



# Hamilton CCSD #328

Jr.  / Sr.  High School

and

Elementary School

Parent/Student Handbook

**2010-2011**

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# **Jr. Sr. High School Our Mission:**

**Hamilton High School will provide a safe, friendly place where students can develop the techniques, skills and attitudes that will lead them to become productive responsible adults which are ready to meet the changing world in which they live.**

# **HAMILTON ELEMENTARY SCHOOL**

## **MISSION STATEMENT**

**The students at Hamilton Elementary  
School will be provided a safe,  
pleasant, and child-centered environment  
in which to learn.**

**Students will learn more than facts;  
They will learn how to learn, how to  
think, and how to discover.**

**The joy of learning will be an on-going  
process which will continue throughout  
their life.**



## PHILOSOPHY OF EDUCATION

It is the philosophy of the Hamilton Community Consolidated School District No.328 to provide learning experiences and situations that will enable students to develop to the maximum of their abilities. Hamilton Community Consolidated School

District No.328 will provide a positive, secure environment where dedicated professionals strive to achieve optimum development for each individual, accepting all students as equal in terms of individual worth and dignity. In this process all students shall be given opportunity to receive the education that will fit their individual needs, and enable them to find their place in society as a productive individual.

The school district will offer the student a wide and diversified curriculum. Major emphasis must not only be on academic achievement, but also on seeing that the student gains self-respect, self-reliance, and self-discipline.

The Board of Education has the responsibility to provide effective leadership for all parties that constitute the educational community. All parties shall be encouraged to come together in a harmonious, constructive fashion. Employees shall have the opportunity to present their concerns and suggestions on educational and professional matters; they shall also have the opportunity to voice their grievances to their employer.

Essential to fulfilling the overall philosophy is the constant reassessment of individual goals through conscientiously listening to the public and by considering alternative educational solutions too many of society's current problems.

## MISSION STATEMENT

**“ In partnership with parents, students and the community, Hamilton District intends to provide the best education and extracurricular activities in the tri-state area with special emphasis on current educational practices and the application of technology.”**

## **BOARD OF EDUCATION**

MARK MENN  
JERROD LEFFLER  
CRAIG HULS  
TOM SCHILSON  
DOUG SUMMERS  
REBECCA BLISS  
MATTHEW STARR

PRESIDENT  
VICE-PRESIDENT  
SECRETARY  
MEMBER  
MEMBER  
MEMBER  
MEMBER

## **BOARD OF EDUCATION MEETINGS**

The Hamilton Community Consolidated School District No.328 Board of Education welcomes public participation in school affairs and encourages citizens to attend Board meetings. School Board meetings are held at 7:00 p.m. on the third Wednesday of each month. Meetings are normally held in the Middle/High School library at 270 North 10<sup>th</sup> Street in Hamilton. Occasionally, meetings may be scheduled at other times or in other locations, but such changes are announced through the public media. At all meetings, during the period of visitor recognition, citizens are given the opportunity to express their views on agenda items concerning the schools. According to Board of Education policies, these presentations should be limited to five minutes in length.

## **COMPLAINT PROCESS AND CHAIN OF COMMAND**

The Board wishes to emphasize that complaints concerning staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, Superintendent, and finally, the Board of Education. The Board will not address complaints concerning staff and/or programs unless the chain of command has been completed up to and including the Superintendent.

**ADMINISTRATIVE ASSISTANCE**

**BOARD OF EDUCATION OFFICE - 270 NORTH 10<sup>TH</sup> STREET**

**SCHOOL WEB SITE: [www.hhs328.com](http://www.hhs328.com)**

**AREA CODE 217**

Superintendent..... 847-3315 x312  
Kathy Lox, Bookkeeper/Treasurer..... 847-3315 x311  
Carol Mullens, Supt. Secretary..... .... 847-3315 x310  
Samantha Glasscock..... 847-3315 x311  
FAX 847-3915

**HAMILTON HIGH SCHOOL - 1100 KEOKUK STREET**

Mr. Ron Gilbert, High School Principal..... 847-3313 x303  
Melissa Moore, High School Secretary..... 847-3313 x300  
Dan Buelt, Jr.-Sr. High School Guidance Counselor..... 847-3313 x304  
Dave Dion, Athletic Director..... 847-3313 x305  
FAX 847-3474

**HAMILTON JUNIOR HIGH SCHOOL - 270 NORTH 10<sup>TH</sup> STREET**

Call High School Office..... 847-3313 x300

**HAMILTON ELEMENTARY SCHOOL - 1830 BROADWAY STREET**

Mr. Dave Snowden, Elementary School Principal..... 847-3811  
Barb Dobbins, Elementary School Secretary..... 847-3811  
FAX 847-2337

**TRANSPORTATION - BUS GARAGE - 1201 LAUREL STREET**

Steve Schlatter, Transportation Director..... 847-3313 x 333  
Bus Garage..... 847-2514

**MAINTENANCE - SHOP - 1100 KEOKUK STREET**

Steve Schlatter, Maintenance Director..... 847-3313 x333

**SCHOOL MEALS COORDINATOR - ELEMENTARY SCHOOL - 1830 BROADWAY STREET**

Mary Jo Schlatter, Meals Coordinator, Elementary ..... 847-3811  
High School..... 847-3313 x101

## NOTIFICATION TO PARENTS AND EMPLOYEES

The Board of Education initially authorized Building Assessment Services, Inc. of Quincy, Illinois to conduct an asbestos inspection of all buildings owned and in use by the Local Education Agency (LEA) to comply with Federal and State Regulations. Since then, there have been every three year updates.

The inspection reports document the asbestos-containing materials found in the facilities, their extent, condition, and location. Management plans have been developed to assist the LEA in implementing a monitoring program to insure the protection of human health and the environment at each facility. (The elementary building is exempted as it was built asbestos-free). These documents have been submitted to the Illinois Department of Public Health for approval as is required by Federal and State Regulations. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the offices of each school in the LEA, as well as in the LEA administration offices. Additional information including response actions, post response action activities, re-inspections, and periodic surveillance are also included in the report. The District has one employee who has been trained as authorized asbestos worker if any incident arises.

Questions regarding the inspection reports or management plans should be submitted for review and response by the LEA Designated Person, who is Steve Schlatter.

Superintendent  
Hamilton C.C.S.D. #328

## HAMILTON STUDENT RIGHTS AND RESPONSIBILITIES

### MY RIGHTS

- A. I have a right to be happy and to be treated with compassion in this school: This means that no one will laugh at me or hurt my feelings.
- B. I have the right to be myself in this school: this means that no one will treat me unfairly because I am black or white, fat or thin, tall or short, boy or girl, adult or child.
- C. I have the right to be safe in this school: this means no one will hit me, kick me, push me, pinch me, threaten me, hurt me.
- D. I have the right to expect my property to be safe in this school.
- E. I have the right to hear and be heard in this school: this means that no one will yell, scream, shout, make loud noises, or otherwise disturb me.
- F. I have the right to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished.
- G. I have the right to be helped to learn self-control in this school: this means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.
- H. I have the right to expect that all of these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

### MY RESPONSIBILITIES

- A. I have the responsibility to treat others with compassion: this means that I will not laugh at others, tease others, or try to hurt the feelings of others.
- B. I have the responsibility to respect others as individuals and not to treat others unfairly because they are black or white, fat or thin, tall or short, boy or girl, adult or child.
- C. I have the responsibility to make this school safe by not hitting anyone, kicking anyone, pushing anyone, pinching anyone, threatening anyone, or hurting anyone.
- D. I have the responsibility not to steal or destroy the property of others.
- E. I have the responsibility to help maintain a calm and quiet school: this means I will not yell, scream, shout, make loud noises, or otherwise disturb others.
- F. I have the responsibility to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished and I will not interrupt or punish others who express their feelings or opinions.
- G. I have the responsibility to learn self-control in this school: this means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.
- H. I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

### STUDENT RECORDS

#### FAMILY EDUCATION RIGHTS AND PRIVACY RIGHT ACT OF 1975

Hamilton Community Consolidated School District No.328 is in full voluntary compliance with Public Law 9-247, Family Education Rights and Privacy Act of 1975, as amended. All educational records shall be open to inspection and review by parents upon written request to the school Principal in accordance with the General Education Provisions Act Title IV, Public Law 9-247 and Public Law 9-380 as amended. Upon a receipt of a written request, parents will be mailed a copy of Hamilton Community Consolidated School District No.328 guidelines for review and inspection of records. After inspection of the records, if a parent feels there is anything misleading, inaccurate, or in violation of privacy, the parent may make an appeal and hearing procedures will then be established.

A signed release by the parent or guardian shall be required before educational records are released by the school. However, teachers and other school officials who have legitimate educational interest may view the records without written consent of the parents. A record of anyone viewing the student's record will be kept on file stating date and purpose of viewing the student's record.

The District may release personally identifiable information regarding students. Parents/Guardians may prohibit such a release regarding their child/ward. Directory information shall be limited to:

NAME

ADDRESS

GENDER

GRADE LEVEL

BIRTH DATE AND PLACE

PARENT'(S)/GUARDIAN(S) NAMES AND ADDRESSES

ACADEMIC AWARDS, DEGREES AND HONORS

INFORMATION IN RELATION TO SCHOOL-SPONSORED ACTIVITIES, ORGANIZATIONS AND ATHLETICS

MAJOR FIELD OF STUDY

PERIOD OF ATTENDANCE IN SCHOOL

Temporary student records are destroyed five (5) years after the student ceases attendance at Hamilton High School. Any former student or his/her agent wishing copies of the temporary record must do so in writing prior to this time. The school district will attempt to contact students with special education records in order to send those records to that student. In the event that the school is unable to contact the student or an immediate relative of the student, the records will be destroyed.

In accordance with Illinois law SB404 (PA 93-0462), Hamilton High School does not broker, sell, purchase, or solicit the purchase or sale of student information.

A copy of any court order that may affect the dissemination of student records must be on file with the school office in order to be enforced by the school.

The No Child Left Behind Act (NCLB) of 2001 requires that local education agencies provide military recruiters and institutions of higher education with contact information (student name, address, and telephone listing); however, the law also provides students or their parents with the opportunity to deny release of this information without consent. Any student or parent who wishes to deny release of contact information to military recruiters and institutions of higher education should inform the school in writing. The letter should include the student name and the date written. The letter will be placed in the student file and will be in effect until written instructions are received to the contrary.

## **GENERAL FEES**

Each pupil is required to pay an instructional materials fee at the time of registration. The instructional materials fee is used to purchase basic and supplemental texts - hard cover and paperback, periodicals, workbooks and supplies.

The following student fee schedule is in effect for the new school year:

Book Rental Fees:

**\$35.00 – K – 6<sup>th</sup> Grade**

**\$45.00 – 7<sup>th</sup> – 12<sup>th</sup> Grade**

Special lab and/or workbook fees:

\$20.00 per year

Accounting I

\$10.00 per semester

Recordkeeping

\$8.00 per year

Band Uniform Rental (Cleaning)

\$8.00 per student, per year Athletic Uniform Rental

\$25.00 per student, per year

Heavy Equipment / Journeyman fees

\$25.00 per student, per year

Welding class (must purchase steel toed boots  $\frac{3}{4}$  high)

**\$25.00 per student, per semester (\$50 per year) for Art Classes**

All sports fees have been eliminated as of the May 17, 2000 Board of Education meeting.

## **FEE WAIVERS (Book rental fees and Meals)**

Fee waivers are granted to parents who qualify. Application forms are available in each Building Principal's office.

## **BOOK REPLACEMENT COST**

Students will pay additional replacement costs for books lost or damaged beyond normal wear.

## **ENROLLMENT/REGISTRATION**

An enrollment card/sheet must be filled out in full for each enrolled child. Important information on this card ensures that the school is able to contact parents/guardians or other designated adults in the event of an emergency, and also specifies school dismissal procedures (student walks, student rides bus to a sitter, student rides bus home, etc.). **IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO UPDATE THIS INFORMATION, AS NEEDED, DURING THE YEAR.**

## **BIRTH CERTIFICATE**

In compliance with legislation passed by the State of Illinois on August 15, 1986, it is now necessary for the parents/guardians of students new to the District to furnish a certified birth certificate. (NOTE: A hospital record CANNOT BE ACCEPTED). This certificate must be supplied within thirty (30) days of the date of enrollment. If this certificate is not furnished within this time period, two actions must be taken:

1. The person enrolling the student will receive written notice that this certificate must be received within ten (10) days; and...
2. The Local Law Enforcement Agency will be notified of this failure to comply.

If compliance still does not occur within this additional time period, the Illinois State Police will be notified, as this law mandates.

## **SUPPLIES LIST: (Elementary Only)**

When students are registered, parents/guardians will receive a list of supplies needed for each grade level. The teachers do try to have some extra materials on hand; however, parents/guardians need to see that students have the supplies they need. (See lists at the end of this handbook).

During the year, as those supplies are depleted, the classroom teachers will send a note home stating what new materials are needed.

Any parents/guardians who are not able to furnish these supplies, for whatever reason, should contact the Elementary Office.

## **SCHOOL HOT LUNCH PROGRAM**

The Type A lunch is the foundation of the school hot lunch program and provides at least one-third of the student's daily nutritional requirements for good health as established by the U.S. Department of Agriculture. Hamilton Community Consolidated School District No.328 Schools maintain two cafeterias in order to provide a Type A lunch to each student.

Money will be collected in the mornings before school begins. No money should be brought by students through the lunch line. You may pre-pay by the week, every 2 weeks, monthly, etc., whichever is best for you.

Students may bring a cold lunch or eat school hot lunch. School lunch is to be paid in advance. Students with cold lunches may purchase school milk which is \$.25 a carton. Students MAY NOT HAVE COLA/SODA POP in the cafeteria. Students who need juice instead of milk must have a doctor's note.

Breakfast is to be paid in advance. Breakfast and lunch may be paid together.

Pre-School, Mrs. Heisler's students pay \$.25 per day for school milk because of federal & State funding being cut.

Pre-School, Mrs. Heisler's students also pay \$.40 per day, five (5) days a week (Monday through Friday) for their daily snack because of federal & State funding being cut.

It is important that all school-related monies are transported safely to school in a sealed envelope, preferably carried in the child's book bag (not in a pocket). The child's name, grade on the envelope helps in the event that the envelope (money) is lost.

The school is not responsible for lost money. For safety reasons, students should not bring other, non-school related monies to school. For safety reasons, students are not permitted to see/collect money for non school related items at school.

- **Any student who is 5 days behind on their account will not receive the Type A meal that the school serves daily. We strongly recommend that your child bring a lunch from home until his/her account is brought up to date.**

**No child will be allowed to go hungry. They will receive a peanut butter sandwich and milk for their lunch.**

**PLEASE REMEMBER:** to pre-pay so that your child will receive the nutrition he/she needs for a good day at school.

## **PRICE OF MEALS**

BREAKFAST (ELEMENTARY ONLY):	\$1.50 per day – TO BE PAID IN ADVANCE (weekly, monthly)
ELEMENTARY STUDENTS, PK-6:	\$1.75 per day – TO BE PAID IN ADVANCE (weekly, monthly)
JR. / SR. HIGH SCHOOL STUDENTS:	\$2.00 per day - TO BE PAID IN ADVANCE (weekly, monthly)
REDUCED PRICE MEALS:	\$.40 Lunch    \$.30 Breakfast (Elementary Only)
Salad	\$1.50 / per serving
Adult Meal:	\$2.25 - TO BE PAID IN ADVANCE (weekly, monthly)

Students cannot drink soda with lunch.

## **REDUCED PRICE MEALS**

Students who cannot afford to purchase the Type A breakfast or lunch may be eligible to eat free or at a reduced price. For any family that qualifies, we do have Free and Reduced Lunch Forms available. These families are able to receive both breakfast and lunch at the free or reduced lunch price. Parents are requested to apply at the Building Principal's office to determine if they meet federal requirements for free or reduced price meals.

Students may bring lunch from home and purchase milk for \$.25 per half pint. High school students have the option of eating in our a la carte line. A la carte selections are priced separately and money is taken out of the students account for the extra items. A microwave is available for students in the high school cafeteria.

**Students may not have food delivered to school unless approved by the office. Prior administrative permission is needed for any outside food.**

## **SCHOOL HOT LUNCH HELPS CONTRIBUTE TO THE EDUCATION OF THE STUDENTS IN THREE WAYS**

1. Their physical well-being.
2. Their mental receptivity.
3. Their knowledge of food and application of good eating habits.

The Hamilton Community Consolidated School District No.328 school hot lunch offers a nutritious and well-balanced Type A lunch and we encourage you to take advantage of this service.

### **ACADEMICS – ELEMENTARY**

The Hamilton Elementary is a pre-school through 6<sup>th</sup> grade facility which houses approximately 400 students in the following programs. Sessions needed in all classes are important by enrollment. Typically each grade level has two or three sections, or home rooms.

#### **PROGRAMS:**

##### **PRE-SCHOOL PROGRAMS**

Pre-school (Special Education)

Two (2) - 2 day sessions, A.M. and P.M.

Pre-school (At-Risk)

Two (2) - 2 day sessions, A.M. and P.M.

This is a grant program. This program **may not be** offered if State funding is cut.

##### **KINDERGARTEN**

Our kindergarten program is an all day/every day program. Parents have the option of sending their children on a half-day basis, if they prefer. We encourage all parents to take advantage of our all day program, which is appropriate for the kindergarten age child.

The Illinois State Board of Education requires us to offer a half-day program; however, it is the philosophy and recommendation of Hamilton Elementary School that children benefit most from a whole-day program. You may choose to send your child for a half-day, but please realize that their attendance will be limited to the morning (8:10-10:50 A.M.). Activities such as class parties, field trips, hands-on materials, P.E., will be provided for full day students only

##### **FIRST GRADE THROUGH FOURTH GRADE**

The students are assigned to a mixed, heterogeneous home room group

##### **FIFTH AND SIXTH GRADE**

Like the other grades, the students are assigned to a mixed, heterogeneous home room. Students also have the opportunity to be involved in Band.

#### **OTHER SPECIAL SUBJECTS/PROGRAMS**

1. Title I Reading (additional reading skill services for qualifying students in grades 1 -6)
2. Physical Education
3. Art (taught by the home room teacher)
4. Library (students in grades K - 6 are scheduled for a Library Time, weekly, to check out books)
5. Music: Vocal
6. Music: Band (fifth & sixth grades)
7. Gifted Education
8. Learning Disabilities Resource Room
9. Inclusion Classrooms - Special Education/Title I
10. Developmentally Delayed Pre-K Classroom

**NOTE:** Not all students will be serviced in every special subject.

#### **ELEMENTARY GRADING SCALE:**

93-100 A - Excellent  
84- 92 B - Superior Achievement  
70- 83 C - Average Achievement  
60- 69 D - Below Average Achievement  
59 & Below

E - Excellent  
S - Satisfactory  
N - Needs Improvement  
U - Unsatisfactory  
F - Failure to Meet Minimum Standards

Promotion to the next grade level depends upon passing grades. Final decisions will be determined on an individual basis.

#### **OTHER SUPPORT STAFF/SERVICES**

School Health Aide (Nurse)  
School Psychologist  
Social Worker  
Speech Therapist

#### **TIME ON TASK**

1. Classroom time is valuable and important; there should be limited interruptions during the school day.
2. Parents/Guardians are encouraged **not** to have gifts delivered to school (examples: balloons, flowers), as these will not be delivered to the child in his/her classroom. They will be held in the office until the end of the day.

#### **TOYS AND OTHER ITEMS**

1. We encourage students to leave their toys at home. We cannot be responsible for toys that are broken or stolen.
2. These will be taken from students & kept in the office for parents to pick up.
3. Cell phones may not be carried by students during the school day. They may be left in the locker or handed in to the teacher.

#### **TECHNOLOGY**

Students may not use computers for personal use, unless given permission. All sites used by students are monitored and are limited to school use.

## HAMILTON ELEMENTARY PROMOTION POLICY

### House Bill 452

**School Code:** 105ILCS 5/10-20.9a and b - **Final Grade; Promotion.** (A) Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the district upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which a grade may be changed; provided that no grade or evaluation shall be changed without notification to the teacher concerning the nature and reasons for such change. If such change is made, the person making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change. (B) School district shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. On or before September 1, 1998, school boards shall adopt and enforce a policy on promotion as they deem necessary to ensure that students meet local goals and objectives and can perform at the expected grade level prior to promotion. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, the Iowa Basic Skills, or other testing or any other criteria established by the school board. Students determined by the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

#### **Hamilton School District provides:**

- A. Progress Reports (weekly, midterm, quarterly);
- B. Principal=s Watch List (students failing two or more classes) and parent notification;
- C. After school study or help sessions with the teacher upon request by parent or student;
- D. Title I placement as appropriate;
- E. Assignment books signed by teacher and parents;
- F. Special Education placement if a student qualifies;
- G. Conferences (student/teacher, parent/teacher, student/principal, student/parent/principal/teachers) upon request
- H. Tutoring upon request and at parent expense; and
- I. Summer School (if offered by school district).

## STUDENT RECORDS: NOTIFICATION OF RIGHTS

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, and special education files. The temporary record will be reviewed every four years for destruction of out-of-date information.

3. Parents have the right to:

Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed \$.35 a page. This fee will be waived for those unable to afford such costs.

Challenge the contents of the records, by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss this matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.

Receive copies of records proposed to be destroyed. The school will keep all temporary records one month after graduation or permanent withdrawal. However, special education records, by law, will be stored for five years after graduation or permanent withdrawal.

Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.

4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.

5. Hamilton Community Consolidated School District No.328 considers the following categories to be directory information, and as such may be released to any or all inquiries in such forms as news releases, directories, or computer address lists: The student's name, address, telephone listing, date and place of birth, parent's or guardian's name, doctor's names, business telephone of parent, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency attended and the class schedule of the student. [Board Policy #7.360]

6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

7. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the District Superintendent.

## ACADEMICS – HIGH SCHOOL

### CURRICULAR OFFERINGS

#### **LANGUAGE DEPARTMENT**

English I  
English II  
English III  
English IV  
French II  
Spanish I  
Spanish II  
Spanish III  
Technical Communications

#### **MATH DEPARTMENT**

Algebra IA  
Algebra IB  
Algebra I  
Algebra II  
Advanced Math  
\*Pre-Calculus (2<sup>nd</sup> semester)

#### **SCIENCE DEPARTMENT**

General Science  
Physical Science  
Biology I  
Biology II  
Chemistry  
Physics  
Anatomy/Physiology

#### **SOCIAL STUDIES DEPARTMENT**

World Geography  
World History  
U.S. History  
Current Events

#### **BUSINESS DEPARTMENT**

Accounting I  
Advanced Computer Application I  
Advanced Computer Applications II  
\*Business Law (2<sup>nd</sup> semester)  
Cooperative Work Study  
\*Marketing (1<sup>st</sup> semester)  
Recordkeeping (both semesters)

#### **ART DEPARTMENT**

Art I  
Art II  
Art III  
Art IV  
Calligraphy  
Computer Animation  
Stained Glass

#### **OTHER**

\*Adult Living (both semesters)  
\*Consumer Education (both semesters)  
\*Driver Education  
\*Health (both semesters)  
\*\*Physical Education  
\*\*Band  
\*\*Chorus  
\*\*Welding  
Auto Mechanics

#### **WACS**

-classes as available

#### **VOCATIONAL CLASSES – WARSAW**

-classes as available

#### **DUAL-CREDIT CLASSES**

-classes as available or arranged  
Student is responsible for the tuition of the class through Carl Sandburg College.

On Campus: English Comp I & II, College Algebra, Statistics, Speech, Psychology

On Line: Music Appreciation, Introduction to Sociology, Environmental Science

All dual credit classes are open to the public on our campus.

Welding Certification, Heavy Machinery, and Auto Mechanics are available to the public in our vocational building for \$125.00 per class.

\*Denotes classes that are one semester in length. \*\*Denotes classes that are less than one-half credit per semester.

Students may only enroll in one (1) Physical Education class per semester unless granted permission by the Counselor and Principal.

Special Education classes as determined by IEP. Life Skills for Junior High

## **ACADEMICS Policies and requirements SR. HIGH SCHOOL:**

### **GRADUATION REQUIREMENTS AND GRADING INFORMATION**

High School graduation requirements shall be in accordance with, meet, and/or exceed state requirements and regulations. No prospective graduate from high school shall participate in the graduation exercises in any manner until he/she has met all of the requirements for graduation.

The requirements for graduation are twenty-two (22) units of credit. Specific classes for required credits are as follows:

4 credits in English

3 credits in Math, including Algebra I or higher

3 credits in Science

2 credits in Social Studies (U.S. History required)

½ credit in Health

½ credit in Driver Education

½ credit in Consumer Education or proficiency with no credit

¼ credit in Physical Education, plus participation as required by State Law

Students must pass the Illinois and U.S. Constitution tests in both Junior High School and Sr. High School. Under certain conditions, transfer students may take these tests separate from the US History class, as approved by the teacher, guidance counselor and principal.

Students completing Algebra I successfully at the eighth grade level may earn one high school credit toward graduation, but must still earn three credits in Math during their high school years. Students who complete Algebra I successfully for high school credit prior to the freshman year may not repeat the course during the high school years.

Transfer students may transfer up to 5½ credits per year and must earn at least ten (10) credits from Hamilton High School to apply for early graduation.

Students who waive Physical Education under provisions granted by State Law will not receive credit. Waivers of any type cannot contribute to the total credits required.

Students who do not earn the requisite credits for graduation will not be allowed to walk through graduation ceremonies with their classmates, and will not receive a diploma until all graduation requirements are complete.

### **DUAL CREDIT COURSES**

#### **Opportunities**

Hamilton High School offers juniors and seniors opportunities in dual credit courses on the Hamilton campus through Carl Sandburg College. These are courses that offer both high school and college credit. These courses have a higher level of academic expectations and require greater responsibility on the part of the student. Carl Sandburg College and the individual professors for each class determine the content, pace, expectations, and grading standards for these classes. These courses are an extension of Hamilton High School's curriculum, but are not a replacement for any course required by Hamilton High School for graduation.

Board Policy 6.310 specifies the requirements for enrollment and earning of dual credit in these courses:

- 1) The student is a junior or senior in good academic standing.
- 2) Juniors may take a maximum of two dual-credit courses a semester. Seniors may take a maximum of five dual-credit courses a semester.
- 3) Dual-credit courses may be taken at Hamilton High School via an on-site instructor or via Carl Sandburg College.
- 4) Dual-credit courses may be taken at a remote site under the following circumstances:
  - a. The course must not be available at Hamilton High School at any time during the school day.
  - b. The coursework in question must be approved by the high school principal and guidance counselor.
  - c. The course must be arranged through an educational partner of Hamilton CCSD #328. At this time, these partners include Warsaw High School, Carl Sandburg College, and the Western Area Career System.

- d. The remote site in question must be within a fifteen mile radius of the school. This would allow students to take courses at Warsaw High School, Illini West High School, or Carl Sandburg College in Carthage.
- 5) Each dual-credit course completed successfully will earn the student ½ unit of high school credit.
- 6) The student assumes responsibility for all fees and procedural requirements instituted by Carl Sandburg College.
- 7) The student is expected to follow Hamilton High School attendance policies.

#### Student Responsibilities

Students are responsible for all student-oriented aspects of dual-credit courses, including registration with Carl Sandburg College, payment of all tuition and fees, and purchase of required textbooks.

In some cases, seniors taking multiple dual-credit courses may have erratically timed schedules. Those students may work with the counselor to arrange interim activities. In all such cases, the principal's approval of the arranged schedule is required.

#### Transportation to Remote Sites

In most cases, Hamilton High School intends to provide transportation to dual-credit courses arranged at remote sites. In some circumstances, however, a student may be given the privilege to drive him/herself to the remote site. Rules governing transportation to remote dual-credit sites are as follows:

- 1) The student may be allowed to transport him or herself only if district transportation is not or will not be provided.
- 2) The student must go to and return from the remote site directly unless there are extenuating circumstances that have been discussed and approved by school administration in advance. Proof of this will be a daily check in/check out through the high school office.
- 3) The student may only transport him or herself, and may have no riders in the vehicle with him or her.
- 4) The student and his or her parent/guardian must sign the district self-transportation waiver form, specific to each course to be taken at the remote site, prior to being allowed to self-transport.
- 5) The student must comply with vehicular and driving laws and regulations.
- 6) The student may be denied driving privileges at any time by the high school principal or guidance counselor.

#### **EARLY GRADUATION REQUIREMENTS**

A student may apply to the school counselor for early graduation upon completion of 7 semesters of school attendance and when all graduation requirements have been met. Also the following criteria must be met:

1. To request early graduation, a student must file a formal letter with the Board of Education stating specific purpose of this early graduation. ~~Also~~ written acknowledgment of plans and a letter of approval from the student's parent(s)/guardian(s) should accompany this student letter. The deadline for the letter to be turned in to the Superintendent's office is two calendar weeks prior to the December school board meeting of the student's senior year.
2. The student must have a cumulative 3.00 grade point average.
3. The student will not be eligible for any special awards or designations, such as valedictorian or class president.
4. The student must be able to complete the total number of required credits for graduation by the end of the seventh (7<sup>th</sup>) semester.
5. The student must either be: a) going to college, b) have a job, c) be accepted into one of the branches of military service.

A transfer student must have earned at least half of his/her academic credits at Hamilton High School to qualify for early graduation.

The School Board, upon the recommendation of the Superintendent, may grant the student permission for early graduation.

#### **REPORT CARDS**

Four (4) grade reports will be issued to parents/legal guardians during the school year. Report cards are issued to students on the last day of the school week following the end of each quarter. Report cards will not be released to students who have outstanding bills, have not returned equipment, or other similar situations.

Parents/Guardians are encouraged not to wait until report cards to check on your child's progress. Check frequently with

your child about how class work is going. Also, please feel free to call to confer with your child's teacher. If a parent wishes to meet with a teacher, the parent should call to set up a convenient time that will not disrupt class work. Parents/Guardians can also obtain report cards on line if they sign up for this service.

### **HIGH SCHOOL GRADING SCALE**

The basic grading scale to be used by all teachers for the students of Hamilton High School is as follows:

A	94-100	C	75-80
A-	92-93	C-	73-74
B+	90-91	D+	71-72
B	85-89	D	67-70
B-	83-84	D-	65-66
C+	81-82	F	0 to 64

### **GRADE POINT AVERAGE, CLASS HONORS, HONOR ROLL**

Grades for all courses taken will be used to determine a student's Grade Point Average (GPA).

GPA's will be figured using the following scale:

A	4.000
A-	3.666
B+	3.333
B	3.000
B-	2.666
C+	2.333
C	2.000
C-	1.666
D+	1.333
D	1.000
D-	0.666
F	0.000

Honor Roll calculations at Hamilton High School includes grades for all courses taken during a given quarter. Students without any D's or F's who earn a 3.0 GPA for a grading period will qualify for Honor Roll.

### **High School Credit Point Requirements for High School Grade Level Placement**

- **5.5 credits needed for Sophomore placement.** *Note: If a student passes all of his/her freshman classes he/she will be considered a sophomore when driver's education is the reason they are a ½ credit short.*
- **11.0 credits are needed for Junior placement**
- **16.5 credits are needed for Senior placement**
- **22.0 credits are needed for Graduation**

**Note: student locker placement will be determined by their grade level placement, it will remain as such the entire school year. Class activities will be done with class credit totals until enough credits are earned to be in the designated class activity.**

Hamilton has put into place this student information software that will allow parents and students to login to our system to view many of their records, class assignments, grades, attendance, lunch balances and much more. In order to get the full benefits of this system we need a good e-mail address from one or both parent(s) / guardians at student registration. Students with failing grades will have an e-mail notification sent to your e-mail account once every day.

You will need to download and install Mozilla firefox. It is a free download and is a web browser much like Internet explorer. Once you have downloaded it simply double click on the download and accept all the defaults and / or next, next, next. You can then click on the " [Lumen Login](#) " on the hamilton website ([www.hhs328.com](http://www.hhs328.com)) and it will take you directly to the login screen. BOOK MARK IT. Your Location is # 3 for the elementary and # 4 for Jr.Sr.high students Enter your user name and password. These were mailed out but if you did not receive yours call or email the IT person and request your "user id" and "password." 217 - 847 - 3315 ext 351.

Important Step: The First time you login you will receive a message from Firefox that you are trying to access a secure site. You will want to "accept" or "add an exception." "Click I understand the risk". Get the certificate; confirm it and it will take you to the login screen. You will only have to do this step the first time you go to the site. The first time you log into Lumens you will click on the parent lumen access icon and then you will need to accept the terms of use and you are good to go. Click on your students name and view his or her records. Once you have logged in you can add all of you children to one login. You will see an option to add.

If you are having problems please contact Mr. Coultas, our technology coordinator for further assistance at: 217-847-3315 ext. 351 or email me [here](#).

### **VALEDICTORIAN AND SALUTATORIAN**

For all classes, the class valedictorian(s) will be the student(s) with highest ranked GPA. The class salutatorian(s) will be the student(s) with the second highest ranked GPA.

A student must have earned at least ten credits through courses offered at Hamilton High School to be eligible to be a class valedictorian or salutatorian.

### **HONORS NIGHT**

The Hamilton High School Awards Night is a time to recognize those high school students who have made superior achievements in scholarship and may vary somewhat from year-to-year.

### **REGISTRATION**

Registration for classes for the following school year will be done in either January or February of this year. Tentative class schedules will be determined sometime during the month of May.

### **SCHEDULE CHANGES**

**Students wishing to make schedule changes must do so before or during the first two weeks of classes each semester. Requests at any other time during a semester will be denied.**

### **HIGH SCHOOL SEMESTER EXAMS AND GRADES**

Each teacher is to give a test on the scheduled semester exam day(s). A formal semester exam is required. The format and content are left to the discretion of the teacher.

Semester tests count 20% per semester or 10%/10% per quarter of the semester.

A student's semester grade will include the two quarter grades, which are to be given equal weight by percentage.

Each teacher should inform students at the beginning of each semester in each class the exact format and weighting of the grade to be used.

### **EXPLANATION OF GRADES**

## **ACADEMICS Policies and requirements, JR. HIGH SCHOOL STUDENTS**

### **JUNIOR HIGH GRADING SCALE**

The Grading Scale for the Hamilton Junior High School is:

A	95-100	C	72-81
A-	93-94	C-	70-71
B+	91-92	D+	68-69
B	86-90	D	62-67
B-	84-85	D-	60-61
C+	82-83	F	0-59

### **ALGEBRA I**

At the end of the seventh grade year, the mathematics faculty and school administration will recommend that certain students be placed in eighth grade Algebra I the following school year. This recommendation is made on observations of student performance in seventh grade mathematics and the student's mathematics teacher's estimation of the student's success in Algebra I.

Students who are placed in Algebra I are expected to maintain a "B-" average during the first semester. Students who do not maintain the required average will be placed in the regular eighth grade math class for the second semester.

If a student who is placed in Algebra I finds that he/she is unable to adequately complete the work earlier in the semester, the student's parents may request a meeting with the principal and the Algebra I teacher to discuss the situation.

Students completing Algebra I successfully at the eighth grade level may earn one high school credit toward graduation, but must still earn three credits in Math during their high school years. Students who complete Algebra I successfully for high school credit prior to the freshman year may not repeat the course during the high school years.

### **REPORT CARDS**

Four (4) grade reports will be issued to parents/legal guardians during the school year. Report cards are issued to students on the last day of the school week following the end of each quarter. Report cards will not be released to students who have outstanding bills, have not returned equipment, or other similar situations.

Parents/Guardians are encouraged not to wait until report cards to check on your child's progress. Check frequently with your child about how class work is going. Also, please feel free to call to confer with your child's teacher. If a parent wishes to meet with a teacher, the parent should call to set up a convenient time that will not disrupt class work. Parents/Guardians can also obtain report cards on line if they sign up for this service.

### **JR. HIGH HONOR ROLL**

GPA for the purpose of honor roll will be figured using the following scale:

A	4.000	C	2.000
A-	3.666	C-	1.666
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.666	D-	0.666
C+	2.333	F	0.000

Honor Roll at Hamilton Junior High School includes all academic class work. Physical Education, Music, and Band are included in the student's GPA. Students without any D's or F's that earn a 3.0 GPA for a grading period will qualify for Honor Roll.

Grades for all courses taken will be used to determine a student's Grade Point Average (GPA).

### **HONORS**

The Hamilton Junior High School awards are given during the school day to recognize those students who have made superior achievements in scholarship, athletics, and involved themselves in school organizations. This is normally done on the last full day of school each year. Family members are welcome to attend.

## **HAMILTON JUNIOR HIGH SCHOOL PROMOTION POLICY - House Bill 452**

**School Code:** 105ILS 5/10-20.9a and b - **Final Grade; Promotion.** (A) Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the district upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which a grade may be changed; provided that no grade or evaluation shall be changed without notification to the teacher concerning the nature and reasons for such change. If such change is made, the person making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change. (B) School districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. On or before September 1, 1998, school boards shall adopt and enforce a policy on promotion as they deem necessary to ensure that students meet local goals and objectives and can perform at the expected grade level prior to promotion. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, the Iowa Basic Skills, or other testing or any other criteria established by the school board. Students determined by the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

In accordance with recently passed legislation (House Bill 452), the Hamilton Junior High School has adopted the following promotion policy.

1. A student will carry five academic subjects each semester. These subjects are language arts, reading, science, social studies, and math. A student will earn one-half (1/2) credit for each semester he/she passes an academic class.
2. A student may earn an additional one-half (1/2) credit for each semester successfully completed in band, health, and physical education.
3. A student must receive five and one half (5½) credits each school year to be promoted to the next grade level. A student must earn four of his/her five and one-half credits in those courses designated as academic classes for the school year.
4. In some cases the student's scores on standardized or local assessments, as well as the student's age readiness may become a factor to promote the student to the next grade level.

A number of safeguards are to be available to see those struggling students have success academically. Students and parents share a responsibility in this area. The Hamilton School District provides:

- A. Progress reports (weekly, midterm, quarter); online
- B. Principal's watch list (students failing two or more classes) and parent notification;
- C. After school study or help sessions with the teacher upon request by parent or student;
- D. Assignment books signed by teacher and parents;
- E. Conferences (student/teacher, parent/teacher, student/principal); KIT Team Referral
- F. Tutoring upon request and at parent expense; and
- G. Summer school and must be in a subject area failed and approved through the Guidance Counselor at the parent's/guardian's expense;
- H. Special Education placement if a student qualifies.

The school will notify the parent of any student who does not or may not meet the criteria for promotion as soon as possible by letter. At the end of the second semester, the teachers and principal will meet to discuss the promotion status of any student who does not meet the criteria. Retention or promotion will ultimately be at the discretion of the administration.

### **HONOR ROLL – GRADES THIRD (3<sup>RD</sup>) THROUGH SIXTH (6<sup>TH</sup>)**

Honor roll at the elementary includes all academic subjects plus physical education, art, music and band. High honors is awarded for all A's and honors is awarded for all A's & B's, no C's.

### **ATTENDANCE**

#### **GENERAL ATTENDANCE POLICIES**

It is the responsibility of parents to see that their students are in school. A student is expected to attend school unless he/she is ill, his/her absence is required for "valid cause", or the absence is deemed by the principal to be absolutely necessary. The school is trying to teach the student responsibility and dependability, and in order to accomplish this goal, the school must know the specific reason a student is absent - NOT "needed at home" or "personal". A student must observe the following rules:

#### **VALID ABSENCES**

A student may be absent from school with valid cause **eight (8) times during one (1) School year**. Valid cause, as defined by state law 105 ILCS 26-2a includes illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations *beyond the control* of the student. When a student has accumulated a total of eight (8) absences during a year, no further absences will be excused except for hospitalization of the student, a death in the immediate family, or those required by law or state agencies.

The administration realizes it is difficult to schedule medical and dental appointments, but we request that parents try to make the appointments so their child misses as little school time as possible.

A student who reports to the Junior High School or High School after 8:15 A.M. and a student who reports to the Elementary School after 8:20 A.M. will be considered absent for the time missed. All rules for valid and invalid absences will apply.

Students arriving on campus after 8:15 A.M. or leaving prior to the end of the school day are to report to the office for check-in/check-out purposes.

### **INVALID ABSENCES/SKIPPING SCHOOL**

Absences for invalid reasons and for times missed beyond eight (8) times in one school year, as noted above, will be marked as unexcused. These absences may also constitute skipping school.

A student who is considered unexcused for any part of the day will receive zeros for all work due or done in class during the time period missed.

A student who skips a school day or a class period will be marked as unexcused and will receive 1 day of in-school suspension as a minimum.

A student who skips a WACS class will be assigned a full day of in-school suspension.

Multiple incidents of skipping school may result in longer placement of in-school suspension, out-of-school suspension, consideration for placement in alternative programs, or, in extreme cases, consideration for expulsion.

A student who skips during the lunch hour will be placed on restricted lunch time ISS for a minimum of five (5) school days.

### **Notifications and Documentation**

If a student is absent from school for any reason, the student's parents should call the school before 10:00 A.M. If the office does not receive confirmation of the absence by phone, the office will call the student's parents to confirm the absence. **The student needs to bring a written explanation upon his/her return. If the explanation is not turned in to the office by 9:00 A.M. of the second morning, the absence will be unexcused.**

In the case of a doctor's appointment or visit, a signed doctor's slip or note must be returned to the office for the absence to be excused.

The office will send a letter to parents after a student's fifth and eighth excused absences. The office will make contact with parents in regard to each unexcused absence.

### **Pre-arranged Absences, Junior High and Sr. High**

Pre-arranged absences are to be turned in by the sponsor, who will then give them to the office. A student may be granted pre-arranged absences that exceed the limits noted in the "valid absence" section above; however, pre-arranged absences will count toward the total of excused absences for the year. **In addition, a student arranging a pre-arranged absence of more than one day should advise the Principal's Office 2 days in advance.**

For all pre-arranged absences, the student must make arrangements for make-up work with his/her teachers BEFORE HE/SHE LEAVES. Any work assigned MUST BE COMPLETED AS ARRANGED OR THE TEACHER WILL BE JUSTIFIED IN GIVING NO CREDIT. **A pre-arranged absence form is required for all pre-arranged absences of one half day or more (1 or more periods).**

### **Elementary Pre-Arranged Absences, Family Vacations/Students Going out of Town**

Unless an emergency arises, arrangements must be made in advance of the student's absence or else the absence will be un-excused. Students will be given two (2) days for every day they are absent to make up their work upon return to school.

**Approved field trips and early dismissals for extra-curricular events are not counted as days of absence from school, but students are responsible for school work as if on a pre-arranged absence.**

**Truancy**

A student who is absent from any part of a school day without valid cause or who has exceeded the allowable times absent may be considered truant and may be considered as unexcused for the time missed. Please note the restrictions and penalties in the "invalid absences/skipping school" section above for more information.

In addition, a student of age sixteen or younger who reaches five (5) days of truancy over the course of any 180 consecutive regular school attendance days will be reported to the truancy officer. As a preventative measure, the student may be required to meet with the truancy officer prior to reaching the fifth day of truancy.

**Tardiness**

After 3 first hour tardies, the office will issue a 45 minute detention. All other class period detentions are issued by the teacher. Each teacher will have his/her own classroom rules regarding tardiness to class. When a teacher issues a detention for tardiness to class, that detention will be treated as any other disciplinary detention.

A student who arrives at school after 8:05 am but no later than 8:15 am will be considered tardy to the student's first hour class. After 8:15 am a student is considered absent for the first hour class. All first hour tardies must have a pass from the office before reporting to class. If a pattern of tardies to school is established, a student may be referred to the truant officer.

**Absences and extra-curricular events**

If a student is ill and absent for any part of the day, he/she may not return to be a spectator or participant at any extracurricular events that same day. Absences from school for funerals and scheduled doctor's appointments do not keep a student from participating in extracurricular events.

**Closed campus**

A student **MAY NOT LEAVE** the building during the school day unless parent contact is completed and school officials grant permission. All students who leave during the day must sign out in the office. Failure to follow this procedure **WILL** result in disciplinary action.

**Student responsibilities and grades during/after absences**

It is the student's responsibility to get assignments and complete make-up work for excused absences within time limits (2 days allotted for each day missed) or the student will receive a "zero".

- Example 1: If a student misses school on Monday, then Alice returns to school on Tuesday;
- A. He/She will talk directly to her teachers to get assignments she missed on Monday.
  - B. He/She takes down assignments given during class on Tuesday that are due on Wednesday.
  - C. The student is responsible to get both Monday and Tuesday assignments in on Wednesday.

- Example 2: If a student misses Monday and Tuesday and she returns Wednesday, then;
- A. He/She picks up missed assignments for Monday and Tuesday.
  - B. His/Her Wednesday assignments are due on Thursday.
  - C. His/Her Monday and Tuesday assignments are due on or before Monday.

- Example 3: If a student misses school on Monday, returns Tuesday for one or two class periods before leaving school again, then returns on Wednesday, then;
- A. He/She picks up missed assignments for Monday and Tuesday.
  - B. His/Her Wednesday assignments are due on Thursday.
  - C. His/Her Monday and Tuesday assignments are due on or before Monday.

If a student's absence from school is unexcused, any work that should have been completed or turned in on those days will be recorded as a "zero."

## DEFINITIONS RELATED TO ABSENCES

The following definitions are from Illinois law 105 ILCS 5/26-2a. Italic portions are added.

1. Truant-A truant is a child subject to compulsory attendance (*age sixteen or younger*) and who is absent without valid cause from such attendance for a school day or portion thereof
2. Valid cause for absence-Valid causes for absences is: illness, *doctor's appointments*, and observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student.
3. Invalid cause for absence – Invalid causes for absences include shopping, babysitting, over-sleeping, hair appointment, missing the bus, transportation problems, non-family vacations, tanning, etc.
4. Chronic or habitual truant – A chronic or habitual truant is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days.

### **The following definitions are for the purpose of the smooth operation of Hamilton High School.**

Tardy to school – Tardy to school is arriving up to 10 minutes late to school.

1. Absent – A student is absent from school when he/she misses more than one period of a school day, other than tardy to school.
2. Emergency – An emergency is a serious situation or occurrence that happens unexpectedly and demands immediate action. Examples include the following: the death of a family member, sudden family crisis, and medical concerns requiring immediate medical attention.
3. Pre-arranged absence – An absence of which a student is aware at least two days in advance. This includes school-related events such as field trips. (NOTE: All students are responsible for turning in school work on time, no matter if athletic or school related functions.)
4. Skipping school – Intentionally absent from school or a class when there is no valid cause or any other reason deemed absolutely necessary by the principal.
5. Restricted lunch – A student placed on restricted lunch will eat lunch and spend the period in the ISS room in the HS office.

## STUDENT DRESS & PERSONAL ITEMS

### STUDENT DRESS

The dress and grooming of students in the Hamilton Community Consolidated School District No.328 shall be the responsibility of parents and students. A student is expected to be clean, neat, and decently dressed. Human beings tend to act as they dress, and appearance is a major factor by which the public judges a school and student body. A student who does not conform to the student dress policy will be required to correct the violation. Refusal to comply may result in disciplinary action. Students who must be reminded multiple times will be subject to disciplinary action. Students will call their parents from the office and either a change of clothes will be brought to them or students will be sent home.

1. No student shall wear clothing or practice grooming which is: a) unsafe, b) unsanitary, c) distracting to others, or d) destructive to property.
2. A student is required to wear footwear and shirts. Elementary students are not to wear shoes with higher heels to school.
3. No hats, caps, bandannas, "dew" rags, etc. should be worn in the school building.
4. Shorts or skirts must be mid-thigh in length, even with tights or leggings. No pajama bottoms or tops are to be worn at school. No undergarments should be visible whether a student is standing or sitting. If necessary, belts or other devices must be worn to hold pants in place. No jeans or clothing may be worn with torn areas or holes above the knee.



5. Tops must cover the entire torso whether singly or in combination. No midriff area may be visible. Sleeveless shirts must have a strap of at least one-inch width on each shoulder, and must not droop significantly in the underarm area. T-shirts that have had the sleeves torn away must not expose any more of the torso than the arm pit area where the sleeve was initially attached. No loose mesh or see-through tops may be worn unless over or under a top that complies with these provisions of the dress code. Tops with low plunging necklines are not acceptable.
6. For safety reasons, clothing accessories such as chains and spiked necklaces may not be worn.
7. A student may not wear a coat in class unless given direct permission by a teacher or administrator.
8. Articles of clothing (including belt buckles) that directly advertise or reasonably suggest narcotics, alcohol, profanity, or sex and sexual references/innuendos may not be worn.
9. There will be NO Flip-Flops or Sandals worn in PE classes. A student should wear or bring appropriate PE shoes.
10. Students should not bring any of the following to school: a) water guns b) bean shooters c) tobacco products d) pocket knives e) lighters or matches f) glass bottle products g) portable radio cassette or disc players h) electronic devices.
11. Other information will be added, as needed, throughout the year.

### **PERSONAL ITEMS**

Students shall not bring any of the following to school: a) water guns, b) bean shooters, c) tobacco products, d) pocket knives, e) lighters or matches, f) glass bottle products, g) hazardous materials; or h) etc. These items will be confiscated and may result in disciplinary action.

Personal electronic devices such as CD or MP3 players, cell phones, cameras, electronic games, or similar items may be used before or after school, but must be turned off and locked in assigned lockers during the school day. Such items will be confiscated if used or found during the school day unless direct permission is given by the teacher to possess/use the device. Disciplinary action may apply.

**Once a device is turned into the office, the parents must pick up the device and the student will be assigned 1 day of ISS.**

Note: cell phones are to be placed in their lockers from 8:05 a.m. until 3:05 p.m. and turned off. If students need to call home they are to use the office phone for parent contacts

**Cell Phone disciplinary offenses:**

1st Offense 1 day ISS , each offense thereafter is additional ISS time.

Once a device is turned into the office a **second time (2<sup>ND</sup>)** the parents must come and pick up the device.

### **STUDENT DISCIPLINE:**

#### **DISCIPLINE PHILOSOPHY**

The Hamilton Community Consolidated School District No.328 believes in a discipline policy that promotes a safe, orderly environment that in turn enhances learning and fosters self-discipline and mutual respect. Video cameras may be used in the school facilities and on the school buses for monitoring purposes. This policy shall be applied in a fair and consistent manner that is motivated by genuine concern and compassion for all students, staff, parents, and our community.

It shall be the duty of the principal and teachers to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the Board and with applicable state laws and State Board of Education directives.

Students are attending school primarily for the purpose of obtaining the best education possible. Students must recognize that teachers and other adult employees are in charge. **ANY LACK OF RESPECT ON THE PART OF THE STUDENTS TOWARD TEACHERS OR OTHER ADULTS** will result in the administration of appropriate disciplinary measures. When addressing or referring to a teacher or other adult, students shall use a title of respect (Mr., Mrs., Miss, Ms., Dr.).

The following statements shall be included in each Special Education student's IEP: Special Education students will be governed by all the rules and policies covered in the student handbook and discipline policy and administered discipline as appropriate to all students.

## **GENERAL**

1. Students committing acts of gross disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school or out-of-school, suspended from riding the bus, expelled from school, expelled from riding the bus, or otherwise disciplined.
2. A student will not be permitted to make up schoolwork and examinations missed as a result of an out-of-school suspension.
3. Authorized personnel may place on probation, detain after school, suspend in-school or out-of-school, or otherwise discipline a student. Only the Superintendent and Principal are authorized to place on probation or suspend a student from school or riding the school bus. Only the Board of Education can expel a student.
4. A teacher may remove a disruptive student from his/her classroom who acts in a manner that is detrimental to the academic atmosphere of the classroom environment. The Principal, following a conference with the classroom teacher, shall determine the length of time for which the student will be removed from the class or school.
5. Multiple detentions will result in suspension, as noted in the Detention section of the disciplinary code.

## **SPECIFIC DISOBEDIENCE OR MISCONDUCT**

The Board policy prohibits violent or severe misconduct that includes any behavior that is of such flagrant nature as to constitute, on its face, gross disobedience or misconduct. Prohibited behavior shall include, but not limited to, the following types of conduct:

1. Theft
2. Cheating
3. Fighting (10 Day ISS/OSS minimum)
4. Immoral conduct
5. Disruptive behavior
6. Improper use of motor vehicle
7. Continual petty offenses
8. Skipping an assigned detention (time is doubled for each infraction)
9. Use of vile or profane language or gestures-also verbal abuse (3 days ISS automatic)
10. Truancy which is not chronic or habitual as defined in the School Code
11. Intimidation, verbal or written threat, or attempt to intimidate school personnel or students
12. Possession or use of a dangerous weapon or a reasonable facsimile of a weapon
13. Disrespect (arguing, talking back, being a "smart aleck", etc.)
14. Insubordination (failure to comply with directives) towards any member of the faculty or staff
15. Fire bomb, firecrackers, making a bomb threat, setting off a fire alarm, tampering with fire extinguishers, etc.
16. Willful, intentional attempt to damage or cause destruction to school property or property of school personnel or students
17. Any other misconduct detrimental to the school environment or acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or students
18. Possession/use/of delivery of tobacco (chewing or smoking), snuff, or alcohol
19. Possession/use/of delivery of an illegal or controlled substance on school property or at school activities. This also includes any related paraphernalia and/or look-a-likes, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing regardless of the true nature or appearance of the substance.
20. Hazing and/or initiation
21. Bullying

## **DRUG POLICY**

Any student in violation of #19 under the Specific Disobedience and Misconduct section above may be considered to have violated the Drug Use Board Policy.

VIOLATION of the Drug Use Board Policy will result in the following acts of disciplinary procedures:

1. The student shall be referred to the Principal.
2. The parent(s)/guardian(s) shall be referred to the Principal.
3. The Superintendent shall be notified.
4. The Police shall be notified.
5. If the parent(s)/guardian(s) cannot be located, and if the student is in a clear and present danger to him/herself or others, the family physician shall be called; and if the physician is not available, the student shall be taken to

- the hospital.
6. The student shall be recommended for counseling at his/her expense.
  7. The student will be suspended from school by the Principal. The principal may also refer the student to the Board of Education for expulsion proceedings.
- The student may be expelled from school by the Board of Education.

### **SUSPENSION POLICIES**

1. The Principal will decide when a Suspension shall start and end. The Principal will decide whether a suspension shall be in or out-of-school.
2. The Principal will attempt to reach a student's parent by phone when a suspension is to be issued. The Principal will also send a letter to the parents.
3. The Principal may request the parent(s)/guardian(s) to appear for a conference.
4. Students may not participate in or be in attendance at any extracurricular activities on a day of suspension.
5. If the suspension is an in-school suspension, the student will be required to: eat his/her lunch in a designated place and may only be on the school premises from 8:00 a.m. to 3:15 p.m.;
6. If the suspension is an out-of-school suspension, then the student:
  - a. May not appear on the school premises at any time during the suspension period without the Principal's permission; and
  - b. Will receive a grade of "zero" for all graded materials missed during the time of suspension.
7. Failure to abide by the rules of an in-school suspension will cause the student to be suspended out-of-school for the remainder of the suspension, with an additional day added to the suspension.

### **DUE PROCESS**

The Board of Education and Administration intend to protect student's rights. The policy below pertains to discipline matters that involve suspension; students do not have the right to a review by the Superintendent or Board for lesser disciplinary measures such as 1) detention, 2) noon supervision, 3) writing assignments, 4) probation, 5) class suspension or other disciplinary measures which might be imposed for minor discipline problems.

1. A student has a right to hear the charges/evidence.
2. The student may deny the charges and give his/her story.
3. A student has the right to be informed of the decision.
4. A student and parents have the right to a hearing with:  
First – Principal, Second – Superintendent, Third - Board of Education

### **DETENTIONS/SUPENSION explanations**

Students who accumulate disciplinary detentions during a semester may be subject to further discipline. The steps to be taken are:

- STEP 1 - 15 Minute detention to be served with the classroom teacher  
 STEP 2 - 30 minute detention to be served with the classroom teacher  
 STEP 3 - 45 minute detentions– no additional disciplinary steps  
 STEP 4 - all other detentions – ½ -day suspension – may request parent/ teacher meeting  
 STEP 5 - Office Referral– 1-day suspension minimum, may be referred to KIT team, may request meeting with parent BEFORE BEING READMITTED TO CLASS  
 STEP 6 - Office Referral – 2-day suspension minimum, may request meeting with parent BEFORE BEING READMITTED TO CLASS.

\*Further accumulated detentions will result in continued disciplinary action. Discipline is progressive; therefore each infraction will result in more stringent discipline.

\*Students who accumulate numerous detentions may also be referred for a behavioral domain meeting, which may result in a change in the student's educational placement.

Detentions are to be served after school only, unless otherwise arranged with the teacher or office. It is the responsibility of the student to arrange transportation. Work or other appointments are not acceptable excuses for missing an assigned detention. Students "forgetting" or otherwise failing to serve detentions on the designated day(s) will have the time to be served doubled, with a second failure to serve a detention resulting in an assignment to in-school suspension.

Students in detention are expected to bring materials on which to work or read. Students who are disruptive or fail to comply with detention rules (see appendix) will forfeit having served that day.

Copies of all detentions/suspensions will be sent home.

### **DISCIPLINE AREAS**

A high school student may be subject to discipline from FIVE (5) different areas depending on the seriousness of the offense and the student's involvement in school activities:

1. **SCHOOL POLICIES**
2. **ATHLETIC AND EXTRACURRICULAR POLICY:** Athletes and members of extracurricular organizations who violate the policies set up by the coaching staff and the sponsors may be placed on probation or suspended from the team or organization.
3. **NATIONAL HONOR SOCIETY:** Students who are selected for membership in this organization are expected to maintain the standards on which they were inducted or they may be removed.
4. **LOCAL LAW ENFORCEMENT:** If students commit serious offenses such as use of alcohol or drugs, theft, etc., the local law enforcement may be called in and a criminal complaint may be filed against the student.
5. **HOME DISCIPLINE:** The Principal may request that parents/guardians take appropriate discipline measures at home to support the school's effort.

Parents and students should be aware that a student may be subject to discipline from any or all of the five areas described above. School penalties will take precedence over athletic penalties. A student suspended from school or placed on school probation will not be allowed to practice or participate in athletics. In other words, an athlete is a student first, and if his/her behavior creates a discipline problem, then the punishment may affect whether that student is allowed to participate in sports even if the behavior is not a violation of the athletic policy.

**CORPORAL:** A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or other persons, or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process.

### **PROCEDURES AND GUIDELINES**

#### **ACADEMIC INTEGRITY**

Academic integrity is of the highest priority at Hamilton High School. Students are expected to abide by the highest academic ethics.

As noted in the discipline section of this handbook, cheating may be considered as severe misconduct. Cheating may include, but is not restricted to, the following: 1) copying another student's homework as a student's own work; 2) use of another person's work in term papers or other documents without giving credit to the author; 3) using cheat sheets or any device that contains, provides, or otherwise allows communication of answers to tests or quizzes; and 4) trying to read answers from another student's test or quiz.

A student who is found to have violated academic ethics will, at minimum, receive a zero for the work in question. In severe or repeated cases, further disciplinary action may follow, including detention, suspension from school, and removal from the course in which the violation(s) occurred.

#### **ACCEPTABLE USE AGREEMENT**

Hamilton District #328 has adopted an Acceptable Use Agreement in regard to student use of computers and the Internet. Students must sign this agreement prior to using the school's computers or Internet connection. Failure to abide by the terms of the agreement will result in the loss of the privilege of using the school's computers or Internet connection for a period of time to be determined by the principal.

#### **ACCIDENTS AND INCIDENTS**

Due to the potential liability of Hamilton Consolidated School District #328 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the appropriate school personnel or to the office. Failure to report an accident or incident could affect insurance coverage and may result in disciplinary sanctions.

#### **AGENCY AND POLICE INTERROGATION**

Hamilton High School cooperates with agencies and law enforcement officials within the boundaries of the Student Records Act (SRA) and Family Educational Rights and Privacy Act (FERPA). Law enforcement officials may request an interview with a student. Hamilton High School will make every effort to locate the student's parent prior to such an interview; however, in the case that the parent cannot be located, the principal will sit in place of the parent.

### **AIDS AND SEX EDUCATION**

In accordance with the School Code of Illinois, Section 698.21 titled "Sex Education Act," Hamilton Community Consolidated School District No.328 provides instruction in sex education. The instructional process takes into account the maturity level of the student; nevertheless, Article 27, Section 27-9.1 of the Illinois School Code states that no pupil shall be required to take or participate in any class of course in comprehensive sex education if his/her parent/guardian files written objection thereto on constitutional grounds, and refusal to take or participate in such instruction on such grounds shall not be reason for suspension or expulsion of such pupil. Nothing in the Act shall prohibit instruction in sanitation and hygiene or traditional courses in biology.

### **ASSEMBLIES**

The school district may offer students the opportunity to attend assemblies at various times during the school year. Assemblies may be on a variety of topics, some of which may include material that is disturbing or controversial to some students. The school district will do its best to inform parents and students when an assembly might reasonably be considered either disturbing or controversial. In these cases, an alternative study area will be provided for those students who do not wish to attend the assembly.

### **BIRTH CERTIFICATE**

In compliance with Illinois Law (Charities and Public Welfare Statute) a student enrolling in District No.328 for the first time must furnish the school with a certified copy of his/her birth certificate. Copies may be obtained from the County Courthouse of the county in which the birth occurred. **HOSPITAL CERTIFICATES ARE NOT ACCEPTABLE.**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone damaging property or abusing equipment, whether by accident or on purpose, will be required to pay for the damage or replace the item in addition to any other disciplinary sanctions that may be imposed.

### **CHILD ABUSE AND NEGLECT**

School personnel are required by law to immediately report or cause a report to be made to the Department of Children and Family Services when child abuse or neglect is suspected. Please inform the Principal in writing if you have an Order of Protection.

### **CLOSED CAMPUS**

Hamilton High School is a closed campus. Once students have arrived on campus, they may not leave campus until the end of the scheduled school day without the permission of a designated school official. **Students may not have food delivered to school unless approved by the office. Prior administrative permission is needed for any outside food.**

### **VISITORS & SAFETY**

For the safety of our students, only those visitors who have legitimate school business are allowed on campus during the school day, and all visitors and guests must register in the office immediately upon entering campus. Parents are welcome to visit the school as is appropriate, but are required to register in the office.

Students are not permitted to have visitors or bring younger children or babies on campus during the school day, including lunch hours, except as arranged as part of the instructional process, and cleared at least one day in advance by the school principal.

### **COLLEGE VISITATION**

Hamilton High School will allow excused absences for college visitation under the following procedures:

- 1) An appointment must be made in advance by the student or guidance counselor;
- 2) College days are limited to two times during the senior year and one during the junior year. Exceptions may be made on recommendation of the guidance counselor and approval of the principal;
- 3) A student must be passing all classes and have a good attendance record;
- 4) A pre-arranged absence form must be completed by the student and returned to the office before the visit; and
- 5) Visits must be made before May 1.

## **COMPULSORY ATTENDANCE**

### **Legal definition**

Students in the state of Illinois are required to attend school until age seventeen (17). Specific rules defining such required attendance are stated in the Attendance section of this handbook, as are the penalties for failure to comply.

### **Driver's license**

Illinois law states that any student subject to compulsory attendance who drops out of school will, upon report by school personnel to the state of Illinois, lose his/her license until age 18.

## **DANCES AND OTHER ACTIVITIES: HIGH SCHOOL**

Throughout the course of the school year, the school may sponsor dances or other activities. These include Homecoming and Prom. Any school dances and other activities must be approved in advance by the school administration. Unless otherwise approved, dances will start at 8:00 pm and finish at 11:00 pm.

Any high school student wishing to bring to a high school dance a date who does not attend Hamilton High School must notify the school of such intentions when the school requests. Junior high students are not allowed to attend high school dances as participants.

Hamilton High School reserves the right to use a Breathalyzer or to call the police to test attendees at a dance who are suspected of drinking alcoholic beverages or using other restricted substances. Any attendees failing or refusing such a test will be asked to leave the dance. Further consequences may also ensue.

1. All school rules, except as noted in other handbook provisions, are in effect at dances and other school activities.
2. Only **High school students** may attend (9<sup>th</sup> -12<sup>th</sup> grade). No Jr. High School students are allowed.
3. Students may not bring dates over the age of 20 to any dance.

## **DANCES AND OTHER ACTIVITIES: JR. HIGH SCHOOL**

Throughout the course of the school year, dances or other activities may be sponsored by the school. Any school dances and other activities must be approved in advance by the school administration. Unless otherwise approved, dances will start at 8:00 pm and finish at 11:00 pm.

Only **Hamilton Junior High School** students may attend these dances or other activities (7<sup>th</sup> &8<sup>th</sup> Grade). No high school students are allowed.

Hamilton Junior High School reserves the right to use a Breathalyzer or to call the police to test attendees at a dance who are suspected of drinking alcoholic beverages. Any attendees failing or refusing such a test will be asked to leave the dance. Further consequences may also ensue.

All school rules are in effect at dances and other school activities.

## **EMERGENCY AND DISASTER DRILLS AND PROCEDURES-JUNIOR HIGH AND HIGH SCHOOL**

Hamilton High School will occasionally run building evacuation, severe weather, and other disaster drills so that students and staff members may become familiar with the procedures in the case that a real emergency should occur. Students should be aware of the following during a drill or actual emergency:

**Building evacuation** – A building evacuation drill or emergency will be indicated by the fire alarm system. The system emits a continuous sound, and small strobe lights are activated in the hallway. Everyone is to exit the building as per the instructions given to staff members during a building evacuation drill or emergency – NO EXCEPTIONS!

**Severe weather** – A severe weather drill or emergency will be indicated by an intermittent ringing of the bell system. All students should proceed to the designated safe areas in the building during a severe weather drill or emergency!

**Disaster drill or emergency** – Other disaster drills or emergencies may arise throughout the course of the school year. During such a drill or emergency, instructions will be given over the intercom system. In the case that electrical power is not available; instructions will be spread by word of mouth as quickly as possible.

**Lockdowns** – In rare circumstances, the school may go into lockdown for the ultimate safety of the students and staff members. During lockdown, students may not leave the classroom to which they are assigned until instructed to do so by the school administration or until the lockdown has been removed from effect.

### **EMERGENCY AND DISASTER DRILLS AND PROCEDURES-ELEMENTARY SCHOOL**

All teachers will instruct students on procedures to follow in case of fire or disaster drills.

Fire drills will be announced by means of one prolonged blast on the automatic system. Disaster drills will be announced by intermittent rings of the bell system.

### **EQUAL OPPORTUNITY**

The Hamilton Community Consolidated School District No.328 assures equal educational opportunities without regard to race, sex, color, national origin, religion, age, or handicap.

### **ILLINOIS ELEMENTARY SCHOOL ASSOCIATION**

There are two (2) existing athletic by-laws enforced by our Hamilton School Board. As stated in the Hamilton School District No.328 Board Policy, Section 6.190 - Extracurricular Eligibility:

Students must pass all subjects including band and chorus in order to participate in athletics, pom poms, cheerleading, and organizations. This policy is on a weekly basis with teachers turning in the name of any student failing each Friday. Any student failing would be declared ineligible for the following week starting on Monday. The Illinois Elementary School Association, of which we are members, states in Section 3.020 - 3.0223 that:

A student shall be doing passing work in all school subjects as determined by the local school district, and the school shall certify compliance with this By-Law. Use of a player, contestant or participant shall be deemed such certification. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session, then it must be taken on the last day of student attendance that week. Grades shall be accumulated for the school=s grading period.

The Hamilton Junior High School offers some athletic/extracurricular activities for elementary students which include speech, scholastic bowl, and track. Generally, it is a practice of coaches to have four (4) days of drills prior to the beginning of the season. Then of the fifth day, the coaches hold tryouts. The size of our teams is generally fifteen (15). The cheerleading squad ranges from six (6) to eight (8).

**Be aware that these rules and regulations will be enforced.**

### **EXTRACURRICULAR ACTIVITIES - IHSA**

Hamilton High School offers students a variety of extra-curricular activities. Students should remember that it is a privilege to represent the school in these activities; therefore, it is important to represent the school well through exemplary behavior and good sportsmanship. Peers often look to those involved in extra-curricular activities to set a positive example, and younger students may see them as role models. Failure to follow the school rules, the athletic code, and the prescribed rules in each activity may result in the loss of privilege to participate in further extra-curricular activities.

Fans are also subject to rules of behavior at games and activities. Student non-participants are expected to show good sportsmanship and to follow the rules of the school, even at away games. Failure to follow these expectations may result in not being allowed to attend extra-curricular events.

Parents and other fans are expected to follow rules of good sportsmanship as well.

### **EXTRACURRICULAR ELIGIBILITY**

The Titan/Cardinal Athletic Code defines eligibility for all extracurricular activities offered to Hamilton High School students. This code has been adopted by the Board of Education. No student may be involved in extracurricular activities until the Approval of Athletic Code and Permission to Participate form has been completed and returned to the school. No athlete may participate until the Athletic Emergency Form has been completed and returned to the school.

As noted in the Titan/Cardinal Athletic Code, students must be passing all subjects for the current quarter in order to participate in extracurricular activities. This policy is enforced on a weekly basis with teachers turning in the name of any student failing on the next-to-last day of each school week. A student failing any class will be declared ineligible for the following week starting on Monday.

A student who fails any class for the semester will be ineligible for extracurricular participation the following semester.

Other eligibility rules, as noted in the school athletic code and the IHSA by-laws, will be enforced.

Prom dance is not subject to extracurricular grade eligibility rules.

### **FOOD AND BEVERAGES**

Students may not store open food and beverages, including water, in lockers, other than what is required for lunch or specific school activities. Open drinks and food can draw ants and other unwanted pests into the building.

Students may not have food or drink in carpeted areas of the building or in computer labs without direct permission of a teacher or an administrator. No outside containers are allowed in the school building.

**Students may not have food delivered to school unless approved by the office. Prior administrative permission is needed for any outside food.**

### **HALL PASSES/STUDENT AGENDAS**

During the school day, students are not to be in the halls during class periods unless they have their student agenda with them. The hall pass is in the back of the agenda to be filled out by their teacher/sponsor unless accompanied by school personnel. Failure to abide by this requirement may result in disciplinary action.

### **HARASSMENT**

General harassment or sexual harassment will not be tolerated in the Hamilton Schools. Students, teachers, secretaries, aides, cooks, custodians, drivers, or administrators who believe they are being harassed are encouraged to discuss the matter with the Building Principal or other school official/teacher. Appropriate action will occur.

### **IDENTIFICATION REQUESTS AND VISITOR PASSES**

The Board of Education and staff of the School District welcome interested persons to visit the school; however, to help insure the safety of our students, Hamilton High School requires that all visitors to the building report to the school office to sign in. All visitors will be given a temporary pass with name and date clearly displayed. **PLEASE DO NOT GO DIRECTLY TO A CLASSROOM!**

\*Under Illinois Law 105 ILCS 5/24-25, school employees may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act.

The building principal or designee shall seek the immediate removal of any person who: 1) refuses to provide requested identification; 2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment; or 3) engages in an activity in violation of school board policy 8.30, Conduct on School Property.

### **INSURANCE**

#### **ATHLETIC INSURANCE**

It is the policy of the Hamilton Community Consolidated School District No.328 Athletic Department that every student who participates in sports, including football\*, provide verification (name, policy number, and the expiration date) of insurance coverage provided by the parent or purchase of the student insurance. Students will not be allowed to participate in any sport without some form of insurance.

**\*Football insurance may be purchased through the school.**

#### **STUDENT INSURANCE THROUGH THE SCHOOL**

A student insurance program will be available through the school. Brochures can be picked up at registration.

Two options are available:

- A. School-Time Accident Coverage
- B. 24 Hour Accident Coverage

Football players will have to purchase additional insurance.

#### **ATHLETIC INSURANCE**

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#### **KIT PROGRAM**

The KIT program is an organized procedure, as provided for by law, for early identification, intervention, referral, and follow-up of “at risk” students. Problems are generally first noted when a student is observed having attendance,

behavior, health, or academic difficulties.

Referrals may be made to this group by administrators, teachers, support staff, parents/guardians, students, or through self-referral. Any referrals will be kept confidential. Referrals are most likely to be made when a significant change the following are noted: in behavior as noted by teachers or administrators; attendance as noted by the office; health as determined by the school nurse; or academics as determined by teachers or the guidance counselor.

If the KIT team interventions are unsuccessful and the KIT team determines that the difficulties encountered warrant further study, a student may be referred for testing or evaluation. Such testing or evaluation may lead to placement in special education programs or to the development of a 504 plan.

Under state and federal law, no student will be referred for testing, evaluation, or placement in a special education program or a 504 plan without the KIT team intervention.

### **LIBRARY**

Use of the library is a privilege. Students are expected to be quiet and working while in the library.

The librarian or another faculty member must be present to supervise any students in the library, whether in or out of school hours. Students who come to the library without a pass will be sent back to class.

### **LOST PROPERTY AND CARE OF LOCKERS**

**Although the school will make an effort to recover lost property, it will assume no responsibility for the same. Students must assume full responsibility for their property. *Students are strongly advised not to leave money or other valuables in their lockers or desks.* To protect their interests, junior high and high school students may bring their own locks, but a duplicate key or combination must be brought to the office. Valuables and personal belongings should not to be brought to school or kept in lockers. Lockers are only large enough to house books, school supplies, coats, etc. **If a student must bring valuables to school, the office will be happy to keep the valuables until such time as the student needs them.****

Lockers are school property. A student is expected to keep his/her locker clean and organized. Random locker checks may be conducted throughout the school year. A student is expected to use only the locker that he/she has been issued. Students are to keep coats and jackets in lockers, and are not to wear them to class unless given express permission by a teacher or administrator.

Items such as book bags and books are to be stored in a student's locker when not in the student's direct possession. Items left in the halls or on shelves will be taken to the office. In the case that a student's daily activities require items too large to fit into a locker (golf or other athletic bag, items for a school project, etc.), arrangements should be made with the coach, teacher or office for storage of the item(s).

### **LUNCHROOM RULES**

A student who fails to abide by posted lunchroom rules and common courtesy may be placed on restricted lunch for a reasonable period of time.

### **MEDICATION POLICY**

It shall be the policy of the Hamilton Community Consolidated School District No. 328 that the administration of medication to students during regular school hours and during school related activities should be discouraged UNLESS ABSOLUTELY NECESSARY FOR THE CRITICAL HEALTH AND WELL-BEING OF THE STUDENT. Under no circumstances shall school employees be required to administer medication to students. Antibiotics or other medications prescribed 3 times per day or less should be given at home. Parents will assume full responsibility of administration of medication during regular school hours and during school related activities.

All prescription medications that are monitored by school personnel must meet the guidelines of the medication policy of Hamilton School District #328. Prescription medications to be taken at school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status. Parent(s)/guardian(s) must return to the school office a properly completed PERMISSION TO ADMINISTER MEDICATION FORM before the school will allow such medication to be taken or administered at school. (Note: The form is attached to the back of the school handbook.)

Students are not to have prescription medications in their possession, unless they have a documented illness that requires rapid administration of a first dose of medicine. Prescription medications must be brought to the school in the original package or appropriately labeled container to the school office by the parent/guardian.

The parent(s)/guardian(s) will be responsible, at the end of the treatment, for removing from the school any unused medication which was prescribed for their child. If the medication is not picked up by the end of the school year, it will be discarded by the school nurse in the presence of a witness.

Students may possess non-prescription medication with written permission of a parent. Students may not share with other students any medication, either prescription or non-prescription (over-the-counter).

### **ASTHMA MEDICATION**

If a parent chooses to have their child carry their inhaler, they must first speak with the school nurse or Principal. Illinois law 105 ILCS 5/22-30 requires that a student with a prescription for asthma medication or epinephrine auto-injector be allowed to self-medicate at his/her discretion. The statute also provides that the school district and its employees and agents are to incur no liability, except for willful or wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by the pupil.

This policy shall not prohibit any school employee from providing emergency assistance to students.

### **OFFICE AND AIDES**

The school office is to be used for business purposes. Students are to conduct all their business at the **OFFICE WINDOW**. Students should not be in the office when not under faculty/staff supervision.

### **CELL PHONES, PAGERS AND OTHER ELECTRONIC DEVICES**

Student possession and/or use of electronic paging devices, cellular phones and other electronic devices not necessary for successful completion of schoolwork are prohibited during regular school hours (8:10 am – 3:05 pm). Any student failing to abide by this rule may be subject to disciplinary action. Confiscation of the offending device shall be the minimum action taken.

**Note:** cell phones should be used in the school building immediately before or after school only if there is a demonstrable need.

Note: cell phones are to be placed in their lockers from 8:05 a.m. until 3:05 p.m. and turned off. If students need to call home they must use the office phone for parent contacts

Student's cell phones that are confiscated during the school day are subject to the following disciplinary actions:

Cell Phone disciplinary offenses:

1st Offense 1 day ISS, each offense thereafter is additional ISS time.

Once a device is turned into the office a **second** time (2<sup>ND</sup>) the parents must come and pick up the device.

### **PHYSICAL EXAMINATIONS & IMMUNIZATIONS**

In compliance with the School Code of Illinois, a medical examination signed by a physician shall be required of each student before initial entrance into pre-school, kindergarten, sixth grade, and ninth grade, as well as for any new students that transfer to an Illinois school from out of state. A sports physical is not acceptable for ninth grade students. A "Child Health Examination" form must also be filled out by the physician. A record of such examination from another school system will be accepted, unless the student is transferring from out of state, in which case a new physical will be necessary. The Health History section must be completed and signed by the parent(s)/guardian(s). The examination shall verify that the child has been immunized against the diseases required by law before entrance into school. Please make doctor appointments early so that forms are completed before or at school registration in August. After October 15 of the current school year, students will be excluded from school if a report of the physical exam is has not been presented. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and the statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. All new students, out-of-State, entering the district must also have an eye exam.

A lead screening/questionnaire (obtained at the Hancock County Health Dept.) is also required for students six (6) years and younger, in conjunction with the physical exam prior to admission. If a lead screening/questionnaire was completed in pre-school, and the results were normal, it does not need to be repeated in kindergarten. However, a copy of the lead screening/questionnaire results will be required, and must be on file. Hancock County Health Dept. - 671 Wabash Avenue - Carthage, Il. - (217-357-3459).

Students will be excluded from school until a report of physical exam is presented. In the case of new residents in the community, an examination should be received as soon as possible. The examination shall verify that the child has been immunized against the diseases required by law before entrance into school. Physical examination reports will be submitted to the office within 30 days of enrollment.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

The Hepatitis B Vaccine is required for students entering Pre-school and 5<sup>th</sup> through 12<sup>th</sup> grades. It is a three-dose series. The 2<sup>nd</sup> dose should be given 1 month after the 1<sup>st</sup> dose and the 3<sup>rd</sup> dose should be given 4 months after the 2<sup>nd</sup> dose.

### **GENERAL HEALTH RULES**

If a student has a fever (100 or higher), or has vomiting or diarrhea, they need to stay home for 24 hours. In order to reduce illness rate, a student must be fever-free or diarrhea/vomit-free for 24 hours. If a student has been diagnosed with Pink Eye, the student must be on medicated eye drops to treat Pink Eye for 24 hours before returning to school.

### **POSTERS**

All posters or announcements to be displayed anywhere in the school must be approved by the school administration, and care not to damage walls or other surfaces shall be exhibited.

### **COMPLAINT PROCESS, PROPER CHANNELS AND CHAINE OF COMMAND**

The school recognizes that problems and concerns sometimes arise. It is extremely important that parents/guardians follow the proper lines of communication when problems develop.

- Step 1: The parent/guardian contacts the teacher or the appropriate staff member.
- Step 2: If the problem is not resolved, the parent contacts the Principal or other appropriate supervisor.
- Step 3: If the problem still is not settled, the parent contacts the Superintendent.
- Step 4: The final appeal, if needed, is to the Board of Education.

The school strongly encourages parents/guardians to follow these steps. The proper communication process helps the staff members develop trust and avoids further problems and/or misunderstandings.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are to be limited to holding hands.

### **SCHOOL DAY**

The school day for students begins at 8:05 am (first bell 8:02 am) and ends at 3:05 pm, with the exception of those students who have zero hour class at 7:45 am or dual-credit courses extending beyond the normal end of the school day.

The school building will be opened at 7:45 am. Only those students who have appointments with teachers, practices, various school or other approved meetings should enter the building at this time.

Students should arrive at school only a few minutes early to allow them time to put up coats and prepare materials before class actually begins; students should leave school grounds promptly at the end of the school day.

During severe weather conditions, the school doors may be opened earlier.

### **SCHOOL ENTRANCES**

To help ensure the safety of our students, most outside school doors are locked during the school day. On the high school end of the building, the South East Doors by the HS gym are unlocked. On the junior high school end of the building, the door by the superintendent's office is unlocked.

### **SCHOOL SAFETY**

Students shall report issues relative to school safety to teachers, administrators, or school staff immediately. This includes knowledge of weapons, drugs, threats to do harm to staff, students, visitors, or to the school, its property, or anything used to carry out the educational initiative. Students are also subject to a school lockdown for safety, search, or weather-related happenings as determined by the administration.

### **SEARCH AND SEIZURE**

For the safety and supervision of the students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

### **STUDENTS AND THEIR PERSONAL EFFECTS**

Certified employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.). When there are reasonable grounds for suspecting that the search will produce evidence, the particular student has violated or is violating either the law or the District's Student Conduct Rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students
- In the presence of a school administrator or adult witness
- By a certified employee or administrator of the same sex

Immediately following a search, a written report shall be made by the school authority that conducted the search. The written report shall be submitted to the Building Principal, where appropriate, and forwarded to the Superintendent. The parent(s)/ guardian(s) of the student shall be notified of the search as soon as possible.

### **SCHOOL PROPERTY**

School property, including but not limited to desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

### **SEIZURE OF PROPERTY**

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

This policy was adopted by the Hamilton Board of Education on December 15, 1994.

### **SEXUAL HARASSMENT, BULLYING, AND INTIMIDATION, HAZING POLICY: In accordance with Board Policy 7:20**

#### **Sexual Harassment:**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student engaged in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: 1) denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status or; 2) has the purpose or effect of: substantially interfering with a student's education environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of education aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator (Superintendent) or Building Principal. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### **Bullying / Hazing / Intimidation: Procedures:**

1. Report the incident to the Principal, Guidance Counselor or Classroom Teacher immediately.
2. This information will be documented and confidential.
3. Parents will be contacted by phone or written correspondence if the situation warrants.
4. Disciplinary action will be taken if the situation warrants.

Bullying / Hazing / Intimidation can include a number of different behaviors’:

- Emotional - being actively unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually oriented comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber - Internet misuse through offensive website postings, e-mail and instant messaging. Misuse of mobile phones through text messaging, camera and video facilities, etc
- Property - damage to or hiding of another’s property

#### **Bullying Beyond The School:**

Schools are not directly responsible for bullying off their premises and this can be a difficult area to manage.

#### **The Role Of Parents:**

- It is clearly helpful where parents are able to support the values and measures represented within this policy and to discuss relationships, incidents and concerns in the same light.
- Parents, who are concerned that their student may be being bullied, or may be a perpetrator of bullying, should contact the Principal or Guidance Counselor immediately. We advise against contacting other parents to sort out matters.

#### **Unauthorized Persons**

The Board of Education, Board president, superintendent, principal, or a person designated in writing by any of the above has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who “does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution.” This includes students who are under suspension, reassignment, or expulsion. Expelled students may receive counseling services at the schools from which they have been expelled after obtaining special permission from the principals of those schools. The principal has the authority to tell an unauthorized person that he or she cannot come on school property at any time, thus barring him or

her from school premises. This includes all school-sponsored activities, on or off campus. If a person has been barred by the principal, he or she is subject to immediate arrest if he or she fails to leave or returns after being told by the principal or his/her designee that he or she is barred. Staff members may ask for identification from any person and may ask him or her why he or she wishes to come onto school property. Further, they may ask an unauthorized person to leave. If a person, previously barred by the principal, is asked to leave by a staff member, he or she must do so or be subject to arrest.

## **SPECIAL EDUCATION AND SECTION 504: INFORMATION TO PARENTS**

### **SPECIAL EDUCATION**

The Hamilton Community Consolidated School District No.328 offers a free and appropriate education to all children. Any child age 3-21 residing in the School District is eligible for special education service if he/she is:

Learning Disabled	Hard of Hearing
Speech/Language Impaired	Deaf
Mentally Retarded	Deaf/Blind
Emotionally Handicapped	Visually Handicapped
Multiple Handicapped	Orthopedically Handicapped
Health Impaired	

The Hamilton School District Provides:

1. An annual screening of all children between the ages of 3 and 5.
2. Hearing and vision screening at regular intervals.
3. Speech and language screening upon initial enrollment in school.
4. An ongoing annual screening by teachers and other professional personnel for referral of those students who exhibit problems that interfere with their educational progress and/or their adjustment to the educational setting.

Referrals for preliminary evaluation may be made through the Building Principal, by School District personnel, or by the parent of the child. Community service agency personnel may make referrals if they have primary care and custody. Additionally, other professional persons having knowledge of the child's problems, the child, or the State Board of Education may make referrals when there is reason to believe that a child may require special education.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. The Board of Education recognized the requirement to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the Hamilton Community Consolidated School District No.328 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for disabled students and their parents in the Hamilton Community Consolidated School District No.328.

### **TRANSFER STUDENTS WITH INDIVIDUALIZED EDUCATION PLANS OR 504 PLANS**

Federal and state statutes require Hamilton High School to recognize and match, within the scope of programs and facilities available to the school district, any current individualized education plan (IEP) or 504 plans that accompanies a transfer student's records. Changes to the previously prescribed IEP or 504 plans must be made during an IEP or 504 meeting. If a student's complete and up-to-date records are not received by the school district within thirty days of enrollment, the school district will schedule a domain meeting to begin collection of the required documentation.

### **ELEMENTARY PARENT/TEACHER CONFERENCES**

1. The District holds one (1) Parent/Teacher (P/T) Conference each school year.
2. In some instances when report cards, progress reports and/or test results are to be shared with parents, the school will hold such results until the conference is held. Both the teachers and the administration will accommodate parents' schedules: flexible meeting appointments can be arranged for busy parents. If necessary, the (appropriate) school personnel will make a home visit to share/discuss student progress.
3. Registration for P/T Conferences will be held at the Fall Open House. Parents must sign up for a conference

appointment during Open House. All parents are strongly encouraged to attend the P/T Conferences. Such school-home communication is crucial, teachers and parent(s)/guardian(s) benefit. Mid-Quarter Progress: Progress will be reported at the midpoint of each quarter for any students who are experiencing difficulties. Some teachers send progress reports for all students.

### **PARENT COMMUNICATION INVOLVEMENT AT ELEMENTARY**

Parent involvement is crucial for the student's overall success in school. We are fortunate here at Hamilton Elementary to have so many caring parents who get involved in their child's education in a variety of ways. One important way is by attending our parent/teacher conferences.

### **OTHER VISITS TO ELEMENTARY**

Parent(s)/Guardian(s) may want to visit with a teacher at other times, and discuss curriculum, student progress, etc. The teachers and the administration welcome and encourage such communication. Parents may directly contact the teacher, or the Elementary Office to arrange such a conference. Likewise, school personnel may request that the parent(s)/guardian(s) come in for a conference, in the event that such a meeting would be beneficial.

### **STANDARDIZED TESTING**

Hamilton High School students may be required to participate in various standardized tests. These include the following: ACT and PSAT – junior year

### **STUDENT PARTICIPATION IN SURVEYS**

Our School District occasionally seeks input from students and employees through the use of surveys during the course of the school year. Surveys provide us with an opportunity to gather data and information in support of our effort to improve the School District and support various educational research projects. All high school and middle school students participate in completion of a national drug and alcohol survey every other year which is sponsored by the drug and safety education cooperative of the McDonough/Hancock Regional Office of Education. If you do not want your child to participate in the survey process, please send each Principal a written, signed and dated statement requesting that your child not participate in surveys this school year.

### **STUDENT RESPONSIBILITIES**

A student has the responsibility to do the following:

1. Be punctual and attend school regularly;
2. Attain the best possible level of academic achievement;
3. Answer for his/her actions;
4. Dress appropriately and practice habits of personal cleanliness;
5. Respect and address the rights of fellow students and school personnel;
6. Respect school and community property;
7. Respect authority both in school and at school-sponsored activities;
8. Avoid engaging in any activity that may disrupt the education process of the district or threaten the welfare of any student, employee, or visitor;
9. Know, understand, and obey school rules;
10. Obey city, state, and federal laws;
11. Refrain from disrupting the educational process;
12. Understand reasons and methods of discipline, including suspension or expulsion;
13. Avoid abusive or profane language, either verbal or written;
14. Avoid actions or language that may offend or discriminate against others.

### **STUDENT VEHICLES**

Students who have received a driver's license in the state of Illinois are allowed the privilege of parking on Hamilton High School's parking lot. Students who drive are bound under the following rules: 1) due care and adherence to all traffic laws must be exhibited; 2) students must park only in designated areas and in accordance with markings on the parking lot; 3) students must not be in their vehicles without proper permission during the school day; and 4) vehicles must display the hangtag provided to the student. This is a closed campus. Failure to comply with these rules may result in disciplinary action, which may include the suspension of driving privileges.

### **STUDENT WORKERS**

Student worker positions at Hamilton High School are volunteer positions. Positions available may include office workers, PE aides, library aides, and elementary school tutors.

Student workers are chosen to best suit the needs of the school from those students in study hall on any given period. No more than two office workers and one PE aide will be used during any class period.

Student workers will be held to high standards of confidentiality. Failure to meet this requirement will result in dismissal as an office worker.

Student workers are not to use their positions to gain an advantage over other students. For this reason, except for special occasions, student workers are not to have soda or food while completing their duties.

Student workers are not to write passes for other students.

Student workers must be passing all classes to be eligible. If a student worker is academically ineligible, he/she will remain in study hall for that week.

### **TEACHER'S CLASSROOM RULES AND PROCEDURES**

Teachers are requested and expected to develop classroom rules and procedures that govern the day-to-day operations of their classrooms. These rules are approved in advance by the school administration.

### **TELEPHONE POLICY**

Students are only permitted to use the office telephone in emergency situations. Students are expected to take responsibility for bringing necessary items to school and therefore ARE NOT permitted to call home during class time or passing periods because they forgot to bring books, assignments, P.E. clothes, etc.

### **USE OF FACILITIES**

Hamilton District #328 has developed policies that govern the use of school facilities by both school and non-school groups. Any group wishing to use the gymnasium must have advance approval from the administration and/or school board. Facilities such as the gymnasium and weight room may not be used unless under the supervision of an employee of the school.

### **WACS AND WARSAW CLASSES**

Hamilton High School offers students the opportunity to enroll in classes offered through WACS and Warsaw School District. With the exception of Auto Mechanics, these classes are offered off-campus and require transportation, which will be provided by the school district.

Students may not drive to WACS or Warsaw classes unless the principal gives approval at least one day in advance.

The approval request form available in the office requires the following sign-offs: parent, off-campus teacher, student, and principal. The form also requires the off-campus teacher to justify the need for the student to drive. Students who fail to abide by this requirement will be subject to progressive disciplinary action.

On days that WACS or Warsaw classes are not in session, those students affected will have the option of either attending study hall or leaving school for the periods effected. The student and his/her parent must sign a release form to leave school.

Hamilton High School students who attend WACS or Warsaw classes do so at a cost to the Hamilton school district.

Attendance at these classes is, therefore, a privilege. A student who skips a WACS or Warsaw class will be placed on probation for the remainder of the school year. If the student skips a second time, the student will be removed from all WACS or Warsaw classes with no credit awarded. The student will also be required to repay the school district the prorated cost for the remainder of the classes scheduled with either Warsaw or WACS.

### **WEATHER CONDITIONS AND OTHER EMERGENCIES**

In the event of inclement weather conditions or other emergency situations affecting the school schedule, the following radio and television stations will be contacted early in the morning of the affected day: Also posted on school website:

[www.hhs328.com](http://www.hhs328.com)

WGEM TV, Channel 10.....	Quincy
KHQA TV, Channel 7.....	Quincy
WGEM RADIO, 1440 AM - 105 FM.....	Quincy
KOKX RADIO, 1310 AM - 95.3 FM.....	Keokuk
WCAZ RADIO, 990 AM - 92.1 FM.....	Carthage
WTAD RADIO, 930 AM.....	Quincy
WQCY RADIO, 99.5 FM.....	Quincy

In the event inclement weather conditions strike after school has begun, and a decision is made to dismiss early, that

announcement will be placed on the above listed television and radio stations.

**\*PLEASE DO NOT CALL THE SCHOOLS, BUS GARAGE, OR TELEVISION/RADIO STATIONS**

**\*PLEASE LISTEN TO THE TELEVISION OR RADIO STATIONS FOR INFORMATION.**

If no announcement is made, please assume that school will be conducted as scheduled.

Parents are reminded that weather conditions can change rapidly and a decision made regarding the school schedule can change just as quickly. Please continue to listen to the radio or television station for updates after the first announcement is made.

**EMERGENCY DISMISSAL**

On rare occasions, emergencies may arise which may make it necessary to dismiss classes at any time during the school day. YOU ARE URGED TO PLAN FOR SUCH CONTINGENCIES. Be sure that your child knows where the child should go in the event of early dismissal. Please make this an automatic procedure for your students.

**HAMILTON HIGH SCHOOL**  
**IN-SCHOOL SUSPENSION RULES**

**START TIME: 8:00 am**

**END TIME 3:05 pm**

1. Students are to report to the office with all needed books, supplies, and items needed for the entire time in the In-School Suspension (ISS).
2. Students are to remain seated in the assigned seat, facing forward, at all times, and are only to get up with permission.
3. Students are not to sleep or put head down on arms or desk. you are to be working at all times. A student will receive one warning for failure to comply.
4. Students may not rock back on chair legs or prop feet on furniture, radiator, or walls.
5. Students may not mark on desks or walls.
6. Students may not talk to other students in the ISS at any time.
7. Students are to keep busy at all times doing homework, projects or reading.
8. A student will be allowed one break in the morning and one in the afternoon to go to the restroom and/or to get a drink.
9. ALL HOMEWORK must be turned in **BEFORE** you leave in order to receive credit. You are dismissed at 3:05 pm.

**Any infraction of the above rules will result in an additional day in the ISS or in out-of-school suspensions.**

**HAMILTON HIGH SCHOOL**  
**DETENTION RULES (for Teacher or Office placement)**  
**Steps 1-3 of the discipline policy**

1. Students are to report to detention with all needed books, supplies, and items needed for the entire time.
2. Students are to remain seated in the assigned seat, facing forward, at all times, and are only to get up with permission.
3. Students are not to sleep or put head down on arms or desk.
4. Students may not rock back on chair legs or prop feet on furniture, radiator, or walls.
5. Students may not mark on desks or walls.
6. Students may not talk to other students in detention at any time unless granted permission by the detention supervisor.
7. Students are to keep busy at all times doing homework, projects or reading. A student will receive one warning for failure to comply.

**Any infraction of the above rules may result in additional time in detention or in in-school suspension.**

**HAMILTON HIGH SCHOOL  
MEDICATION AUTHORIZATION**

All prescription medications to be taken at school require physician and parent signatures. This form must be renewed each school year and updated when medications change.

<b>Student name</b>	<b>Grade</b>
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**Prescription medications**

Medications for asthma, allergies, and diabetes:  
A student with physician and parent authorization may carry a labeled inhaler, epinephrine auto-injector, or diabetic supplies. Backup supplies may be stored in the office in the case of an emergency.

Physician orders for:

Inhaler: \_\_\_\_\_

Epinephrine auto-injector: \_\_\_\_\_

Diabetic supplies: \_\_\_\_\_

Other prescription medications:  
All medications must be brought to the high school office by a parent/guardian in a prescription-labeled container.

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Medical Provider Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Non-prescription medication**

School provided medication

The school will keep Tylenol (Acetaminophen) in the office. All other non-prescription medication may be carried by the student, but must be approved by a parent/guardian in advance. Please authorize medication possession/administration by checking the appropriate blanks or by filling in the other medication area below.

\_\_\_ Office-administered Tylenol (Acetaminophen) – maximum 325 mg every 4 hours as needed

Parent provided medication

\_\_\_ Ibuprofen – Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ - Dose \_\_\_\_\_ - Frequency \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization for Electronic Network Access

*Each teacher must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - b. Downloading copyrighted material for other than personal use;
  - c. Using the network for private financial or commercial gain;
  - d. Wastefully using resources, such as file space;
  - e. Gaining unauthorized access to resources or entities;
  - f. Invading the privacy of individuals;
  - g. Using another user's account or password;
  - h. Posting material authored or created by another without his/her consent;
  - i. Posting anonymous messages;
  - j. Using the network for commercial or private advertising;
  - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - l. Using the network while access privileges are suspended or revoked.

1. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - d. Do not use the network in any way that would disrupt its use by other users.
  - e. Consider all communications and information accessible via the network to be private property.
2. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
3. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
4. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
5. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
7. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites of file servers, without explicit written permission.
  - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specials with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.

8. Use of Electronic Mail

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or

its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE:

USER SIGNATURE

*(Required if the user is a student)*

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

DATE:

PARENT/GUARDIAN NAME *(please print)*

SIGNATURE:

## ELEMENTARY DAILY SCHEDULE

### ELEMENTARY SCHOOL TIMES

Below is a list of school times for your information. Exceptions to this schedule may include early dismissal days, holidays, etc.

7:50 A.M.	Students who will be eating breakfast at school may arrive.
8:00 A.M.	First bell rings. Students who do not ride the bus may not arrive before 8:00 A.M. unless they are eating breakfast.
8:10 A.M.	Bell rings to begin school.
8:20 A.M.	Tardy bell rings: Students who arrive after the 8:20 A.M. bell will be tardy.
10:55 A.M.	A.M. Pre-school sessions dismiss.
12:10 P.M.	P.M. Pre-school students who do not ride the bus may arrive.
12:10 P.M.	P.M. Pre-school begins.
12:20 P.M.	Tardy bell rings: P.M. Pre-school students who arrive after 12:20 P.M. will be tardy.
2:00 P.M.	On most scheduled early dismissal days, students will leave at 2:00 P.M.
2:50 P.M.	<b>DISMISSAL FOR NON-BUS STUDENTS:</b> Non-bus students are always dismissed before buses leave, except on special days.
3:05 P.M.	<b>BUS DISMISSAL:</b> Bell rings for bus students.

### ELEMENTARY ARRIVAL PROCEDURES

1. PLEASE HELP: Students are not to arrive before 8:00 A.M.  
P.M. Pre-school students should not arrive before 12:10 P.M.  
NOTE: Students who will be eating breakfast may arrive at 7:50 A.M.

Students are to enter the gym as soon as they reach the school property in the morning. (Also, Pre-school and Kindergarten students should go to the gym). They are not to go into the classrooms. Students should enter the gym nicely and walk, not run, to their designated section. Students will sit in rows. Once seated, students may not move to a different row/place. Students may read during this time or talk quietly. Students who will be eating breakfast may walk through the gym and go directly to the cafeteria for breakfast.

**BIKES, ETC.:** Students must get off their bikes/scooters, etc. and walk them as soon as they enter the school parking lot/driveway area. Students who ride bikes to school should park their bikes neatly in the bike rack, and then walk to the gym.

2. A.M. students who arrive after 8:20, and P.M. Pre-school students who arrive after 12:20, should first report to the Elementary Office for an admit slip. Parents/Guardians and other visitors should always report to the Elementary Office first upon arrival.

### ELEMENTARY DEPARTURE PROCEDURES

All bus students exit school through the front (north) doors. All non-bus students who walk, ride bikes, or are picked up, exit the building through the east (music room) door before the buses leave.

### IMPORTANT NOTE: NON-BUS STUDENTS LEAVE BEFORE THE BUSES DEPART.

The school must be notified of any departure deviations. **EXAMPLE:** On a certain day, if a regular bus student is not to ride his/her bus, and instead will be picked up by the parents, a note must be sent notifying the teacher of this change. When problems or discrepancies occur, the school will try to contact parents/guardians for clarification. Parents/Guardians are required to contact the office **before 2:00 P.M.** of any special departure requests if a note was accidentally not sent with the child. If a child will be leaving school early, the parents/guardians should report to the office first to receive an excuse slip. The office will call the classroom to have the student sent up to meet the parent. If you must pick up your child early, do so **before 2:30 P.M.** Students not riding with a parent, must have a note from their parent allowing another person to pick them up.

## ELEMENTARY STUDENT ABSENCES - ATTENDANCE

PLEASE CONTACT THE ELEMENTARY OFFICE WHEN YOUR CHILD(REN) IS/ARE ABSENT: 217-847-3811

When possible, a note or call in advance of the missed day is appreciated, or;

Call or contact the Elementary Office that morning.

Parents who do not have phones are urged to make other arrangements.

For Example: If a parent/guardian works outside the home, please call the school office when you get to work, or;

Contact a neighbor who will make the call for you, or;

Send a note with another child.

Students absent from school for illness or vacation will have 2 days for each day absent to make up assignments once returning to school.

### **NOTE: 5 un-excused absences may result in a report to the Regional Truancy Officer.**

If a student misses school eight (8) days during a quarter, the Principal may require a doctor's excuse for each absence thereafter. If no doctor's excuse is furnished when requested, the student's absence shall be un-excused. A doctor's note does not grant an automatic excused absence. The Principal will still review each absence for final approval. Excessive absences may warrant retention.

A report to the truant officer will be filed for any student where there is a concern about attendance.

### **REQUEST FOR HOMEWORK, ELEMENTARY**

If a student is absent, missed work is usually made up when the student returns. The student is allowed 2 days for each day absent to get work in, unless special arrangements are necessary.

### **LATE TO SCHOOL:**

Tardies will be handled per semester on the following basis:

1<sup>st</sup> & 2<sup>nd</sup> tardy - no penalty

3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> tardy - Principal=s detention

6<sup>th</sup> tardy - one day in-school suspension

Additional tardies will increase the length of an in-school suspension and a conference with the students= parents.

**Note:** Detentions for attendance purposes are separate from disciplinary detentions.

### **EARLY DISMISSAL**

A. **PRE-ARRANGED:** On days when the District has scheduled a 2:15 p.m. dismissal, bus students will be dismissed from the Elementary at 2:00 p.m.

**SCHOOL IMPROVEMENT PLANNING DAYS:** The non-bus students will be dismissed at 12:50 p.m.

B. **UNEXPECTED:** When an unexpected early dismissal occurs, the local radio/television stations will be notified to announce this as soon as possible. The main cause of such unscheduled early dismissals is inclement weather. Because of this, parents/guardians are urged to listen to the radio/television if they suspect such an early dismissal, and are further encouraged to have a contingency plan for their child(ren) for such unexpected early dismissals. **THIS CONTINGENCY PLAN MUST BE IN PLACE BEFORE THE UNEXPECTED DISMISSAL OCCURS.**

### **STUDENTS LEAVING BEFORE THE CLOSE OF THE SCHOOL DAY**

For the welfare and protection of your child, you are asked to cooperate in the following procedures: If for any reason a child is required to leave school during the school day, a signed note from the parent must be sent to the Principal=s office in advance, or the parent may come to get the child. This note must be approved by the Principal. Any adult who calls for a child must go to the Principal=s office and receive authorization to take the child from school.

### **ELEMENTARY BUS INFORMATION**

A. Students are assigned to one (1) bus; **STUDENTS MAY NOT RIDE DIFFERENT BUSES TO VARIOUS PLACES.** (For Example: A student may not ride a different bus to stay with a friend). A.M. and P.M. stops must be the same everyday.

B. Temporary bus changes will be considered on an emergency basis only with the approval of both the Elementary Principal and the Transportation Director.

C. Students are expected to behave properly on the bus and follow all bus conduct rules.

Proper bus conduct is extremely important for obvious safety reasons; we cannot allow a student who is misbehaving to ride

a bus and cause both problems to other children and distractions to the driver. Video Cameras will be used on the school buses and in the school facilities for monitoring purposes.

Unless the incident is severe, students are given informal opportunities to change their behavior. For serious and/or recurring problems, a Bus Conduct Report (BCR) will be issued and mailed to the parents.

Students can be suspended from riding the bus due to bus conduct problems. Bus suspensions can be temporary or permanent. When students are taken off buses because of problems, the parents/guardians are responsible for transportation to and from school. Detentions for bus misconduct may be given to students.

Discipline actions for bus misconduct will be enforced as needed. Continued and/or severe bus problems will result in bus suspension. Riding privileges can be completely revoked if necessary. If this happens, parents must provide transportation.

### **BEGINNING SCHOOL AGE**

A child entering kindergarten in District No.328 must be five (5) years of age on or before September 1 of the current year. A child entering first grade in District No.328 must be six (6) years of age on or before September 1 of the year in which he/she seeks admission. In compliance with legislation passed by the State of Illinois (August 15, 1986), it is now necessary for the parent(s)/guardian(s) of a student new to the District to furnish a CERTIFIED BIRTH CERTIFICATE.

### **ELEMENTARY HEALTH INFORMATION**

The State of Illinois requires that all students entering Pre-K, Kindergarten, Sixth and Ninth grades, as well as any new students that transfer to an Illinois school from out of state, have a physical examination with the appropriate immunizations. The Health History section must be completed and signed by the parent(s)/guardian(s). A BMI must be calculated by a physician, the "Diabetic Screening" area must be completed if BMI is greater than 85%. The Certificate of Child Health Examination@ must be completed by a medical doctor. Please make doctor appointments early so that forms are completed before school registration in August.

A sports physical for students is not accepted for the "Child Health Examination". The "Certificate of Child Health Examination" must be used.

### **VISION EXAMINATION**

All children enrolling in Kindergarten for the first time are required to have a vision examination. The exam shall be performed by a licensed optometrist or a physician licensed to practice medicine in all of its branches. The eye exam is due by October 15.

### **DENTAL EXAM**

All Illinois children in kindergarten, second, and sixth grades are required to have an oral health examination. Proof of examination is required by May 15<sup>th</sup> of the school year. Exams must have been completed within 18 months of the May 15<sup>th</sup> deadline. An exam waiver form can be completed for reasons outlined on the form.

### **HEPATITIS B VACCINE - Required for students entering Pre-school, 5<sup>th</sup> through 12<sup>th</sup> grades.**

It is a three-dose series. The 2<sup>nd</sup> dose should be given 1 month after the 1<sup>st</sup> dose and the 3<sup>rd</sup> dose should be given 4 months after the 2<sup>nd</sup> dose.

PARENTS: PLEASE COMPLETE THE STUDENT INFORMATION AT THE TOP OF THE FORM (name, birth date, grade, etc.) AS WELL AS THE MEDICAL HISTORY SECTION ON THE UPPER LEFT SIDE OF THE FORM. BE SURE TO SIGN YOUR NAME WHERE IT IS INDICATED.

This information is important to our school health records, as it will provide information on health related problems.

THE IMMUNIZATION SECTION MUST BE COMPLETED with the month, day and year that the immunizations were given. This section must be signed and dated by someone in the Doctor=s Office, Health Department, or School Health Aide (Nurse). Please keep a record of immunizations at home for your personal records.

### **THE FOLLOWING IMMUNIZATIONS ARE REQUIRED BY ILLINOIS STATE LAW:**

CHICKENPOX VACCINE: Required for pre-k through 6<sup>th</sup> grade (or proof of disease)

DPT: (Diphtheria/Pertussis/Tetanus) - complete basic series and required booster, which is given after 4 years of age.

DT: (Diphtheria/Tetanus) - Booster required every 8-10 years

POLIO: (Complete basic series and booster), which is given after 4 years of age.

MMR: (Measles/Mumps/Rubella) - 1<sup>st</sup> dose given 12-15 months, 2<sup>nd</sup> dose given 4-6 years, before start of school.

HIB: (Haemophilus Influenza Type B) - Pre-school has received 1 or more doses with the last dose on or after 15 months of age.

HEPATITIS B SERIES: (3 dose series) - 2<sup>nd</sup> dose should be given 1 month after the 1<sup>st</sup> dose, 3<sup>rd</sup> dose should be given 4 months after the 2<sup>nd</sup> dose.

### **THE FOLLOWING IMMUNIZATIONS ARE RECOMMENDED:**

CHICKENPOX VACCINE: 2<sup>nd</sup> dose given at 4-6 years old. Also available if older child has received only 1 dose.

TETANUS BOOSTER: Required every 8-10 years. Now recommended in form of Tdap.

HEPATITIS A: Now recommended for all children. Series of 2 shots.

MENINGOCOCCOL:

### **IMMUNIZATION CLINIC INFORMATION**

Hancock County Health Department, 671 Wabash Avenue, Carthage, Illinois. To make your appointment, please call: 217-357-3459.

**Hancock Dental Clinic:** Priority will be given to children and adults who are on Medicaid and/or have no insurance who have not ever seen a dentist, those experiencing dental problems, as well as, children who are in Kindergarten, Second and Sixth grade requiring an oral health exam by a licensed dentist. 1-800-422-8218

**ALL PHYSICALS MUST BE DONE BEFORE REGISTRATION IN AUGUST.**

**LEAD:** Lead screening questionnaire is required for students who are 6 years old or younger, prior to admission. If a lead screening/questionnaire was completed in Pre-school and the results were normal, it does not need to be repeated in Kindergarten. However, a copy of the lead screening questionnaire results will be required, and must be on file. The lead screening questionnaire can be obtained at the Hancock County Health Department in Carthage, Illinois. 217-357-3459 or from the School Health Aide (Nurse). 217-847-3811.

### **GENERAL HEALTH RULES**

#### **SCHOOL HEALTH AIDE (NURSE)**

The District Health Aide is employed part-time and services all Hamilton District students, Pre-school through High School. The Health Aide=s main job concentration is health records and emergency medical attention. The Health Aide also coordinates and oversees special health programs/vision and hearing screenings for the District=s children, as time permits.

Due to the large number of students in the District, and the short time the aide is available in each building, parents must assume the appropriate medical responsibilities for their children. The school office will notify parents if a school injury or other problem needs to be addressed. In emergency situations, the school office will immediately attempt to contact the parents/guardians (or other designated person). However, all school personnel will react quickly and appropriately, prior to parent consent, in order to ensure the safety of a child in an emergency situation.

#### **ILLNESS AND RETURNIG TO SCHOOL**

If a student has a fever (100 or higher), vomiting or diarrhea, they need to stay home for 24 hours. In order to reduce illness a student must be fever -free, vomit -free, diarrhea -free for 24 hours before returning to school.

If a student has been diagnosed with Pink Eye, the student must be on eye drops for the Pink Eye, 24 hours before returning to school.

### **ELEMENTARY PHYSICAL EDUCATION INFORMATION**

#### **CLOTHING AND ATTIRE**

Shoes: Rubber-soled shoes or tennis shoes are required for physical education classes. Students not wearing appropriate shoes or clothing will not be allowed to participate in class that day. Students will need to bring appropriate shoes for gym class if they do not wear them to school.

Excused P.E. Absences: Students may be excused from P.E. class due to illness or injury with a note from parent/ guardian. After one (1) week, a doctor's note is required.

Participation: Students unable to participate in P.E. class will not be able to participate in sporting events that same day.

Students will be assessed based on the President's Fitness Challenge and behavior each quarter, this will be a performance based grading system.

### **ELEMENTARY PTO INFORMATION**

The Hamilton Elementary Parent/Teacher Organization holds monthly meetings and other activities during the school year; your support and attendance are greatly appreciated! Monthly PTO meetings are usually held the 1<sup>st</sup> Monday of each month

at 6:00 p.m. in the Elementary band room. Interested parents may contact the elementary office for more information.

**Class (Home Room) Room Mothers/Fathers:**

Two parent volunteers, per home room, are needed to serve as the class's room mothers/fathers. The PTO Second Vice President is the coordinator. An orientation to explain the procedures and expectations of the room mothers/fathers will be held each fall.

**ELEMENTARY VOLUNTEER PROGRAM**

Volunteers make very positive contributions to Hamilton Elementary School. If you are interested in volunteering, please complete the volunteer application at the back of this booklet or contact the Elementary School Office. 217-847-3811. **A background check is required.**

**STUDENT DISCIPLINE**

The Hamilton Community Consolidated School District No.328 believes in a discipline policy which promotes a safe, orderly environment that enhances learning and fosters self-discipline and mutual respect. Video Cameras will be used in the school facilities and on the school buses for monitoring purposes.

This policy shall be applied in a fair and consistent manner that is motivated by genuine concern and compassion for all students, staff, parents, and our community.

It shall be the duties of the principals and staff to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the Board and with applicable State laws and State Board of Education directives.

Students are attending school primarily for the purpose of obtaining the best education possible. Students must recognize that teachers and other adult employees are in charge. Any lack of respect on the part of the students toward teachers or other adults will result in the administration of appropriate disciplinary measures. When addressing or referring to a teacher or other adult, students shall use the title of respect (Mr., Mrs., Miss, Ms., Dr.).

The following statements shall be included in each Special Education student's IEP: Special Education students will be governed by all the rules and policies covered in the student handbook and discipline policy and administered discipline as appropriate to all students. Special Education students whose IEP does not include the above statement will be governed by District Special Education discipline guidelines.

**GENERAL**

Students committing acts of gross disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school, and suspended out-of-school, expelled from school, expelled from riding the bus, or otherwise disciplined.

A student may or may not be permitted to make up school work and examinations missed as a result of an in-school or out-of-school suspension. Credit for such shall be determined by the rules and regulations adopted by the Building Principal and faculty.

Authorized personnel may place on probation, detain after school, suspend in-school or out-of-school, or otherwise discipline a student. Only the Superintendent and Principal are authorized to place on probation or suspend a student from school or from riding the school bus. Only the Board of Education can expel a student.

Teachers may remove disruptive students from their classroom who act in a manner that is detrimental to the academic atmosphere of the classroom environment. The length of time for which the student will be removed from class or school shall be determined by the Principal following a conference with the classroom teacher.

**STUDENT CONDUCT**

Parents/Guardians and students should be familiar with the Hamilton School District's "Student Discipline Policy". Appropriate student conduct is expected of all students at all times.

Elementary School Official Office Visits/Suspensions (Grades K-3). To keep parents updated on student behavior, Hamilton Elementary School wishes to keep in close communication with parents upon accumulation of classroom detentions by their students.

Students “forgetting” to serve detention will have an additional detention added to their consequences. Students must be picked up by a parent after serving a detention. Students will not be allowed to ride a bike or walk home after detentions, unless special arrangements are made.

Classroom detentions will be served the following day after school. Lunchroom, recess, and other detentions resulting outside the classroom will be served during the lunch and/or recess time of the student as determined by the principal after a conference with the staff member.

Each student’s action of misconduct will be viewed individually, and if other disciplinary action is needed, the most appropriate form will be applied.

In the event that a student committed more than one violation during an occurrence, consequences may be combined. In-school suspension may be assigned at the discretion of the Principal.

### **SPECIFIC DISOBEDIENCE OR MISCONDUCT**

The Board policy prohibits violent or severe misconduct which includes any behavior which is such flagrant nature as to constitute, on its face, gross disobedience or misconduct.

Prohibited behavior shall include, but not limited to, the following types of conduct:

- a. Theft
- b. Cheating
- c. Fighting, biting
- d. Immoral conduct
- e. Disruptive behavior
- f. Improper use of motor vehicle
- g. Continual petty offenses
- h. Skipping an assigned detention for the second time
- i. Use of vile or profane language or gestures-also verbal abuse
- j. Truancy which is not chronic or habitual as defined in the School Code
- k. Intimidation or attempt to intimidate school personnel or students
- l. Possession or use of a dangerous weapon or a reasonable facsimile of a weapon or a laser pointer
- m. Disrespect (arguing, talking back, being a “smart aleck”, etc.)
- n. Insubordination (failure to comply with directives) towards any member of the faculty or staff
- o. Fire bomb, fire crackers, making a bomb threat, setting off a fire alarm, tampering with fire extinguishers, and other acts of violence.
- p. Willful, intentional attempt to damage or cause destruction to school property or property of school personnel or students
- q. Any other misconduct detrimental to the school environment or acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or students
- r. Possession/use/or delivery of tobacco (chewing or smoking), snuff or alcohol
- s. Possession/use/or delivery of an illegal or controlled substance on school property or at school activities. This also includes any related paraphernalia and/or look-alikes, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing regardless of the true nature or appearance of the substance.
- t. Hazing and/or initiation
- u. Bullying - Bullying type behaviors will not be tolerated and will be handled in a swift and appropriate manner once substantiated.

### **CORPORAL PUNISHMENT**

A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self defense or the defense of property. The teacher may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process.

### **PLACEMENT: RETENTION/PROMOTION**

The only basis for promotion or retention is to provide the most appropriate learning situation for a student; placement will be at the grade level for which the child is best suited academically, socially and/or emotionally. (See Appendix A)

The building review team (Principal, teacher(s), and/or other appropriate support staff) will meet with the parent(s)/guardian(s) to discuss placement. The final decision will rest with the Building Review Team. Parent(s)/Guardian(s) may request a review of this decision to the Superintendent after a second scheduled conference has been held with the review team. The Superintendent will render a written decision within five (5) days of the review conference, [Hamilton Board of Education Policy #6.280].

### **FIELD TRIPS - PERMISSION FORMS**

In the event of a class outing, the teacher(s) involved will send home with each student, a parent/guardian permission form. The form must be signed and returned before the student may participate. If the permission form is lost, the school will accept a written statement, on plain paper, dated and signed. All outings are curriculum-related. If a student is not able to attend the out-of-school activity for any reason, that student will sit in the elementary office until his/her class returns from the outing. Possible reasons for non-participation:

1. Permission form not returned
2. Student's conduct is not appropriate
3. Student has not earned the trip

**Parents cannot take students to and from field trips.**

### **LOCKERS**

Students have individual lockers for their coats and book bags. The lockers in the Elementary are not for other items (such as books, toys, etc.) but are to be used only as an "individual coat room". These lockers may not be locked. Students may not bring locks from home to put on these lockers.

These lockers are school property and do not belong to the student. Lockers will be checked routinely. Students should not bring valuable items to school. If a student has an item, such as a cell phone, that they do not want to leave in their locker, they are welcome to leave the item with the teacher or in the office.

**The school is not responsible for items a student brings that may be lost or stolen.**

### **LOST AND FOUND**

Often items that are found are turned in. Students and the parents should check with the office when items are misplaced. The staff tries to help students reclaim any items that are lost or were taken; however, parents/guardians must realize that the school is often limited in these situations. If an item is stolen or broken, the school will try to help settle the situation in a fair manner. Again, the school is limited in what can be done to ensure compensation.

**TO HELP PREVENT THESE SITUATIONS, STUDENTS ARE ENCOURAGED TO TAKE CARE OF THEIR PROPERTY, NOT TO LEAVE VALUABLE ITEMS IN LOCKERS, AND NOT BRING VALUABLE ITEMS TO SCHOOL.**

### **SCHOOL SECURITY**

**ALL VISITORS MUST REPORT DIRECTLY TO THE ELEMENTARY OFFICE UPON ARRIVAL AND SIGN IN.**

#### **CUSTODY:**

The school will not be placed in a position of deciding which parent/guardian a child may be with. If a problem develops, the parents/guardians must work this out during NON-SCHOOL TIME.

#### **ARRIVAL:**

For safety reasons, all non-bus students who arrive in a car must be dropped off in the parking lot, near the east (music room door) and not on Broadway Street or at the other doors.

#### **DISMISSAL:**

For safety reasons, all non-bus students should exit the school at dismissal time through the east (music room) door, and will leave before the buses depart.

### **STUDENTS ASSISTANCE FOR EDUCATION (S.A.F.E.)**

#### **MISSION STATEMENT**

Our goal is to provide assistance to students, community, and staff in an endeavor to enable students to have a successful school experience and to provide early intervention for students who may exhibit special needs in the areas of academic, behavior, attendance and health.

#### **RECESS**

Recess is a time meant for students to take a break from the rigors of the classroom. Specific rules apply for the playground and indoor recess to ensure that students are safe and playing nicely with others. The recess aide will go through specific rules the first day of school with all classes. Rules will be enforced consistently and disciplinary actions will be taken when

rules are broken. Please refer to the section on student discipline procedures.

## **CONCLUSION**

The information in this handbook is not all inclusive. Other pertinent District information can be found in the District's handbook, the Board of Education Policy Manual, and the Illinois School Code. This handbook contains general information that the Elementary staff feel parents/guardians, students, and other interested persons in the community will find helpful and informative.

Other important communiqués will be sent from the school office throughout the year, as needed.

**AS SITUATIONS/PROBLEMS ARISE, NEW PROCEDURES AND SCHOOL RULES MAY NEED TO BE ADDED OR PRESENT PROCEDURES REVISED TO ACCOMMODATE THE SITUATION.**

The administration and staff welcome your input. Please let us know how we can better meet the needs of the young people in our community. Working together, we can make a positive impact in their lives. Please don't hesitate to share your ideas.

## **To School and Back .... HAVE A SAFE TRIP - SAFE TRAVEL SUGGESTIONS**

Nobody wants to get hurt. But not wanting to get hurt isn't enough. You also have to keep some simple safety rules in mind.

To keep yourself safe on the way to school and back, follow these rules:

Don't daydream, play, or fool around on the way to and from school. Keep your eyes and ears open and pay attention to what's going on around you.

Stay on the sidewalk. If you have to walk where there isn't a sidewalk, stay as far off the road as possible, and walk **FACING** the traffic. That way, drivers will see you and you will see them coming.

Always stop and look three (3) times before crossing the street: Look right, then left, then left again. Stop and look even at a green light or a stop sign. Drivers don't always stop, even when they're supposed to stop.

Go straight to school and straight home afterwards, unless you have your parent's permission to go someplace else.

**NEVER** run out into the street, stop and look three (3) ways first. Wait until there are no vehicles coming.

**NEVER** push or shove your friends while walking on a sidewalk or along a road and don't let them do it to you. Someone could be pushed out into the street and hit by a car.

Do not go into empty buildings, alleys or other deserted places. These places may look interesting, but they aren't safe.

## **BICYCLE RIDERS**

Be sure you know and obey all the laws for bicycle riding. Be sure your bicycle has the proper lights and other safety equipment.

Always ride in the direction of the traffic and obey all stop signs and traffic lights.

Always be on the look-out for cars and other vehicles and stay out of their way.

Never play around or do tricks on your bicycle.

Don't try to carry a passenger on your bicycle.

If you carry books or other items, put them in a saddlebag or backpack. Never try to carry anything in your hands while riding a bicycle.

Do not ride your bicycle on school property, **WALK**.

No skateboarding on school property.

## **IF A STRANGER OFFERS YOU A RIDE, OR TRIES TO TALK TO YOU**

Say "**NO**" and walk away quickly.

If the person follows you or tries to bother you, look for a policeman or other adult. If there's no one around, run to another adult.

Don't go anywhere with a stranger, even if the person says he or she is a friend of your parents. Don't go even if the person says he or she needs help. Just walk away quickly.

## **OTHER RULES TO KEEP YOU SAFE**

If you have to cross the street, always walk in front of the bus, where the driver can see you. **NEVER WALK BEHIND THE BUS**. The driver cannot see you there, and might back up and run over you. If you drop something and it falls under the bus, tell the driver. **DO NOT REACH UNDER THE BUS!** Get on and off the bus quietly. Never push or shove at the door, and always use the handrail.

## **ON THE BUS**

Bus riding time is a good time to talk quietly with your friends, or read or go over your homework. Do not do anything that might make the driver take his or her attention off driving. You could cause an accident. Video Cameras will be used on the buses and in the school facilities for monitoring purposes.

## **DISCIPLINE ON THE BUS**

A "BUS CONDUCT REPORT" form will be issued for bus conduct problems.

Students may be suspended from riding the bus due to conduct problems. Gross misconduct may provoke immediate removal; in other situations, the students will be placed on probation and given the opportunity to change his/her behavior and possibly avoid suspension. Bus suspension will depend on the severity and frequency of the offense(s). If a student is suspended from riding the bus, it is the responsibility of the parent/guardian to get the child to school.

## **2010-2011 HAMILTON ELEMENTARY SUPPLIES LIST**

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### **SPECIAL ED. PRE-KINDERGARTEN (Ms. Heisler)**

TISSUES (Large Box)

BACK PACK/BAG (**LARGE**)

1 DISPOSABLE CAMERA

### **AT-RISK PRE-KINDERGARTEN (Mrs. Berquam)**

TISSUES (Large Box)

BACK PACK/BAG (**LARGE**)

1 SMALL BOTTLE ELMER'S GLUE

OVERSIZED WHITE T-SHIRT

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**SPECIAL EDUCATION RESOURCE (Mrs. Longo)**

TISSUES (Large Box)  
2 DRY ERASE MARKES

2 GLUE STICKS  
CONSTRUCTION PAPER, 1 – 9 X 12 PKG.  
1 ROLL OF PAPER TOWELS

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**SPECIAL EDUCATION RESOURCE (Mrs. Mullins)**

2 DRY ERASE MARKERS (Low Odor)  
2 POCKET FOLDERS  
ASSIGNMENT BOOK (purchased at school)  
TISSUES (Large Box)  
2 HIGHLIGHTERS

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**KINDERGARTEN**

2 ELMER=S GLUE (4 oz.) Not Colored  
CRAYONS – 16 or 24 Colors (Regular, not Jumbo)  
TISSUES (Large Box)  
3 - NO. 2 PENCILS  
METAL SCISSORS (Fiskars)  
APRON/SMOCK (Old Shirt)  
WATER COLORS  
BACK PACK/BAG  
MAT/RUG (KINDERMAT) (4-fold, Thin)  
**No Exercise Mats!**  
SCHOOL BOX (5" x 8") Cigar Box Size

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**1<sup>ST</sup> GRADE**

3 - 2 POCKET FOLDERS  
GLUE (4 oz.) Not Colored  
CRAYONS  
ERASERS (Pink or Green)  
TISSUES (Large Box)  
12 - NO. 2 PENCILS  
METAL SCISSORS  
SCHOOL BOX (Small)  
CRAYOLA WATER COLORS  
TABLET - (9" x 12") Newsprint Drawing  
BACK PACK/BAG  
2 BLACK DRY ERASE MARKERS (LOW ODOR)  
PAINT APRON/SMOCK (OLD SHIRT)  
HEADPHONES (CHEAP: \$1.00)

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**2<sup>ND</sup> GRADE**

ELMERS GLUE (8 oz.)  
CRAYONS  
3 ERASERS (Pink of Green)  
TISSUES (Large Box)  
12 - NO.2 PENCILS  
SCISSORS (Sharp/Good)  
4 POCKET FOLDERS  
COLORED MARKERS  
SCHOOL BOX (Small)  
WATER COLORS  
BACK PACK/BAG (**NO** Bags on Rollers)  
1 YELLOW HIGHLIGHTER  
1 DRY ERASE MARKER  
1 WHITE SOCK (For Marker Boards)  
**NO TRAPPER KEEPERS OR  
3-RING BINDERS!**  
HEADPHONES (EXAMPLE: CHEAP \$1.00)

**2010-2011 HAMILTON ELEMENTARY SUPPLIES LIST (CONTINUED)**

**3<sup>RD</sup> GRADE**

GLUE (8 oz.)  
CRAYONS

**GLUE STICK**

WATER COLOR PAINT  
ZIPPER PENCIL CASE FOR BINDER

3 ERASERS  
2 BOXES OF TISSUES  
SCISSORS (Sharp)  
LOOSE LEAF PAPER (Wide-Ruled)  
3 POCKET FOLDERS  
COLORED MARKERS  
SCHOOL BOX  
TAPE  
DRY ERASE MARKERS  
BACK PACK

1 INCH HARD BINDER  
RED PEN  
HIGHLIGHTER (MULTI-COLOR)  
12 PENCILS  
1 NOTEBOOK

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**4<sup>TH</sup> - 6<sup>TH</sup> GRADES ARE REQUIRED TO HAVE ASSIGNMENT BOOKS. THESE ARE AVAILABLE AT REGISTRATION TIME THROUGH THE SCHOOL, AND ALSO THROUGHOUT THE YEAR IF NEEDED.**

**4<sup>TH</sup> GRADE CLASSES**

GLUE (4 oz.) Not colored  
CRAYONS  
2 ERASERS (Pink or Green)  
TISSUES ( 1 or 2 Large Boxes)  
12 - NO. 2 PENCILS  
SCISSORS (Sharp/Good)  
2 DRY ERASE MARKERS (Fine Point); (Low Odor)  
1 HIGHLIGHTER  
2 SINGLE SUBJECT SPIRAL NOTEBOOKS  
1 SMALL SPIRAL ASSIGNMENT BOOK,  
(May be purchased at school)  
PAPER (Wide) 1 YELLOW HIGHLIGHTER  
4 POCKET FOLDERS  
COLORED MARKERS  
COLORED PENCILS  
FLASH CARDS (Multiplication)  
BACK PACK/BAG - without wheels  
**NO TRAPPER KEEPERS OR  
3-RING BINDERS!**

**5<sup>TH</sup> GRADE CLASSES**

GLUE (4 oz.) Not Colored  
CRAYONS OR COLORED PENCILS  
2 ERASERS (Pink or Green)  
TISSUES (Large Box)  
6 - NO. 2 PENCILS  
SCISSORS (Sharp/Good)  
2 BALL POINT PENS  
3 SINGLE SUBJECT SPIRAL  
NOTEBOOKS (Wide Ruled)  
2 PKGS. LOOSELEAF PAPER (Wide)  
3 POCKET FOLDERS  
1 SMALL ASSIGNMENT BOOK  
(May be purchased at school)  
BACK PACK/BAG

LOOSELEAF

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**6<sup>TH</sup> GRADE CLASSES**

CRAYONS  
ERASERS (Pink or Green)  
2 BOXES TISSUES (Large)  
12 - NO.2 PENCILS  
SCISSORS (Sharp/Good)  
2 BALL POINT PENS  
1 RED BALL POINT PEN  
4 SPIRAL NOTEBOOKS (Single Subject)  
LOOSELEAF PAPER (Wide)  
3 POCKET FOLDERS  
COLORED PENCILS  
1 ASSIGNMENT BOOK (Required, may be purchased at the school)  
BACK PACK/BAG (ONE THAT FITS IN LOCKER)  
CALCULATOR (OPTIONAL)

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**HAMILTON ELEMENTARY SCHOOL VOLUNTEER PROGRAM APPLICATION**

**2010-2011**

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE #: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

DAYS AVAILABLE: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY  
(Circle as many days as you would like to volunteer)

TIMES AVAILABLE: MORNINGS AFTERNOONS

Please check the jobs below for which you have an interest. Your service as a volunteer is greatly appreciated!

**VOLUNTEERS NEEDED FOR THE FOLLOWING JOBS:**

1. Book-It Bookkeeping
2. Fitness tests in the Spring (Assist Physical Education Teacher)
3. Cut construction paper patterns
4. Listen to students read
5. Be a guest reader
6. Filing
7. Make photo-copies
8. Make flash cards
9. Drill flash cards with students
10. Trace
11. Staple
12. Laminate
13. Artistic person who can make materials
14. Someone who can share a special hobby or skill
15. Die cut
16. Playground supervisor
17. Tutoring
18. Library
19. Typing
20. Other



