELIGIOUS (CREED) HARASSMENT

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

#### NATIONAL ORIGIN HARASSMENT

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

#### DISABILITY HARASSMENT

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

#### REPORTS AND COMPLAINTS of HARASSING CONDUCT

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated.

Any employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

#### PRIVACY/CONFIDENTIALITY

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure

obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### INFORMAL PROCESS FOR ADDRESSING COMPLAINTS of HARASSMENT

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

#### FORMAL PROCESS FOR ADDRESSING COMPLAINTS of HARASSMENT

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific timelines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of the Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, office for Civil Rights, the Michigan Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.



### SANCTIONS AND MONITORING

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### VANDALISM

The act of willful destruction or damage to property belonging to Hamilton Community Schools or others.

### GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

Any violation of this policy will result in disciplinary action.

### POSSESSION of A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 5772 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

The willful and malicious burning or attempt to burn, any building or part of any property of the School System.

The act of possessing, using, or threatening to use, any weapon, knife with a blade of any length, or instrument capable of inflicting bodily injury (including BB guns, paintball guns and "look-alike" weapons) while on school property or at school-sponsored events. Note: The State of Michigan requires expulsion under The Weapons Free School Act.

### ILLEGAL POSSESSION of OR USING OR DISTRIBUTION of ALCOHOL

The use or possession of alcoholic beverages, or a non controlled substance, which a person represents to be an alcoholic beverage, on school property, is prohibited at any time. Students are prohibited from attending any school function ("home" or "away") while under the influence of alcohol. Students may not leave school during assigned school hours for the purpose of either consuming or purchasing alcoholic beverages. Parents will be notified of all violations, as well as possible referral to legal authorities. Malt beverages labeled as "non-alcoholic" may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct."

### ILLEGAL POSSESSION of OR USING FIREWORKS OR SMOKE BOMBS

The possession and/or use of fireworks and/or smoke bomb products or look-alikes is prohibited by ALL STUDENTS on school property. Parents will be notified of all violations, as well as possible referral of the student to legal authorities.

### ILLEGAL POSSESSION of OR USING WEAPONS

The use or possession of a weapon is strictly prohibited by ALL STUDENTS on school property. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

### ILLEGAL POSSESSION of OR USING TOBACCO or MARIJUANA

The possession and use of tobacco or marijuana products by ALL STUDENTS is prohibited on school property. The Hamilton Community Schools have been designated as “Tobacco Free” and “Drug Free,” and the amended Public Health Code prohibits tobacco or marijuana use in all buildings owned by public schools, as well as the use of tobacco or marijuana on school property during designated times. Parents will be notified of all violations, as well as possible referral of the student to legal authorities.

### ILLEGAL POSSESSION of OR USING ELECTRONIC CIGARETTE PRODUCTS

ALL students, regardless of age, are prohibited from using, possessing, and/or distributing Electronic cigarettes /“E-cigarettes” Vaporizers/ “Vapes” or “Vape” pens, or any device fashioned to inhale any substance into the lungs, any oil or liquid used by above listed devices, and any other related paraphernalia. Parents will be notified of all violations, as well as possible referral of the student to legal authorities.

### VAPING

Hamilton Middle School prohibits the sale, distribution, use, or possession of any form of vaping products during school time, on school premises, or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

### ILLEGAL POSSESSION of OR USING ILLEGAL OR PRESCRIBED SUBSTANCES

Students are prohibited from leaving school during assigned school hours for the purpose of consuming or taking controlled substances of any kind, inhalants, and/or anabolic androgenic steroids, unless under the direction of a licensed medical doctor.

In summary, the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited.

- A. Alcohol or any alcoholic beverage, including nonalcoholic malt beverages
- B. Illicit drugs, including but not limited to those drugs described as a controlled substance under either state or federal law
- C. Any glue, or aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation
- D. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicine, laxatives, stomach or digestive remedies
- E. Steroids, human growth hormones or other performance enhancing drugs
- F. Substances purported to be illegal, abusive or performance enhancing i.e. Look-alike drugs
- G. Cannabidiol (CBD) products or any other extract that contains substances illegal to minors.

### CRIMINAL PHYSICAL ASSAULT

The act of physically assaulting any person on school property, at a school function, or going to and from school. Note: Physical assault is considered a very serious matter. Therefore, depending on the severity of the assault, school officials immediately may refer violators to the Board of Education for long-term suspension and/or expulsion.

## **STUDENT DISCIPLINE CODE**

A major component of the educational program at Hamilton Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### SAFETY CONCERNS

Students should not use roller blades, wheelie shoes, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### DISRUPTIVE ITEMS

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to himself or herself or another person. Radios, water guns, water balloons, smoke bombs, laser pointers and similar disruptive items are not to be used either inside or outside the building. Disruptive items will be confiscated and may not be returned. Depending on the severity of the disturbance, further disciplinary action may be required.

Participation in a disturbance or violation of school rules and/or inciting or attempting to incite other students to create a disturbance or violate school

rules by causing or encouraging other students to participate in unacceptable behavior, whether through spoken comments or actions (examples, throwing food, yelling loudly to encourage others, informing students of administrator's presence, or preventing any school personnel from enforcing school rules and policies). All acts judged to be detrimental to the educational process or safety of others is included herein and will be handled by the classroom teacher and/or administration.

### CONFIDENTIALITY

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### JURISDICTION

All administrators, teachers and staff members of the middle school are vested with legal authority to enforce the policies and regulations set forth by the Board of Education and rules established by the school administration. Refusal on the part of the students to respect this authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly.

### KNOWLEDGE of DANGEROUS WEAPONS OR THREATS of VIOLENCE

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

### BEHAVIOR THREAT ASSESSMENT AND MANAGEMENT (BTAM)

In the event of a perceived threat or risk to self and/or others, a threat screener may be utilized to determine the severity of said perceived threat/risk and possibly move toward a full threat assessment. Threat assessment screeners and full threat assessments are completed by a trained district team in order to support the safety and security of the students and personnel within the district.

### USE of SCHOOL RESOURCE OFFICER (SRO)

Our SRO is a member of the Allegan County Sheriff's Department and rotates between all Hamilton Community Schools to increase safety and supervision within each building. The role of the SRO is to work with district staff to promote a safe and positive working and learning environment. The SRO position does not handle school discipline, but may act as law enforcement if criminal acts are committed. If/when the SRO is to act as law enforcement, district protocols/policies will be followed. The goal of the SRO position is to promote school safety; help maintain a positive school climate for all students, families, and staff; enhance cultural understanding between students and law enforcement; promote school participation and completion by students; facilitate appropriate information-sharing; and build positive relationships to best serve the school community.

### WEAPON FREE SCHOOLS

In order to comply with recent changes in state laws regarding discipline for students who bring weapons to school, or who commit arson or rape while on school property or at school activities, but it is extremely important that all parents/guardians understand that there are very severe penalties (mandatory expulsion: referral to legal, social services, and mental health authorities, etc.) for students who bring weapons to school, or who commit arson or rape.

\*\*Weapons are defined by law as knives with a blade over three inches, knives opened by mechanical devices, firearms of any kind, brass knuckles, stilettos, daggers, dirks, or iron bars. IF ANY of THESE ITEMS ARE BROUGHT ON TO SCHOOL GROUNDS OR ON A SCHOOL BUS, THE FULL CONSEQUENCES of THE STATE LAW WILL BE IMPLEMENTED AS REQUIRED.

### TOBACCO FREE SCHOOLS

The Board of Education believes that the right of persons to use tobacco must be balanced against the rights of those who do not use tobacco to breathe the air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

for purposes of this policy, "use of tobacco" means a cigar, cigarette, pipe, vape, or any other matter or substance that contains tobacco.

## COMPUTER MISUSE POLICY

Appropriate use of technology shall be defined as use in furtherance of the mission and educational and operational objectives of Hamilton Community Schools. It will be the responsibility of each user to provide for the reasonable care and appropriate use of the technology.

Misuse of technology shall include, but not be limited to, the placing of unlawful, inappropriate, pornographic, indecent, racist, inflammatory, sexist or threatening information or objectionable language into the system or any component of it; the improper access of information, or misrepresentation of another individual or organization; the deliberate destruction or alteration or diminishment in value or effectiveness of the technology; use for political purposes or to lobby for votes; obtaining names, addresses, telephone numbers, or passwords or other personal information; or use for personal financial gain.

Users inflicting physical damage on or misusing technological systems will be financially responsible for restitution, will lose privileges for use of the technology, and may be subject to disciplinary action and legal prosecution. No user shall place such media on the technology system that creates liability to the individual or the school system.

The alteration, viewing, copying, or deleting of any information, or data, without proper authorization, is prohibited. Confidential information of a personal nature is not available for access or public review, particularly as it involves staff members and students. Confidential information includes, but is not limited to, student's educational records, employment and personnel information, medical information and records, family history and qualifications for free and reduced price lunches, or transcripts.

## RESTORATIVE PRACTICES

As outlined in the policy on Student Discipline, the Board of Education has the right to authorize consequences such as suspension or expulsion. These measures, however, will be utilized after considering alternative measures such as Restorative Practices. These practices may be utilized as an alternative or in addition to suspension or expulsion and may include restorative circles, voluntary victim-offender conferences, mutual consequences developed by both parties, and other strategies. Restorative Practices assist in providing support for both the victim and the offender in a sustainable and meaningful manner.

## PHILOSOPHY of DISCIPLINE

The purpose of education is to assist every student to acquire the skills, knowledge and habits necessary to become a self-sufficient, thinking member of our democratic society. This includes learning not only basic education skills but also self-understanding and understanding others. The school system is committed to creating an environment conducive to learning in an atmosphere of fairness and equality. This discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as positive, not negative, of helping the student to adjust, and of turning unacceptable conduct into acceptable conduct. for these reasons:

1. Discipline will be treated as an individual matter for each student.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including: the student's image of himself/herself, his/her active participation in both curricular and extracurricular activities and the understanding and support he/she receives from parents, teachers, peers and other adults.
3. Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of parents, educators and other school employees should be one of guiding pupils in understanding, establishing, and maintaining those acceptable behavioral standards.

Please be advised that the administration reserves the right to establish fair and reasonable rules and regulations for circumstances and/or situations which may not be covered in this handbook. Accordingly, matters not covered in this handbook should not be interpreted as a limitation to the scope of the school's authority to make determinations about what may be in the best interest of the safety and welfare of all students. In all cases, rules, regulations and potential consequences will be administered as consistently as possible.

## RESPONSIBILITIES AND RIGHTS

The Board of Education of the Hamilton Community Schools is committed to providing its students with the rights that are guaranteed to them by the federal and state constitutions and statutes, and the Board believes that these rights require that the students accept related responsibilities.

Students have the right to a free educational program but must assume responsibility to exert their best efforts during the educational process. Students also have a responsibility to respect the rights of other students and all persons involved in the educational process and the responsibility to take appropriate care of school property.

Students have the right to know the standards of behavior that are expected of them, the responsibility to comply with those standards, and the right to know the consequences of deviating from the standards.

## CORRECTIVE ACTIONS

Any of the following sanctions, or sanctions developed for use in a specific 56 school or situation and approved by the Superintendent of Schools in consultation with the Board of Education, which may or may not necessitate appropriate adjustments in these regulations, may be imposed for violations of school rules while a student is attending school, on school property or in a school vehicle, at a school-related event or activity, under the jurisdiction of the school, including going to and from school, for any inappropriate interaction between students and staff members occurring outside of regular school hours, activities, or grounds; for damage to school property; and/or for criminal or inappropriate activity.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the educational environment, the following corrective sanctions are authorized by the Board of Education: Warning, Restorative Practices, Lunch Detention, After School Detention, Social Probation, In School Suspension, Out of School Suspension, Community Service work around the building, Expulsion, Loss of School Bus Privileges, Restitution, and Legal Charges/Police Involvement.

### WARNING

Conversation with a student that is intended to achieve a change in or prevent a recurrence of some aspect of behavior

### RESTORATIVE PRACTICES

A process in which a student completes a task where two or more students are brought together, in order to solve the issue and repair the relationship.

### DETENTION

A specified amount of time assigned with a teacher/administrator before/after school or during lunch.

### SOCIAL PROBATION

The loss of social privileges for a specified period of time, including, but not limited to, the following:

- Extra-curricular privileges - participation in practices as well as performance/game dates
- attendance at school events/dances
- Driving/Parking privileges
- Hall passing
- Lunchroom privileges
- End-of-year celebrations, which may include Honors Night and Senior Commencement

### IN-SCHOOL SUSPENSION (ISS)

Isolation of the student within the school. During this time, students are expected to work on school work and to abide by the rules provided during this time. Failure to do so may result in an escalation to an out-of-school suspension.

### OUT-of-SCHOOL SUSPENSION (OSS)

The exclusion of a student from school for a specified period of time. A request will be sent to teachers that all make-up work be provided at the front desk for out-of-school suspensions. Students will not be allowed to attend extracurricular activities/events during an out-of-school suspension.

### LONG-TERM SUSPENSION/EXPULSION

A long-term permanent exclusion of a student from school. All long-term suspensions or expulsions require Board of Education action.

Any violation of the discipline regulations by a student which results in a suspension of 10 days or which results in disciplinary action by the Board will be included on that student's permanent record and may be considered as part of the student's cumulative disciplinary history in other disciplinary matters.

### LOSS of BUS PRIVILEGES

The removal of the students privilege to ride the school bus.

### RESTITUTION

The restoration of something lost or stolen to its proper owner and/or compensation for loss

### LEGAL CHARGES/POLICE INVOLVEMENT

Criminal behavior by a student where the school will involve the police and potentially press charges.

### ACCUMULATION of SUSPENSIONS

If a student accumulates over 25 days of absences due to suspension, or an accumulation of Level 3 behaviors, the student will be considered “Persistent Disobedience” and may be recommended to the Superintendent of Schools/Board of Education for long-term suspension/expulsion

### EXPULSION/LONG-TERM SUSPENSION PROCEDURES

#### SUSPENSION PROCEDURES

- A. Only the Board of Education and members of the administrative staff have the authority to suspend a student, each offense must be documented, and multiple suspensions for the same violation are prohibited.
  - a. A principal, assistant principal, and the administrator in charge of transportation services may suspend a student for a period not to exceed ten (10) school days.
  - b. The principal or the administrator in charge of transportation services will make all recommendations concerning suspensions which are to exceed (10) days of school and all recommendations for expulsion to the Superintendent and Board of Education. In such cases, the principal will notify the student and parents/guardians in writing, by registered mail with return receipt, of intent to recommend extended suspension or expulsion, and inform the parents/guardians of details pertaining to a hearing for such purpose.
- B. The administrator processing a suspension is to record all pertinent information concerning the disciplinary action being taken. Records on the number and type of suspensions shall be maintained and reported to the Board on a periodic basis.
- C. The administrator is to advise the student of the meaning of the suspension, the reason for the suspension, and the length of the suspension. In the event that the student is not available, this information will be communicated to the student’s parents/guardians.
- D. Whenever possible, the student’s parents/guardians will be informed of the suspension before the student is to be released from school. This will be done by a telephone conversation. In the event that the parents/guardians have no telephone or cannot be reached by telephone, the administrator may keep the student in the office until the school day is over and request that the parents/guardians contact the school by 9:00 a.m. on the following school day.
- E. A written notice containing details of the suspension will be sent to the student’s parents/guardians, and the letter will request contact with the administrator in the event that there has not been a discussion of the situation. The letter also will indicate the student’s responsibility to make up class work and any related conditions of the suspension. Unless the suspension is “in-school,” the student is not allowed on the school premises during the school day and in all cases of suspension, may not participate in or attend any school activity during the time of the suspension.
- F. The administration is to request parents/guardians permission for the evaluation of any suspended student who is suspected of being handicapped, and appropriate disciplinary procedures will be utilized depending on the results of the evaluation.

#### EXPULSION/LONG TERM SUSPENSION PROCEDURES

Only the Board of Education has the authority to expel students or to place them on long term suspensions (more than 10 days), and the following procedures will apply to expulsion/long-term suspension situations:

- A. Prior to recommending the expulsion or long-term suspension of a student, the administration must determine whether or not the student being disciplined is suspected of being handicapped. If there is a suspicion of a handicap condition, the expulsion/long-term suspension process may not proceed until the results of an evaluation of the student are known, and if the student is determined to be handicapped, the expulsion/long-term suspension process may be stopped if the student’s behavior is determined to be manifested by his/her handicap, and the student placed in an appropriate program.
- B. Written notice of charges against a student shall be supplied to the student and his/her parents/guardians, and included with this notice shall be a statement of the time and place for a hearing, which shall be reasonable for the parties involved, and a summary of the student’s rights at the hearing.
- C. Parents/guardians should be present for the hearing, which will be conducted in accordance with applicable laws.
- D. The student and his/her parents/guardians may be represented by an advisor of their choosing.
- E. The student shall be allowed to observe all evidence offered against him/her and shall be allowed to question any witness. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing. However, the only evidence of a factual nature shall be considered.
- F. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she will be allowed to offer the testimony of other witnesses and other evidence.
- G. 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 of the hearing shall be kept. Either party may cause a formal record of the hearing to be kept at his/her own expense.
- H. Within a reasonable time after the hearing, the Board of Education shall state its findings as to whether or not the student charged is guilty of the conduct charged, and its decision as to expulsion/long-term suspension.
- I. The findings of the hearing authority shall be reduced to writing and sent to the Student and his/her parents/guardians.

- J. The student and his/her parents/guardians shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

## **BEHAVIOR CONSEQUENCES**

The below examples are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations and rules.

The offenses and consequences listed in the handbook are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not specifically outlined. Additional restorative measures may be included and/or substituted at the discretion of an administrator. These may be used to reteach expectations in place of the ones scripted below. They are as follows: restorative practices, restitution, project based restoration, detention, social probation, etc. Any concerning leveled behaviors will result in a parent contact by a teacher and/or administrator.

General descriptions of levels are:

Level 1 = Minor to moderate infraction(s).

Level 2 = Moderate to severe infraction(s) or the culmination of offenses in the specified category.

Level 3 = Severe to extreme infraction(s) or culmination of offenses in the specified category.

<u>Unacceptable Behaviors</u>	
CELL PHONES AND PERSONAL ELECTRONIC DEVICES	Level 1 = Student is told to bring the device to the office to be held there until the end of the day bell and can come pick it up after the dismissal bell. Level 2 = Student is told to bring the device to the office to be held there until a parent or guardian comes to pick it up. Level 3 = Student is told to bring the device to the office to be held there until a parent or guardian comes to pick it up. Students will lose cell phone privileges for a designated period of time. Refusal to abide by loss of cell phone privileges will be grounds for Insubordination.
CHEATING/ PLAGIARISM (Academic Dishonesty)	Level 1 = Reassess, possible zero, detention, and/or possible suspension Level 2 = Reassess, possible zero, multiple detentions and minimum 1 day suspension Level 3 = Up to 3 days suspension, and potential loss of class credit
TARDIES AND TRUANCY VIOLATIONS	<b><u>Level 1 = Requirement that all time missed due to truancy be made-up during lunch and in before/after-school detention</u></b> <b><u>Level 2 = Requirement that all time missed due to truancy be made-up during lunch and in before/after-school detention</u></b> <b><u>Level 3 = See Insubordination</u></b>
DRESS CODE VIOLATIONS	Level 1 = Students will be asked to change Level 2 = Detention Level 3 = See Insubordination
INAPPROPRIATE DISPLAY of AFFECTION	Level 1 = Verbal warning Level 2 = Detention Level 3 = See Lewd Behavior
FAILURE TO SERVE ASSIGNED DETENTION	Level 1 = Detention will be doubled Level 2 = Multiple detentions Level 3 = See Insubordination
PARKING VIOLATION	Level 1 = Warning to student/parent and a request to remove/move the vehicle Level 2 = Denial of driving privileges for balance of trimester Level 3 = 3 days out of school and loss of driving privileges for the remainder of the school year
DISRESPECT	Level 1 = Restorative practice

	Level 2 = Multiple detentions Level 3 = See Insubordination
OBSCENITY/ PROFANITY	Level 1 = Restorative practice and/or detention Level 2 = Multiple detentions Level 3 = See Lewd Behavior
FORGERY/FALSE REPRESENTATION	Level 1 = Up to 3 day suspension Level 2 = Up to 5 days suspension Level 3 = See Insubordination
THEFT	Level 1 = Restitution, and/or detention or up to 3 days of suspension Level 2 = Up to 3 days of out of school suspension Level 3 = Up to 10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for long term suspension/expulsion.
INSUBORDINATION	Level 1 = Restorative practice and/or up to 1 day suspension Level 2 = Up to 3 days of out of school suspension Level 3 = 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for long term suspension/expulsion
TECHNOLOGY VIOLATION	Level 1 = Restorative practice and/or detention Level 2 = Multiple detentions and/or temporary loss of device privileges Level 3 = See Insubordination
TRESPASSING/ LOITERING	Level 1 = Up to 3 days suspension, possible referral to legal authorities. Level 2 = Up to 5 days of school suspension Level 3 = 10 days of school suspension and possible recommendation to the Superintendent of Schools/Board of Education for long term suspension/expulsion.
LEWD BEHAVIOR	Level 1 = Up to 3 days of suspension Level 2 = Up to 5 days of suspension Level 3 = 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for long term suspension/expulsion
MISUSE of SAFETY EQUIPMENT	Level 1 = Detention and/or up to 3 days out-of-school suspension. Level 2 = Up to 5 days of out of school suspension Level 3 = 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for long term suspension/expulsion

Acts of Aggression

GENERAL ROUGH PLAY	Level 1 = Restorative practice and/or Detention Level 2 = Multiple detentions Level 3 = Multiple detentions; 1 day out of school suspension Level 4 = See Persistent Disobedience
FIGHTING	Level 1 = Up to 3 days of suspension Level 2 = Up to 5 days out of school suspension Level 3 = 10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of education for long term suspension/expulsion
HAZING / INTIMIDATION	Level 1 = Up to 3 days of suspension Level 2 = Up to 5 days out of school suspension Level 3 = 10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of



	education for long term suspension/expulsion
BULLYING	Level 1 = Minimum 5 days out of school suspension Level 2 = Minimum 10 days out of school suspension and recommendation to Superintendent of Schools/Board of education for long term suspension/expulsion

**Criminal Conduct/Illegal Possession**

\*These are cumulative in nature, meaning the 3rd violation “cumulatively” in grades 5-12 may result in a recommendation for expulsion to the Board of Education.

VANDALISM	Level 1 = Violation and Continuing Violations - restorative practice, restitution for materials and labor or student service to repair damage, possible suspension from school (The incident may be referred to legal authorities, as well as the Superintendent of School/ Board of Education for long-term suspension/expulsion)
GANGS	Level 1 = Minimum 5 days out of school suspension Level 2 = Minimum 7 days out of school suspension Level 3 = Minimum 10 days out of school suspension potential recommendation for expulsion to Board of Education, and referral to legal authorities for prosecution – Subsequent violations will be treated as 3rd violation
POSSESSION of A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT	Any Violation - Referral to legal authorities and county department of social services or county community mental health agency, automatic permanent expulsion as required by law (except that the Superintendent shall be able to recommend that the automatic expulsion provision be modified for students with disabilities), notice of expulsion included in student’s permanent records
ILLEGAL POSSESSION of OR USING, DISTRIBUTION of ALCOHOL	Level 1 = Minimum 5 days out of school suspension Level 2 = Minimum 7 days out of school suspension Level 3 = Minimum 10 days out of school suspension potential recommendation for expulsion to Board of Education, and referral to legal authorities for prosecution – Subsequent violations will be treated as 3rd violation
ILLEGAL POSSESSION of OR USING FIREWORKS OR SMOKE BOMBS	Level 1 = Minimum of 5 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion, referral to legal authorities Level 2 = Minimum of 10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion, referral to legal
ILLEGAL POSSESSION of OR USING WEAPONS	Level 1 = Minimum of 5 days out of school suspension and/or possible recommendation to Superintendent of Schools/Board of education for expulsion, referral to legal authorities Level 2 = 10 day suspension, recommendation to Superintendent of Schools/Board of Education for expulsion, referral to legal authorities
ILLEGAL POSSESSION of OR USING TOBACCO or MARIJUANA	Level 1 = Minimum 5 days out of school suspension Level 2 = Minimum 7 days out of school suspension Level 3 = Minimum 10 days out of school suspension potential recommendation for expulsion to Board of Education, and referral to legal authorities for prosecution – Subsequent violations will be treated as 3rd violation  <u>*Lighters, matches, cigarettes, joints and/or vapes will be taken from students and not returned.</u>
ILLEGAL POSSESSION of OR USING ELECTRONIC CIGARETTE PRODUCTS “Vaping”	Level 1 = Minimum 5 days out of school suspension Level 2 = Minimum 7 days out of school suspension Level 3 = Minimum 10 days out of school suspension, potential recommendation for expulsion to Board of Education, and referral to legal authorities for prosecution – Subsequent violations will be treated as 3rd violation.  <u>*E-cigarettes/”vape” products, oils, and liquids will be taken from students and not returned.</u>
ILLEGAL POSSESSION of OR USING ILLEGAL OR	Level 1= Minimum 5 days out of school suspension, up to referral to the Superintendent of Schools for possible recommendation to the Board of Education for expulsion, and referral to the legal authorities for prosecution.

<p>PRESCRIBED SUBSTANCES</p>	<p>Level 2= Minimum 10 days out of school suspension. and referral to the Superintendent of Schools for possible recommendation to the Board of Education for expulsion, and referral to the legal authorities for prosecution.</p>
<p>CRIMINAL PHYSICAL ASSAULT</p>	<p>Level 1 = Minimum of 5 days out of school suspension and/or possible recommendation to Superintendent of Schools/Board of education for expulsion, referral to legal authorities                      Level 2 = 10 day suspension, recommendation to Superintendent of Schools/Board of Education for expulsion, referral to legal authorities</p>