

# HAMILTON FRESHMAN SCHOOL

## HOME OF THE BIG BLUE

### *Parent/Student Handbook* *2009 – 2010*

Office Phone  
513-896-3400

Attendance Line  
513-896-3401

Fax  
513-896-3402

Website Address  
<http://www.hamiltoncityschools.com>

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## WELCOME

Dear Students and Parents,

The administration and faculty at the Hamilton Freshman School welcomes you to the building and hopes every student has a very successful and meaningful year.

Our mission is to not only provide you with a smooth transition to the high school, but also build a sense of pride and community in our school as we become a part of the Big Blue tradition.

Your first year at high school is extremely important as all attendance and grades become a permanent record. Building a strong foundation in the first year will allow you to achieve your future goals. Students need to set weekly and yearly goals to keep focused on what is important.

Your success depends on regular attendance, good study habits, and self-discipline. We believe academic success and achievement are enhanced through participation in the arts, athletics, and extra-curricular activities. Participation in your school generates pride and loyalty.

The handbook also contains important policies and procedures that all students should read, understand, and obey in order to insure a smooth and efficient operation of the school. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policy and School's rules as of August 2009. If any policies or rules are revised, the most current policies or guidelines would prevail.

Please feel free to contact the school regarding any concerns, questions, or issues. Your input and support is greatly appreciated.

Sincerely,

Greg Rulon  
Principal

## FRESHMAN MISSION STATEMENT

**The mission of the Hamilton Freshman School is to assist students in making a smooth transition from middle school to high school. Our goal is to help each individual achieve full potential by developing self respect, responsibility, and thinking skills in a safe, diverse learning environment and to build strong relationships among students, staff, parents, and community.**

### Vision

- Build a strong sense of community and provide a personalized learning environment for all students
- Provide a safe environment and diverse opportunities that challenge all students to achieve their full potential and grow as individuals
- Help our students make a successful transition from the middle school to the high school by creating smaller learning environments and providing specific programming that will meet the needs of all individuals
- Have a caring, dedicated staff that will help prepare our students for the Ohio Graduation Test.

School Theme 2009-2010  
*“Building a Bridge to the Future”*

### Building Goals 2009- 2010

- Show academic progress in the five proficiency areas of the Ohio Graduation Test and meet the State Standard for attendance
- Provide our students with the opportunity to participate in a variety of diverse cultural and social experiences that build respect and unity in the school. There will be a focus on Character Education. Establish more programs and procedures that mirror the high school in order to ease transition.
- Provide staff development opportunities to increase student achievement and performance.
- Create opportunities for teachers to collaborate and form professional learning communities by establishing committees in several areas of need.

ADMINISTRATIVE DIRECTORY  
HAMILTON FRESHMAN SCHOOL  
513-896-3400

**Administration**

Greg Rulon                   Principal  
Patricia Gibbons       Assistant Principal, Last names A - K  
Jana Lewis               Assistant Principal, Last names L - Z

**Counselors**

Brion Treadway       Last names A - K  
Chrissy Hutzelman   Last names L - Z

**Attendance/Receptionist**

Lisa Piatt               513-896-3401

**Clerical**

Gail Scarth             Secretary to Principal  
Ruth Riegler           Data Specialist - Records

**Nurse**

Tracy Heinecke

**Hamilton Education Center**

Nancy Hulshult       Principal                               887-5197

Department Chairpersons

Laura Mayes	Math
Linda Brown	Science
Matt Schermer	Social Studies
Pat Hopson	Language Arts
Brenda Helton	Special Education

## IMPORTANT DATES AT HAMILTON FRESHMAN SCHOOL

Meet the Teachers	Wed. August 26	3:00 p.m. & 5:30 p.m.
Picture Day	Thursday, September 10	
Picture Retakes/Make-up	Thursday, November 12	
Ninth Grade Awards Program	Thursday, May 27	7:00 p.m.
Parent Conferences: (call 896-3400 for an appointment)		
	Thursday, October 15	4:00-7:00 p.m.
	Wednesday, November 11	4:00-7:00 p.m.
	Thursday, December 17	4:00-7:00 p.m.
	Thursday, March 11	4:00-7:00 p.m.
Interim Reports/Newsletter mailed home		
	Friday, October 2	
	Friday, December 4	
	Friday, February 26	
	Friday, May 7	
Report Cards/Newsletter mailed home		
	Friday, November 6	1st quarter
	Friday, January 29	2nd quarter
	Thursday, April 1	3rd quarter
	Friday, June 10	4th quarter
Semester Exam Dates		
	January 20, 21, 22	7:15 - 11:55, 7:15 - 10:25 (Last two days)
	June 1, 2, 3	7:15 - 11:55, 7:15 - 10:25 (Last two days)
<u>NO</u> School for Students		
	Monday, September 7	Labor Day
	Wednesday, November 25	Parent Conference Exchange Day
	Thurs-Fri, November 26,27	Thanksgiving Recess
	Monday, December 21	Winter Recess Begins
	Fri., January 2	Last Day of Winter Recess
	Monday, January 4	School Resumes
	Monday, January 19	Martin Luther King Day
	Monday, February 15	President's Day
	Friday, April 2	Parent/Conference Exchange Day
	Monday, April 5	Spring Recess Begins
	Monday, April 12	Resume School
	Monday, May 31	Memorial Day
Last day for students, Thursday, June 3		
Secondary Summer School Begins, June 10.		

SCHOOL DANCES WILL BE HELD ON THE FOLLOWING DATES:

Friday, September 11	7:00 - 9:00 p.m. in gym/cafeteria
Friday, October 23	7:00 - 9:00 p.m. in gym/cafeteria
Friday, November 20	7:00 - 9:00 p.m. in gym/cafeteria
Friday, February 12	7:00 - 9:00 p.m. in gym/cafeteria

Hamilton Freshman Booster Organization – See next page

HAMILTON FRESHMAN

BOOSTER ORGANIZATION

The Hamilton Freshman parents will join forces with the Hamilton High Booster Organization to help increase participation at all levels and give us more financial stability. At the monthly booster meeting, the principals from Hamilton High School and Hamilton Freshman School can talk regarding issues/concerns at that time. We can also recruit volunteers for certain events that occur as the year progresses and create small committees to work on new events or functions as they occur. It is important that the freshman school have representation so we can help make decisions and support our school.

The Hamilton High Boosters will meet the second Monday of each month at 7:00 p.m. in the Hamilton High School Media Center.

We are requesting that all parents become members of the high school boosters as they will help provide funds to us for things we need.

The membership costs are as follows:

- \$10.00 - Single Membership
- \$15.00 - Family Membership

The dates for the Booster meetings are

- |              |   |           |
|--------------|---|-----------|
| September 14 | - | 7:00 p.m. |
| October 5    | - | 7:00 p.m. |
| November 2   | - | 7:00 p.m. |
| December 7   | - | 7:00 p.m. |
| January 4    | - | 7:00 p.m. |
| February 1   | - | 7:00 p.m. |
| March 1      | - | 7:00 p.m. |
| April 12     | - | 7:00 p.m. |
| May 3        | - | 7:00 p.m. |

All meetings are held at the Hamilton High School Media Center.

## CLASSROOM EXPECTATIONS

1. I will be a RESPECTFUL student who treats everyone and everything kindly.
2. I will be a RESPONSIBLE student who is in my assigned seat, quiet and ready to learn when the bell rings.
3. I will be a PREPARED student who brings necessary materials and work to class everyday.
4. I will be a COURTEOUS student who promotes a safe, learning environment.
5. I will show PRIDE in my school by helping to keep the building clean and not taking food or drink out of the cafeteria. (NO GUM OR CANDY ALLOWED).

## EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students.

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

Tim Carr

Director of Pupil Services

513-887-5000

Complaints will be investigated in accordance with the procedures described in board policy and this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## DAILY BELL SCHEDULES

### Regular School Day

Period 1	7:15	----	8:08
Period 2	8:12	----	9:02
Period 3	9:06	----	9:56
Period 4	10:00	----	10:50
Period 5	10:54	----	12:24

<u><b>A</b></u>	<u><b>B</b></u>	<u><b>C</b></u>
<b>10:54-11:24</b>	<b>11:24-11:54</b>	<b>11:54-12:24</b>

Period 6	12:28	----	1:18
Period 7	1:22	----	2:15

### Assembly Schedule

Period 1	7:15	----	7:56
Period 2	8:00	----	8:41
Period 3	8:45	----	9:26
Period 4	9:30	----	10:11
Period 6	10:15	----	10:56
Period 5	11:00	----	12:30

<u><b>A</b></u>	<u><b>B</b></u>	<u><b>C</b></u>
<b>11:00-11:30</b>	<b>11:30-12:00</b>	<b>12:00-12:30</b>

Period 7	12:34	----	1:15
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### Advisory Bell Schedule

Period 1	-	7:15	----	8:00
Period	-	8:04	----	8:46
Period 3	-	8:50	----	9:31
Advisory	-	9:35	----	10:05
Period 4	-	10:09	----	10:50
Period 5	-	10:54	----	12:24

<u><b>A</b></u>	<u><b>B</b></u>	<u><b>C</b></u>
<b>10:54-11:24</b>	<b>11:24-11:54</b>	<b>11:54-12:24</b>

Period 6	-	12:28	----	1:18
Period 7	-	1:22	----	2:15

## DELAY BELL SCHEDULES

### One Hour Delay

Period 1	8:15	----	8:56
Period 2	9:00	----	9:41
Period 3	9:45	----	10:26
Period 5	10:30	----	12:00

<u><b>A</b></u>	<u><b>B</b></u>	<u><b>C</b></u>
<b>10:30-11:00</b>	<b>11:00-11:30</b>	<b>11:30-12:10</b>

Period 4	12:04	----	12:45
Period 6	12:49	----	1:30
Period 7	1:34	----	2:15

### Two Hour Delay

Period 1	9:15	----	9:46
Period 2	9:50	----	10:21
Period 3	10:25	----	10:56
Period 5	11:00	----	12:30

<u><b>A</b></u>	<u><b>B</b></u>	<u><b>C</b></u>
<b>11:00-11:30</b>	<b>11:30-12:00</b>	<b>12:00-12:30</b>

Period 4	12:34	----	1:05
Period 6	1:09	----	1:40
Period 7	1:44	----	2:15

## WHAT IF?

### ***You're late for school?***

*Students who arrive after 7:15 should report directly to the Attendance Office located at the front reception desk in the main office.*

*Failure to sign in may result in disciplinary action. Disciplinary action will occur for accumulation of tardies. Three unexcused tardies translates into an unexcused absence.*

### ***You need to leave the building during the day?***

*The Attendance Office must obtain written or verbal parent permission from the legal guardian and an authorized adult on the emergency form must sign you out.*

### ***You become ill during the day?***

*Obtain a pass from your teacher and report to the clinic. If you are ill, do not go to the restroom during class change on your own.*

### ***You are injured at school?***

*Seek a staff member immediately for assistance.*

### ***You need to see a counselor?***

*Sign-up sheets are located outside the counselor's offices. For emergencies, seek permission from a teacher and obtain a pass.*

### ***You lose personal property?***

*We place lost items in Room 304 in the main office.*

### ***You have property stolen?***

*Report the theft to an administrator or obtain a pass from your teacher to visit the administration.*

### ***You lose your locker combination or schedule?***

*Report to your teacher and they will assist you in obtaining your locker combination or schedule.*

### ***You have problems with your schedule?***

*Sign up to see your counselor in the main office. A-K – Treadway L-Z - Hutzelman.*

### ***You're being harassed at school or on the bus?***

*See your counselor or administrator immediately.*

### ***You hear a rumor about drugs, weapons, or fighting?***

*See an administrator or teacher immediately by obtaining a pass from your teacher.*

### ***Need to call a parent to obtain lunch money?***

*Seek permission from your teacher to use the phone in their room to call a parent.*

### ***I have a cell phone at school?***

*NO. Cell phones are not allowed to be on school property. Even if we see the outline of a phone in your clothes, the cell phone may be confiscated.*

## **GENERAL INFORMATION**

Hamilton Freshman School is designed to meet the specific needs of the first year of high school. There are approximately 650 students. Students are grouped homogeneously in their core classes to achieve academically at their highest potential.

Academically, students must take courses in math, science, English, social studies and physical education. We assign students into four levels of placement called academics. Students are placed into the academics using a variety of data such as local testing, state testing, grades, and teacher recommendation. The four academics are called Honors, Collegiate, Post Secondary Training and Technical Learning, and School to Work.

Extra course offerings include foreign languages, information technology, reading and math connections, life skills, art, and keys to success. All freshman students are required to take physical education called “Fit for Life”. Students also enjoy taking fine arts classes such as vocal music, band, and orchestra. Students are encouraged to participate in extracurricular activities such as athletics, fine arts, clubs, dances and other activities. Participation in school builds pride and loyalty.

## **ASSEMBLIES**

Hamilton Freshman School will provide assemblies at various times during the school year. These assemblies will be held for educational reasons including the development of social and emotional issues. Students must sit in their assigned area and follow the instructions of their teacher. Students are expected to act appropriately and be courteous to any guests or visitors. Any student misbehaving during an assembly will be disciplined appropriately, which may include a suspension or RESCUE assignment.

## **ATHLETIC ELIGIBILITY**

Hamilton Freshman School students compete in the Greater Miami Conference and are members in the Ohio High School Athletic Association.

Students must maintain high academic and attendance standards in accordance with state and local mandates to be eligible to play sports.

Eligibility requirements are as follows:

1. At the beginning of the fall season during his/her freshman year, the student must have passed 75% of his/her coursework in the 8<sup>th</sup> grade and 15 days or fewer absences in one calendar year preceding the sports season.

2. After the fall season, students must maintain these standards:
  - a. Receive a passing grade in a minimum of 5 (five) one credit courses or the equivalent in the grading period immediately proceeding the sports season.
  - b. Maintain a cumulative grade point average of 1.75 or higher or earn a grade point average of 1.75 or higher during the quarter preceding the sports season.
  - c. Must have 15 days or fewer absences in one calendar year preceding the sports season.

## **ATTENDANCE/ABSENCES/TARDINESS**

Students are required by state law to attend school unless they have a legitimate excuse. Excused absences consist of personal illness, court appearances, professional appointments, religious holidays, and family vacations, death, or quarantine.

Parents must call school in the event you are absent or tardy. Please call the school at 896-3401 before 8:15 a.m. on the day you are absent. If the attendance office is not notified by telephone or personal contact, the absences are considered **unexcused**. Students desiring to leave school early must bring a note from their parent stating the time and reason for early dismissal. Before leaving school, the parent or adult listed on the emergency form must sign the child out in the attendance office. If the custodial parent or guardian cannot pick them up, no student may be released unless we have verbal or written authorization.

Students must maintain at least a 93% attendance rate. Parents may call into the attendance office to excuse up to six absences for the year. After six parent calls, all absences must be verified with a doctor's or court note to be excused from school. Students who are excessively absent will be disciplined resulting in referral to juvenile court. Students who are excessively absent will be considered habitually or chronically truant and referred to juvenile court according to the following guidelines:

- a) Habitually Truant
  - unexcused absences for 5 consecutive school days
  - unexcused absences for 7 or more school days in the month
  - unexcused absences for 12 or more school days in one year
- b) Chronically Truant
  - unexcused absences for 7 or more consecutive school days
  - unexcused absences for 10 or more consecutive school days in one month
  - unexcused absences for 15 or more school days in one year

Parents who are referred to the juvenile court system may incur court costs, as well as other fines or penalties as assigned by the Juvenile Court judge. Parents may contact your child's administrator for assistance.

## **ATTENDANCE/SUMMER INTERVENTION**

Hamilton City Schools has a board approved attendance policy for all students in grades 9 – 12. Any student who has accumulated more than 10% average daily attendance and has failed any portion of the state/local testing will not receive credit in a course they are enrolled.

Course Credits and/or grade level promotion will be withheld until prescribed summer school course(s) have been successfully completed.

### **Tardiness to School**

Students must arrive to school on time, so they do not miss any curriculum or instruction. Tardiness due to court appearances or medical appointments must be verified by a court or physician's note. Please bring those to the attendance office. **Three unexcused tardies to school is now equivalent to one unexcused day of absence.**

Students arriving late to school after 7:15 A.M. must sign in at the attendance desk located in the main office. Parents may call, write a note, or sign the child into school on the day of the tardy to excuse a tardy six times during the year. After 6 tardies, all tardies must be verified with a doctor's or court document to be excused from school. Tardiness due to court appearances or medical appointments must be verified in writing. Documentation must be submitted to the attendance clerk on the day of the tardy in order to be marked "excused". Failure to sign in may result in disciplinary action. Disciplinary action will occur for accumulation of tardies.

3 Tardies = 1 Unexcused Absence

## **ADDRESS CHANGE/PHONE NUMBER CHANGE**

It is important that the school have a current **home address** and **phone number**. If you move or have a change in your phone number, promptly inform the attendance office. This information can be transferred to the emergency form.

### **BUILDING BEHAVIOR**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from an administrator, teacher, or counselor.

All students are expected to:

1. Follow all rules in the discipline code of conduct for Hamilton City Schools.
2. Stay in assigned area or have a pass at all times when not in assigned area.
3. Act in a reasonable manner ensuring that behavior is not disruptive.
4. Be courteous to classmates, school employees, and visitors.
5. Walk in the hallways and refrain from crowding in a group.
6. Ask permission before using any classmate's or classroom equipment or materials.
7. Insure that there is no inappropriate physical contact.
8. Refrain from selling any items at school.
9. Refrain from bringing any nuisance items, including cell phones and music devices from home to school.

**THERE WILL BE NO GUM CHEWING, EATING FOOD/CANDY OR DRINKING POP IN THE BUILDING WITHOUT PRIOR APPROVAL OR DIRECT SUPERVISION.**

## **BUS REGULATIONS**

Riding a bus to school is a privilege. Freshman and high school students will ride together to and from school. The buses pick up freshman students first, and then go to the high school. Therefore, students may ride their bus to the high school to participate in extracurricular activities. Students should **not exit** his/her bus at the high school unless you are participating in a **school-sponsored activity**. To insure safe and comfortable transportation, students must follow all bus and school regulations. Students who misbehave will be disciplined which may result in suspension and/or denial of bus transportation. Suspension of bus transportation may be issued to a student up to 10 days at a time or for the remainder of the semester. Specific violations of the discipline code while riding the bus may result in suspension or expulsion from school as opposed to removal of bus privileges.

### Activity Bus Passes

In order to ride a bus to the high school to participate in extra curricular activities, students must obtain an Activity Bus Pass from the Freshman School Athletic Director. Students who do not obtain a pass will not be permitted to ride the Activity Bus. If a student loses his/her Activity Bus Pass, he/she will not be permitted to ride the Activity Bus until a pass has been secured. Lost Activity Bus Passes may result in a fee in order to obtain a new pass.

### Babysitter Form

If a bus change is needed for a long period of time, the student will need to get a bus change form (babysitter form) and have the parent complete all information and sign it. The bus change form (babysitter form) should be returned to the main office. Changes cannot be made on the spot and require 48 hours to process.

### Bus Changes

In order to ride home on a different bus, parent/guardians **MUST** call the Transportation Office @ 887-5060 in order to obtain permission. Administrators will **NOT** sign notes authorizing permission to ride a different bus.

Bus safety rules are as follows:

1. Students must arrive 5-10 minutes before the bus is scheduled to arrive and should wait safely away from traffic.
2. Students must enter bus in an orderly manner and go directly to their assigned seats. They must remain seated, face forward, and keep the aisles clear.
3. Students must obey the driver and remain quite at railroad crossings.
4. Students must refrain from eating, drinking, or chewing gum on the bus.
5. Students must not throw, pass, or hand objects on, from or into the bus and must keep their entire body inside the bus.
6. Students carrying items on the bus must have them properly secured.
7. Students must observe all rules of the Hamilton City Schools Code of Conduct.

## **CAFETERIA**

Hot lunches will be served each day in the cafeteria. Students will have a 30 minute lunch period that will be assigned to him/her during fifth period.

Students may purchase a plate lunch for \$2.70 with cash or using the advanced payment system. Students are asked to remain seated in the lunch area the entire 30 minutes, behave in a courteous manner, and place all leftover food and trash in the garbage cans. Students will be given an extended detention or other disciplinary action for throwing objects/food, leaving their seat, or causing any type of disruption. Hamilton schools operate on a closed lunch system. The school discourages parents from bringing restaurant food into the cafeteria for lunch. If parents choose to do this for a special occasion, they must sign in at the main office and we will deliver the food to the individual. Parents may not bring in food for other students for safety reasons such as food allergies, etc. The lunch period is an excellent time for students to use the restroom. Students must get permission from a paraprofessional and only use the restrooms located in the cafeteria.

Forms for free and reduced meals will be distributed the first week of school. Please complete the form and return it with your child within the first two weeks of school. If the form is not returned, a student will not be eligible for the program as they must be renewed each year. Eligibility requirements for the breakfast and lunch programs are outlined on the form.

The Food Service at the Freshman School will be what is called a “Scatter System”. We will have available a Sandwich Central Deli Bar, that will include a choice of meats, cheese, a variety of breads (wraps, bagels, croissants, etc.) and assorted toppings to be selected and prepared as you order. There will be a Trattoria Bar with homemade pizzas, calzones, stombolis and cheese bread called “Rip and Dip”. The Fresh Grille selection will consist of burgers, chicken sandwiches, and a variety of entrée selections that will include: Fiesta Bar, a Breakfast Bar, and a Baked Potato Bar, Build your own Fajita Bar as well as the standards such as spaghetti and meat sauce. All foods will be paid, free and/or reduced price eligible. The cafeteria has a computerized debit system to

replace the cash registers. Instead of bring cash to school each day to purchase lunch, parents have the option of paying in advance through your credit card or direct deposit. For more information or to learn how to make advance payments, parents may log onto the website at [www.cafeprepay.com](http://www.cafeprepay.com). Parents are reminded that it takes a few calendar days for the money to be available in the student's account.

## **CAMERAS**

A surveillance camera system monitors student behavior and building security around the clock. Cameras have been strategically placed in the hallways, cafeteria, gym, and outside the boundary of the building and parking lot. In accordance with privacy protection laws, the tapes cannot be viewed by parents to protect the other children involved.

## **CELL PHONE/NUISANCE ITEMS**

In accordance with board policy, students are **not** permitted to possess or use cellular phones or other electronic devices such as cameras, MP3 players, ipods, etc. anytime during the school day. Such items will be confiscated and disciplinary consequences assigned. Items confiscated and documented as a first offense will be returned at the end of the day. Additional offenses will require the item to be picked up by a parent/guardian along with disciplinary consequences. The school is not responsible for any items lost or stolen.

## **CHEATING**

Cheating is not acceptable behavior regardless of the form it takes. Students found guilty of cheating will receive a grade of "0" for that assignment or test. Parents and administrators will also be notified.

## **CLINIC**

If a student becomes ill at school, he/she must receive permission from their teacher to report to the clinic which is located in the main office. Students should not report to the clinic on their own. If the nurse is not available, report immediately to the attendance office or see a secretary. The nurse is only here part-time. Any student excused to go home for illness may do so provided a parent or legal guardian is notified and transportation can be arranged. Anyone responsible for picking up a student must be listed on the student's emergency form. Students may be driven home only by an authorized person listed on the emergency form and must present photo identification.

## **CLUBS, DANCES, AND ACTIVITIES**

Hamilton Freshman School will provide various activities during the school year. Students are encouraged to participate. As mentioned previously, assemblies will be held for social, motivational, and educational purposes. Various clubs meet monthly such as PRIDE, Newspaper, Yearbook, Dance Team, Drama, Reading Club, Spanish Club, Art/Science Club, Volunteer Service Club, and Student Senate. New clubs may be formed as the year progresses. Students should

listen to the morning announcements for more information. Dances will be held at various times during the year. The dances will be held in the gym from 7:00 p.m. – 9:00 p.m. on the assigned Fridays.

## **COMPUTER USE**

Students must use the computer in an appropriate manner and for school purposes only, such as research for a class or typing classroom reports/papers.

Students will be disciplined for inappropriate use and their student account may be revoked for the year. According to the severity of the computer misuse, privileges may be revoked on the first offense as well as suspension or Rescue assignment.

Students must have the Internet/acceptable use policy signed by the parent, stamped by the media center, and present at all times when using the computer for internet purposes.

## **DISCIPLINE**

Students are required to adhere to the regulations in the discipline code of conduct for Hamilton City Schools. We expect our students to be self-disciplined, to respect all students and staff, and to keep the building safe and clean.

### **1. Tardiness to Class**

Students are expected to be in their scheduled classes when the bell rings. Students who are repeatedly late to class may be referred to the administration for consequences which may include Saturday School, Rescue, or Suspension.

### **3. Skipping Class**

A student shall not be absent from class without authorization from school personnel. A student found skipping class may be placed in BIC for the remainder of the day and receive other disciplinary consequences as deemed appropriate by the administration.

Students caught leaving the school grounds will be dealt with more severely due to safety reasons. The consequences will be as follows:

- 1<sup>st</sup> Offense - BIC two (2) days
- 2<sup>nd</sup> Offense - Suspension or alternative assignment

### **4. Unprepared For Class**

Students should bring all their textbooks and materials to class each day. These may include paper,

pen, pencil, notebooks, and planner. For those who fail to do so, the following consequences will occur:

Teachers will issue school detentions for being unprepared for class.

Students with repeated violations will be referred to the office by their teacher for administrative action.

Administrative action may include Extended Detention, B.I.C., RESCUE, suspension, or alternative.

## 5. Office Referrals

Students may be sent to the office for administrative assistance due to more severe behavior or repeated misbehavior in the hallways or classroom. Such behavior might include, but is not limited to, insubordination, profanity, disruption, insolence, theft, violence, harassment, threats, and destruction of property.

The student will meet with the assistant principal to discuss what had occurred. Consequences will be issued based on the severity of the offense and/or if it was repeated misbehavior. Consequences will be issued and may include Extended Detention, B.I.C., OSS, RESCUE, or alternative assignment.

**Note:** These steps may be bypassed for more severe behavior that would lead to a suspension or expulsion on the first offense.

## 6. Fighting

School violence at school is totally unacceptable, and students should refrain from any physical contact with other students.

Fighting will result in a 10 day suspension or placement at RESCUE. Students should seek a teacher, counselor, or administrator to help resolve problems. Fighting will not be tolerated. A **second offense** for fighting in the same year will result in the student being **recommended for an expulsion**.

## 7. Threat/Assault/Profanity directed toward a staff member

Any student who threatens or assaults a staff member or uses profanity toward a staff member will be sent to RESCUE for 10 days, and recommended for expulsion.

## 8. Expulsion

Any student who induces panic, assaults or threatens another person, violates the drug policy, makes a bomb threat, ignites an unauthorized fire, makes a false alarm, or brings a weapon or a look-alike object will receive a recommended expulsion in accordance with policies set in the Hamilton City Schools Code of Conduct.

## 9. Smoking/Lighters

In accordance with new state law, all buildings are smoke-free facilities. Also, students under the age of 18 are prohibited from smoking and can be cited to juvenile court. Any student caught smoking or possessing tobacco/lighter will be issued consequences.

## 10. Extended Detention

Extended Detention is an alternative to suspension from school for less severe violations of the Hamilton City Discipline Code of Conduct. Extended Detention will be held at Hamilton Freshman School. Students who do not attend the Extended Detention will be assigned additional discipline. Absences should be verified with a doctor or court note and any scheduling conflicts should be handled prior to the student missing the Extended Detention.

## 11. B.I.C. (In-School Suspension)

This consequence is also an alternative used in place of out-of-school suspension. Students may be assigned there for a period of 1- 5 days, a more intensive behavior modification approach. Students are required to complete all assignments sent to B.I.C. by their classroom teachers and asked to make up any other missed work in the regular classroom during that time. Failure to comply with all rules of B.I.C. may result in suspension, or RESCUE. At times, students may need to be sent to BIC during an investigation or until a parent can be contacted to keep the student out of further trouble.

## 12. Bus

The school bus is an extension of the school and classroom. It is a privilege provided by the Board of Education. Any discipline problem occurring on the school bus may result in the following:

- 1<sup>st</sup> offense - conference with administrator, warning letter is sent to parents by assistant principal
- 2<sup>nd</sup> offense - Bus riding privileges suspended for three, five, or ten school days, letter to parent
- 3<sup>rd</sup> offense - Bus riding privileges suspended for three, five, or ten school days, letter to parent
- 4<sup>th</sup> offense - Bus riding privileges suspended for the remainder of the semester.  
(or more) This decision will be made by the building administration and a letter will be mailed to the parent.

According to the level and severity of the problem, students may be removed from riding the bus on their first offense.

Certain violation of the discipline code of conduct while riding the bus may result in disciplinary action other than the removal of bus privileges which may include Rescue assignment, suspension, or expulsion from school.

## **EARLY DISMISSAL/LATE ARRIVALS**

No student may leave school prior to dismissal time.

Students who need to leave school early or arrive late due to doctor appointments or other legitimate reasons must have a note from their parent/guardian. Only a parent or legal guardian can give permission to release a student from school. Before leaving the school, the parent must report to attendance in the main office and sign his/her child out of school. Only an authorized adult on the emergency form may sign out a child from school.

## **ELEVATOR**

Only students with a pass from an administrator or counselor may use the building elevator. If you are injured and need to use the elevator, bring a doctor's note or parent letter to your administrator or counselor in the main office that morning.

## **EMERGENCY FORMS**

By law, emergency medical forms must be completed for each child and returned to school. The school will keep a copy on file for emergency purposes. Students who fail to return their form to their first period teacher may receive a Saturday School or be withheld from school until the form is returned.

Parents **must** provide more than one contact phone number. Cell phones and work numbers should be listed on the form. In the event of an emergency, we need to be able to reach you, a relative, or a friend. If any numbers change during the year, please notify the office.

Only the names of those adults listed on the emergency form may have permission to pick up and transport your child from school for any reason.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. S 123g: 43 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. The school district will honor a legitimate request as soon as possible but has up to 45 days to complete a request.
- Parents have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose directory information (name, address, telephone number, date of birth), without consent, to the following parties or under the following conditions (34 CFR S 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents have a right to file a complaint with the Family Compliance Office of the Department of Education.

## **FEES**

Fees will be kept to a minimum. Fees may be waived if parents meet the eligibility requirements and complete/return the fee waiver form to the main office. However, all students will be required to pay certain fees. The school will notify the parent by mailing a fee statement home early in the school year. Parents are encouraged to mail a check directly to the school or have your child bring their check into the main office. Checks are made payable to Hamilton Freshman School. Parents may make quarterly payments. For more information, call 896-3400. All unpaid fees are sent on to the high school. All fees must be paid before a student may receive an official diploma for graduation.

## **FIELD TRIPS**

Field trips will be educational growth experiences. When parents sign field trip permission forms, they agree to release and hold harmless Hamilton Freshman School, its staff and administrators, from any and all liability, loss, damage, claims, or actions for bodily injury and/or property damage, in accordance with current state and federal law, arising out of participation in the trip.

## **FIGHTING**

Student violence at school is totally unacceptable. At all times, students must refrain from using physical contact with other students for any reason.

Fighting at school is an automatic ten day suspension for the first offense and a recommended expulsion for a second offense in the same year.

## **FIRE DRILLS/TORNADO WARNINGS**

For the safety of everyone, all emergency procedures must be practiced and executed in a serious fashion. Emergency procedures are posted in each room. Due to a change in state mandates, schools are now required to hold a fire drill each month including winter months. Please be aware

that we will have to hold practice drills during inclement weather. Teachers will lead their classes out of the building during a fire drill and attendance will be taken in their designated areas. Quietness and orderliness are essential for safety and will be enforced. Students may be disciplined for not following procedures during a practice drill. Students found tampering with alarm equipment may be expelled from school.

### **FREE/REDUCED LUNCH**

Forms will be distributed the first day of school and must be completed and returned by the end of September. Students who do not complete the form will not receive any free or reduced lunch. Students who were eligible for free or reduced lunch last year will keep the same status for the first month of school. After the first month, a student must have returned a completed form to have free/reduced lunch.

### **GRADING SCALE**

The following grading scale is used by the Hamilton City School District to determine a grade in individual subjects.

Beginning in ninth grade, your report card becomes a **permanent record**.

#### Marking System

A	-	90 to 100	Excellent Achievement
B	-	80 to 89	Good Achievement
C	-	70 to 79	Satisfactory Achievement
D	-	60 to 69	Minimum Acceptable Achievement
F	-	59 or below	
I	-	Incomplete	

#### Final Grade Calculation

A	-	4 points (3.51-4.00)
B	-	3 points (2.51-3.50)
C	-	2 points (1.51 to 2.50)
D	-	1 point (.51 to 1.50)
F	-	0 points (.50 or below)

Accumulative grade point averages are calculated on a semester basis. G.P.A. will only be calculated twice each year.

#### Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to

the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

### Grading Periods

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### Graduation

Students must remember that ninth grade is your first official year of high school, and this begins the completion of your official school transcript.

All grades on a report card and attendance become a permanent record for colleges, employees and others to view.

### Graduation Requirements

In order to graduate, students must earn the following credit requirements and pass the below listed sections of the Ohio Graduation Tests. In addition, students must obtain 20 hours of community/service learning beginning the sophomore year, attend graduation rehearsal and follow the Discipline and Code of Conduct and dress regulations for commencement exercises. Any student who fails to meet these requirements will not be permitted to participate in the graduation ceremonies at Millett Hall.

### Minimum Graduation Requirements

22 Credits and passage of all 5 parts of the Ohio Graduation Test

English	4 credits - must be English I, II, III, and IV
Science	3 credits - 1 physical, 1 biological
Math	4 credits
Social Studies	3 credits - 1 US, 1 World History, 1/2 Government
Computers	1/2 credit
Health	1/2 credit
Physical Education	1/2 credit - 2 semesters
Business, Technology, Fine Arts, or Foreign Language	1/2 credit
Electives	6 credits

Additional Recommended Units for College Prep Students

The Arts	1 credit
Science	3 credits; 2 chosen from Biology, Chemistry, or Physics
Math	minimum of 4 units of mathematics that will include Algebra I, Geometry, and Algebra II
Foreign Language	3 units in one language or 2 units in two different languages

**Proficiency Requirements for Graduation – Ohio Graduation Test - Grade 10**

Writing, Reading, Math, Social Studies, Science

**GUIDANCE PROGRAM**

The Freshman School has a counselor assigned to each team.

Brion Treadway - A – K

Chrissy Hutzelman - L - Z

These professionals schedule, counsel, and communicate with parents, students, and teachers. Feel free to call your child’s counselor with academic or social/emotional concerns. Students may request a visit to their counselor by completing a request form from any of their teachers. Students should not report directly to the counselor without permission. The counselors will send for students when they are available. The counselors are located in the main office.

**HALL PASSES**

Students must obtain prior approval before leaving their room for any purpose. Students should not go to any area of the building on their own such as the clinic or library. No students should be in the hall without a pass. Hall passes can be obtained from your planner. Students found in the hall without a pass will be disciplined. Students are asked to use the restroom during class changes and lunch. If there is not enough time to use the restroom, the student should get permission from the **teacher first** and obtain a hall pass. Students should also receive a hall pass from the teacher before going to the nurse or using the phones in the main office.

**HEALTH/IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized

exemption from State immunization requirements. Students who start kindergarten during or after the 1999 school year must be immunized against Hepatitis B. Students who start kindergarten during or after the 2006 school year must be immunized against chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting

State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.

Students entering high school may be required to present the required health and vaccination records in accordance with the Ohio Revised Code.

## **HONOR ROLL**

The honor roll is for students who attain a 3.50 - 4.00 grade point average. We have a Gold Honor Roll ( 4.0 – 3.75) and Silver Honor Roll (3.74 – 3.50). Every subject taken in school counts toward the honor roll. Honor roll is computed after each quarter. Students who make the honor roll will be recognized during the year and at the final awards program.

## **INCENTIVE PROGRAMS**

At the freshman school, we are committed to recognizing and honoring the academic successes of our students as well as other achievements. We have a monthly recognition program called “Blue Star Cards” in which we will be honoring academics, discipline, and attendance. Students’ names are then announced over the P.A. system and incentive prizes are awarded. Also, teachers will nominate students of the month for academic achievement or improvement. Each quarter, we honor our students who have made either Gold or Silver Honor Roll as well as perfect attendance. Certificates are distributed to each student and other prizes are awarded as a show of appreciation. We also have yearly awards at the end of the school year, which includes our very special Ninth Grade Awards Program. Awards are given in each subject level for academic achievement, effort, and attitude. Other awards are also given for attendance, honor roll, etc.

## **INTERNET USAGE**

Students must return a signed parental permission form to use the Internet at school. Student planners are stamped for authorized Internet use, and the planner must be visible at all times while using the internet. The Internet may be used for school research purposes or typing only. Students who visit sites unrelated to school projects or who use email at school may lose Internet privileges and/or receive a Saturday School or stronger discipline depending on the offense.

## **LANGUAGE**

Students are expected to use appropriate language at all times at school including in the hallways, cafeteria, and gymnasium. Profanity is totally unacceptable at school. Students must learn to use formal language when addressing students, faculty, parents, and community members.

Any profanity will lead to an office referral and immediate disciplinary consequences including Extended Detention, BIC, or Suspension/Rescue. If a student uses profanity toward any staff

member (which includes, but not limited to teachers, bus drivers, educational assistants, administrators, custodians or secretaries) during an interaction or confrontation, the student will be given a 10 day suspension and recommendation for expulsion.

## **LOCKERS**

Lockers are school property and are assigned to students for their convenience. Each student will be assigned a locker to protect valuables. The school is neither responsible nor liable for books or other items missing or taken from lockers regardless of the circumstances. Therefore, students should keep their lockers locked at all times. Students should put money and valuables in their locker for safekeeping and not leave them lying in classrooms, etc. Students are not permitted to share lockers. Sharing of lockers does not excuse either student from being responsible for the contents within the locker at all times. The student who is assigned the locker will ultimately be held responsible for any and all content found in the locker. Since lockers are property of the board of education, student lockers may be inspected at any time by administrative personnel.

## **LOST AND FOUND/VALUABLES**

Lost textbooks and personal items are usually caused by student carelessness. Each student must be responsible for his/her books and personal items. If items are missing, students should check with their teachers, the front office, and the “lost and found” room 304 in the main office.

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **MAKE-UP WORK**

Upon returning to school after an illness, students have one day per absence to make up homework assignments, papers, projects, presentations, quizzes, or tests. When returning to school, it is the student’s responsibility to promptly contact the teacher. The exception would be if a quiz or test were announced before the absence. In these cases, the student may be held responsible for such work on the day of return. If make-up work is given to the student prior to his/her absence, the work must be returned the first day on their arrival. An example of this would be work given prior to a vacation or long illness. Work missed during an unexcused absence may not be made up and may result in a zero.

In extenuating circumstances, incomplete grades may be given at the end of each grading period by the teacher and administration. However, this work must be made up within ten days after the end of the grading period. After 10 days, the grade automatically becomes an “F” on the report card. Students at RESCUE will receive a “pass” that speaks to their good academic performance and good behavior while at RESCUE. A passing RESCUE performance would equal 75% on homework grades only during the RESCUE stay. A failing grade will result in 0% on all homework grades. Students at RESCUE will not be given homework assignments to complete

upon their return to their school. Student will have 5 days to make up any long term projects, tests, or quizzes during their RESCUE stay.

## **MEDIA CENTER**

Our students should be very proud of our state-of-the-art media center. The media center provides many resources for students to utilize for their course work and projects. Such resources include fiction/non-fiction books, journals, magazines, and state of the art computer and internet access. Teachers often take their classes to the media center. Individual students may use the library, but he/she must acquire a pass from their teacher before going there.

All materials taken from the media center must be checked out by the librarian/aid. Most books may be borrowed for two weeks. A “late” charge is assigned for books not returned to the library on time and is added to a student’s fee charge.

Fines: Replacement cost is charged for all lost materials. A reasonable damage charge is made for damage beyond normal wear.

## **MEDICATION**

**ABSOLUTELY NO** medication is permitted on school property. Before **prescription** or **non-prescription** medication can be administered, a doctor’s order and parent request form will be required. The student must have on file an authorization form signed by the physician and the parent/guardian. This authorization form must be renewed annually or any time there is a change in the dispensing of medication. The student is responsible for coming to the clinic/main office to take the medication when due. The medication must be in the **labeled, original** bottle for the student who intends to use it.

## **NUISANCE ITEMS**

Pagers, cell phones, radios, cassettes, headphones, tape/CD players, cards, sweat bands, and head bands are not to be brought to school. Such items will be confiscated. When the items are confiscated, they are kept in the office until a parent can retrieve it. The school is not responsible for any items lost or stolen. Further violations may result in disciplinary action following our school guidelines.

## **PARENT CONCERNS**

If your son or daughter has a problem in a specific class, first contact the **teacher**. Call the school at 896-3400 and we will direct you to them personally or to their voice mail. All teachers have a phone in their room. If the issue remains unresolved, contact your child’s **administrator**. If necessary, the administrator will schedule a conference. Issues unresolved at this level will be referred to the **principal**. The principal may involve the Director of Student Services or the Assistant Superintendent of Human Resources. If you have any questions about the administrative discipline, please contact your child’s assistant principal. Students suspended with a

recommendation for expulsion have due process rights through the Director of Student Services. Parents may also communicate with the school through our school website or via email system. Parents should contact teachers with their email address for quick communication. A listing of the email addresses for teachers may be found in this handbook.

## **PHYSICAL EDUCATION**

Hamilton Freshman School has a new physical education program that is designed to teach our students about the importance of lifelong, physical fitness. Students will assess their personal fitness in the areas of cardiovascular endurance, muscular strength, flexibility, and body composition as it relates to the development of a personal fitness program. The class will also participate in team sport activities.

This class requires students to use very expensive cardio vascular and strength equipment such as treadmills and nautilus machines.

Every student is required to dress and participate in physical education classes unless excused by a doctor only for physical reasons. Proper dress wear is especially important when using the new equipment as machines may be unsafe if not properly used or a student does not have on proper attire. If a child is unable to participate in P.E., he/she may be removed from the class or required to do an alternative activity. Students are required to furnish athletic shorts, shirt and gym shoes. Students are required to bring a second combination lock to school for gym class in order to secure their belongings.

Students not dressing for gym are certainly subject to having their grade lowered and may be referred to the office for discipline.

## **PROFICIENCY TESTING**

At this time, the state requires that all students entering high school pass the tenth grade Ohio Graduation Test in writing, reading, math, science, and social studies. This year, ninth graders will take the IOWA achievement tests in the fall to assess their level of performance and to help the school identify placement levels for high school scheduling. Current ninth graders will also take a formative assessment each month in the four (4) core subjects called Pro-Ohio and a practice OGT test in order to evaluate their performance levels and to recommend necessary interventions in the five proficiency areas. Students who are having difficulties in the five (5) proficiency areas will be recommended for the summer school intervention program.

## **PROGRESSBOOK**

Ongoing parent/student/teacher communication is essential to a successful educational process.

ProgressBook is a computerized, management system that will provide parents access to grades, attendance, homework assignments and other pertinent information at all times during the school

year. Parents can hold their children more accountable by viewing their grades and assignments on a weekly basis through the computer. Teachers will try to post grades on test and homework to the website as often as possible. Teachers will try to stay just one week behind. Parents can access this information by logging onto the ProgressBook website. The school will mail home a letter with your personal log-in information and how to access Progress Book (<http://parentaccess.swoca.net>).

We hope this 24/7 access helps to keep the parents involved and informed in order to hold your child accountable and make them successful.

### **PUBLIC DISPLAY OF AFFECTION**

This kind of behavior (kissing, hugging, hand holding, etc.) is not appropriate anytime during school hours or school-sponsored activities. Such behavior will result in disciplinary action being taken.

### **REPORT CARDS/NEWSLETTER**

Grades are computed each nine weeks and mailed home to parents approximately one week after the grading period ends.

Interim reports will be distributed approximately four weeks into each grading period. Interim grades are not official, but they are an indication of each student's progress.

A newsletter will accompany each interim and report card highlighting the school's activities, events, successes, and other information.

### **STUDENT PLANNERS**

Students will be required to carry their student planner from classroom to classroom. In the front section, the planners contain important information about the school and its procedures. The planners help to organize the students by writing their daily assignments and tasks for each subject for reference and to use the daily calendar to view what events are occurring at our school and Hamilton High. Also, there are sections to complete that encourage goal setting and record keeping of grades each quarter. The planner also contains two important sections for use around the school such as hall passes which are signed by the teacher or administrator and the Internet Usage approval page to access our research library.

### **STUDENT PICK-UP/DROP-OFF/VISITORS TO THE BUILDING**

At the freshman school, there is a u-shaped driveway (in front of the school), for parents to pick up and drop off students. The entrance/exit for the driveway is off of N.W. Washington Blvd. Visitor parking is located immediately in front of the school entrance. Parents should park in the visitor

lot, which is the first lane of spaces closest to the building, and enter the front entrance by the school name. Parents should sign out their child at the attendance desk in the back part of the main office.

There is handicapped parking located in front of the school.

**DO NOT** drop off or pick up students in the back parking lot **behind** the school as this must be kept open for the school buses.

At dismissal time, parents should not stop or block traffic on NW Washington Blvd. To help this situation, the entire front lot can be used for parents to park.

### **TELEPHONES/CELLULAR PHONES**

Teacher or office phones are not to be used by students unless they have received **permission** from either a teacher or administrator. Students should only need to use a telephone in circumstances that require immediate attention such as a personal illness/injury or no lunch money.

Parent should refrain from requesting that messages be delivered to their child. We certainly realize that there are times when parents need to reach their children at school in cases of an emergency. Please call the regular school phone number and the receptionist will retrieve the student from class, and he/she may return your call. Parents can help by making sure prior arrangements are made the previous day.

Cellular phones may not be possessed or used at school anytime during the day. Cell phones may be confiscated and returned to the parent only.

### **TEXTBOOKS**

All textbooks are furnished by the Board of Education for the student's use. Books will be distributed by individual teachers. Students are issued textbooks free of charge, but they are responsible for excessive wear or abuse.

Students will be charged for lost books or excessive damage. Students must write their name and school year in each textbook. Students may be required to purchase workbooks, and they will become their property. Textbook fines must be paid or they will be attached to the student's fees to be passed onto the high school.

### **TRANSPORTATION**

Students who are eligible for bus transportation need to be at their bus stop 10 minutes before the reporting time.

The freshman and high school students will ride the bus together to and from school. The buses will drop off and pick up students at the freshman school first in the morning and afternoon.

Students who are participating at the high school in extra-curricular activities may ride the bus to Hamilton High and be dropped off at that time. He/she will need to receive an activity pass from their athletic director, coach, or advisor. Only students with activity passes are allowed to exit the bus. Otherwise, students must remain on the bus until they arrive at home.

Questions about bus transportation should be referred to the Transportation Office at 887-5060. Students who would like to ride a different bus home may do so only in the case of an emergency. An emergency would include a situation in which there would be a lack of supervision at home such as a parent being out of town on a business trip. For students to ride a different bus home, the parent needs to call transportation for permission.

If the bus change is for a long period of time, the student will need to get a bus change form and have the parent complete all information and sign it. The bus change form should be returned to the main office. Students may be denied access to a bus change or special request, if the bus is already at full capacity.

## **VACATION**

The parent/guardian should notify the school in writing when a student will be absent for vacation or extended school holiday. The letter should contain the dates of absence and return. Students are responsible for contacting the teacher for make-up work. Students may retrieve work from the teachers before they leave, but the work is due immediately upon return to school. The student has the number of days absent to make up the work. If this procedure is not completed the absence is considered unexcused, and schoolwork missed may not be completed. Vacations of more than ten days within a school year shall not be approved except in extraordinary circumstances as determined by the building principal.

## **VISITORS**

Students from other schools cannot be accommodated as visitors to the building. Any parents or visitors who would like to visit school are required to register in the main office.

## **WEATHER-INCLEMENT**

In case of snow or other inclement weather, parents should listen to WMOH (1450 am) on their radio or local TV stations for the announcements of cancellation. **DO NOT CALL THE SCHOOL** for confirmations or questions.

## **WITHDRAWAL FROM SCHOOL**

To properly withdraw from school a parent must sign the "withdrawal" form indicating the next school's entry. All textbooks must be returned and any fees must be paid in full before records can be sent to the next school. Teachers will sign the withdrawal form indicating current grades.



**HAMILTON**  
CITY SCHOOL  
DISTRICT

SCHOOL CALENDAR—2009/10

**Board Approved 2/12/08**

Wednesday	August 26, 2009	Teacher Workday
Thursday	August 27, 2009	Students Report
Monday	September 7, 2009	Labor Day—School not in session
Wednesday	November 25, 2009	Parent Conference Exchange Day—School not in session
Thursday/Friday	November 26, 27, 2009	Thanksgiving Break
Monday	December 21, 2009	First Day Winter Break
Monday	January 4, 2010	Resume school
Monday	January 18, 2010	Martin Luther King Day—School not in session
Weds/Thurs/Fri	January 20, 21, 22, 2010	Elementary Early Release/Secondary Exams
Monday	February 15, 2010	President's Day—School not in session
Friday	April 2, 2010	Spring Break begins
Friday	April 9, 2010	Parent Conference Exchange Day—School not in session
Monday	April 12, 2010	Resume school
Monday	May 31, 2010	Memorial Day observed—School not in session
Tues/Weds/Thurs	June 1, 2, 3, 2010	Elementary Early Release/Secondary Exams
Thursday	June 3, 2010	Last day for students and teachers

Calamity Makeup Days for Students & Teachers—June 4, 7, 8, 9 and 10

## Instructional Calendar 2009-2010

### FIRST QUARTER

Monday	August 24	District New Teacher Academy
Tuesday	August 25	New Teacher Workday
Wednesday	August 26	Teacher Workday – Professional Meetings
Thursday	August 27	Students Report – First Quarter Begins
Thursday, Friday, Monday	August 27, 28, 31	Kindergarten Phase-in, KRAL Testing
Tuesday	September 1	First Full Day For Kindergarten
Wednesday	September 2	Gifted Referral Form Deadline
Monday	September 7	School Not In Session-Labor Day
Friday	September 18	ProgressBook Opens for Interims – 12:01 AM Fri
Friday	September 25	Benchmark Reading Test – Grades 1 & 2 (given by this date)
Sunday	September 27	ProgressBook Closes for Interims – 11:59 PM Sun
Friday	October 2	Interims Sent by this Date
Monday	October 5	3 <sup>rd</sup> Grade Achievement Testing-Reading OAT
Monday – Friday	October 5 – 9	<b>COUNT WEEK</b>
Monday – Friday	October 12 – 16	Iowa/CogAT Testing Grade 9 (Make-ups following week)
Monday – Friday	October 12 – 23	Gifted Testing From Referrals
Tuesday	October 13	Middle School Conferences
Thursday	October 15	HFS Conferences
Tuesday	October 20	Middle School Conferences
Wednesday	October 21	Science Fair Dinner 6-12 6:30PM Coach House Tavern & Grill
Thursday	October 22	Harry Wilks Celebrates Education Dinner Location TBA
Friday	October 23	ProgressBook Opens for Quarter Grades – 12:01 AM Fri
Monday – Friday	October 26 – 30	Iowa/CogAT Testing Grades 3, 6 (Make-ups following week)
Monday – Friday	October 26 – 30	OGT Testing Gr. 11-12 (Make-ups following week)
Monday – Tuesday	October 26 – December 15	Gifted Retesting
Thursday	October 29	HHS/HEC Conferences
Friday	October 30	End of 1 <sup>st</sup> Grading Period
Sunday	November 1	ProgressBook Closes for Quarter Grades – 11:59 PM Sun
		<b>46 Days in First Quarter</b>

### SECOND QUARTER

Monday	November 2	Second Quarter Begins
Thursday	November 5	Elementary Conferences
Friday	November 6	Quarter 1 Reports Cards Sent by this Date
Wednesday	November 11	HFS Conferences
Thursday	November 12	Elementary Conferences
Thursday	November 19	HHS/HEC Conferences
Friday	November 20	ProgressBook Opens for Interims – 12:01 AM Fri
Wednesday	November 25	School Not In Session – Parent Conference Exchange Day
Thursday – Friday	November 26-27	Thanksgiving Recess
Monday	November 30	ProgressBook Closes for Interims – 11:59 PM Mon
Friday	December 4	Interims Sent by this Date
Saturday	December 5	Science Olympiad Grades 8 – 9 at HFS
Thursday	December 10	Middle School Conferences
Thursday	December 17	HFS Conferences
Monday	December 21	First Day of Winter Recess
Monday	January 4	Resume School
Friday	January 15	ProgressBook Opens for Semester Grades – 12:01 AM Fri
Monday	January 18	School Not In Session – Martin Luther King Day
Tuesday – Friday	January 19 – March 5	OTELA Assessments- Grades K-12 ESL Students
Wednesday – Friday	January 20 – 22	Semester Exams 7- 12; Elementary 2 hour Early Release
Friday	January 22	End of 2 <sup>nd</sup> Grading Period / First Semester
Friday	January 22	Mid-Year Benchmark Reading Test – Gr. K – 2 (by this date)
Sunday	January 24	ProgressBook Closes for Semester Grades – 11:59 PM Sun
		<b>46 Days In Second Quarter</b>
		<b>92 Days In First Semester</b>

**THIRD QUARTER**

Monday	January 25	Third Quarter Begins
Thursday	January 28	Elementary Conferences
Friday	January 29	Quarter 2 Report Cards Sent by this Date
Monday – Friday	February 1 – 5	<b>SPRING COUNT WEEK</b>
Thursday	February 4	HHS/HEC Conferences
Thursday	February 4	6 <sup>th</sup> Grade Spelling Bee – 7:00 PM
Friday	February 5	Placement Data Due to Instruction – Grade 6
Friday	February 12	ProgressBook Opens for Interims – 12:01 AM Fri
Monday	February 15	School Not In Session – Presidents’ Day
Tuesday – Wednesday	February 16 – 24	Pro-Ohio Testing/Form B Grades 3 – 8
Thursday	February 18	Elementary Chess Tournament
Sunday	February 21	ProgressBook Closes for Interims – 11:59 PM Sun
Tuesday	February 23	Middle School Conferences
Friday	February 26	Science Fair – Grade 7-12 Wilks/Parrish Auditorium
Friday	February 26	Interims Sent by this Date
Friday	February 26	Alternate Assessment COE Binder Due in Testing Office
Thursday	March 4	HHS/HEC Conferences
Thursday	March 4	Taste of Hamilton’s Excellence Gifted Showcase Grades 4 - 6
Friday	March 5	Gifted Referral Spring Form Deadline
Monday – Friday	March 8 - 19	Gifted Testing
Thursday	March 11	HFS Conferences
Monday – Friday	March 15-19	OGT Testing – Grades 10-12 (Make-ups following week)
Friday	March 19	ProgressBook Opens for Quarter Grades – 12:01 AM Fri
Friday	March 26	Science Fair – Grade 6 Wilks/Parrish Auditorium
Friday	March 26	End of 3 <sup>rd</sup> Grading Period

**44 Days In Third Quarter**

**FOURTH QUARTER**

Sunday	March 28	ProgressBook Closes for Quarter Grades – 11:59 PM Sun
Monday	March 29	Fourth Quarter Begins
Monday – Friday	March 29 – April 9	Gifted Retesting
Wednesday	March 31	Elementary Conferences
Thursday	April 1	Quarter 3 Report Cards Sent by this Date
Friday – Thursday	April 2 – 8	Spring Break
Friday	April 9	School Not In Session – Parent Conference Exchange Day
Monday	April 12	School Resumes
Monday – Tuesday	April 19 - 27	Pro-Ohio Testing/Form B Grade 9
Monday – Tuesday	April 19 - 27	OAT Achievement Grade 3-8 (Make-ups following week)
Monday – Tuesday	April 19 - 27	End of Year Testing – Grade K – 1
Monday – Tuesday	April 19 - 27	Diagnostic Testing – Grade 2
Friday	April 23	ProgressBook Opens for Interims – 12:01 AM Fri
Sunday	May 2	ProgressBook Closes for Interims – 11:59 PM Sun
Monday – Friday	May 3 – 7	Teacher Appreciation Week
Thursday	May 6	Drama to Dessert Gifted Showcase Grades 7 - 9
Friday	May 7	Interims Sent by this Date
Monday – Friday	May 10 – 14	Computation Test - Grades 1 - 6
Monday – Friday	May 10 – 14	“Right to Read Week”
Thursday	May 13	Grammar Post Test Grades 2 – 6 (given by this date)
Thursday	May 20	Scrabble Tournament Grades 7 - 9
Thursday	May 20	ProgressBook Opens For 4 <sup>th</sup> Quarter Grades – 12:01 AM Thur
Monday	May 31	School Not In Session - Memorial Day
Tuesday	June 1	Graduation
Tuesday – Thursday	June 1 – June 3	Semester Exams 7-12; Elementary 2 hour Early Release
Thursday	June 3	End of 4 <sup>th</sup> Grading Period Last Day for Students & Teachers
Sunday	June 6	ProgressBook Closes for Semester Grades – 11:59 PM Sun
Thursday	June 10	Quarter 4 Report Cards Sent by this Date
(Four Weeks) 20 days	June 7 – July 2	Elementary Summer School
(Three Weeks) 15 days	June 10 – June 30	Secondary Summer School, Session 1
Thursday - Wednesday	June 24 – 30	OGT Testing for Secondary Summer School Students
(Three Weeks) 15 days	July 6 – 26	Secondary Summer School, Session 2

**42 Days In Fourth Quarter**  
**86 Days In Second Semester**  
**178 Total Days**

**Calamity Days: June 4, 7, 8, 9, 10, 2010**

## GENERAL INFORMATION

Opening Day of School: Thursday, August 27, 2009

School Hours: Start Time - 7:15 End Time - 2:15

Locks/Lockers: Lockers are assigned alphabetically. Parents will not have to purchase locks as they are built into the locker. The school is not responsible for any items stolen from a locker, so it should be **locked** at all times. Lockers are not to be shared.

Gym Lockers: Students must provide their own locks for gym lockers.

Student/Parent Handbook: Each student will receive a Student/Parent Handbook. Parents are also encouraged to read the handbook and become familiar with procedures at the school. The handbook has important dates and other information.

Student Absences: District policy requires parents to notify the school office by 8:15 a.m. the day the student is absent or tardy. The attendance number is **896-3401**.

In accordance with state law, students can be taken to court for chronic absences. In addition, students who have accumulated more than 10% average daily attendance and have failed any portion of the state/local test will not receive credit in a course unless they attend summer school.

Open House: Open house will now be part of the student orientation on August 26<sup>th</sup>.

School Supplies: Supply lists will be distributed at the orientation on August 26<sup>th</sup> and can be found on the district website, but will not include all materials. Otherwise, students should bring pen/pencils, paper, and a notebook for the first day. Individual teachers will give each student a list of materials needed for class.

School Fees: A fee statement with the exact charges will be mailed home to parents early in the year. Unpaid fees are transferred to the high school and must be paid before a student can graduate.

Book Bags: Book bags used at school must fit into the student's locker. Students will not be permitted to carry book bags from class to class.

Newsletter: A school newsletter will be mailed home with each interim and report card. This is a great way for us to communicate with parents about things happening at school.

Booster Group: Hamilton Freshman School parents are partnering with Hamilton High School Boosters to help with fundraising and other things. We encourage all parents to become a member of our organization and to attend the meetings each month. We review activities occurring in the school and discuss issues and expenses. Our first meeting will be Monday, September 14<sup>th</sup> at 7:00 p.m. in Hamilton High School's media center.

School Wide Fundraiser: Our booster group helps to raise money that is used to purchase supplies, equipment, and other items for the school. More information will follow.

Visitors: Any parent coming to visit the school or to pick up their child must report directly to the main office (reception desk) to sign in and receive a visitor's badge.

School Closed: Monday, September 7<sup>th</sup> - Labor Day

Picture Day: Pictures will be taken by Baker Photography on Thursday, September 10<sup>th</sup>.

Pick Up/Drop Off: The freshman school has a one-way circle driveway in front of the building for parents to pick up or drop off students. Visitor parking is available in the first row of parking spaces by the main entrance.

Lunch: The plate lunch for freshman students will be \$2.70.

Sports Information: Game schedules and directions can be retrieved on a daily basis for our school by visiting the website at [www.highschoolsports.net](http://www.highschoolsports.net) and selecting Hamilton High School.

Student Planners: Each student will receive a planner. Students are required to carry and record daily assignments in the planner. The planners also contain hall passes.

## Staff Members' Room Numbers and Extensions

<i>Subject</i>	<i>Last Name</i>	<i>First Name</i>	<i>Room #</i>	<i>Extension</i>
Spanish	Ayo-Cuesta	Patxi	204	3534
Ed. Asst.	Avery	Karlyn	119	
History/English	Baker	Dona	103	3523
LD Tutor	Bradford	Beth	223	3522
Science	Brown	Linda	115	3515
Life Skills	Burgess	Kathy	122	3554
Ed. Asst.	DeLong	Donjeana	121	
English	Ewing	Nichole	225	3526
Business	Flaig	Tony	221	3506
Vocal	Fox	Christina	414	3589
English	Gabbard	Alicia	126	3501
Reading and Math Connections	George	Jeanette	200	3549
Asst. Principal	Gibbons	Patricia	A-K	3567
Media Specialist	Gibson	Joelle	Media Center	3585
Math	Giesting	Brianne	125	3525
History, CD	Gill	Katie	203	3533
Paraprofessional	Grabel	Danny	224	3545
Spanish	Grimm	Wendy	202	3532
Life Skills	Hampton	Kathy	215	3503
P.E.	Harvey	Missy	Gym	3586
P.E.	Hauck	Chuck	Gym	3587
Science	Heaton	Chris	207	3537
Nurse	Heinecke	Tracy	Clinic	3582
English	Helton	Brenda	123	3505
ED Program	Hensley	Nick	121	3521
Social Studies	Herzog	Tim	208	3538
Science	Holmes	Donna	214	3544
English	Hopson	Pat	100	3500
MH/OH	Houser	Tom	119	3519
Life Skills	Hudson	Deloris	218	3548
Counselor	Hutzelman	Chrissy	L-Z	3573
Social Studies	Kalugyer	Mark	220	3550
Psychologist	Killian	Brandy	114	3584
Science	Knapp	David	107	3543
Asst. Principal	Lewis	Jana	L-Z	3569
Info Technology	Lewis	Joey	319	3579
Adapted P.E.	Mason	Bob		3555
Math	Mayes	Laura	108	3502
Social Studies	Meyer	Cheryl	206	3551
ESL	Montano	Sharon	219	3553
Math/CD	Myers	Amy	104	3508
English	Naylor	Amy	127	3527
English/French	Pearson	Debbie	101	3530
Science	Petree	Shannon	213	3507
Attendance Clerk	Piatt	Lisa	Office	3400

Data Appl. Specialist	Riegler	Ruth	Office	3571
Paraprofessional	Robinson	Rob	Office	3520
Ed. Asst.	Rohr	Jennifer	119	
Math	Ross	Michael	102	3524
Paraprofessional	Ruecking	Tim	Office	3565
Principal	Rulon	Greg	Office	3403
Secretary	Scarth	Gail	Office	3563
Social Studies	Schermer	Matt	106	3536
Social Studies	Schneider	Ellen	116	3516
Math	Thompson	Chris	124	3504
Counselor	Treadway	Brion	A-K	3574

Aio-Cuesta, Patxi	<a href="mailto:Patxi_Aio-Cuesta@fc.hamilton-city.k12.oh.us">Patxi_Aio-Cuesta@fc.hamilton-city.k12.oh.us</a>	Spanish
Alfaro, Charlene	<a href="mailto:Charlene_Alfaro@fc.hamilton-city.k12.oh.us">Charlene_Alfaro@fc.hamilton-city.k12.oh.us</a>	Band
Baker, Dona	<a href="mailto:Dona_Baker@fc.hamilton-city.k12.oh.us">Dona_Baker@fc.hamilton-city.k12.oh.us</a>	History
Bradford, Beth	<a href="mailto:Beth_Bradford@hamilton-city.k12.oh.us">Beth_Bradford@hamilton-city.k12.oh.us</a>	LD Tutor
Brown, Linda	<a href="mailto:Linda_Brown@fc.hamilton-city.k12.oh.us">Linda_Brown@fc.hamilton-city.k12.oh.us</a>	Science
Burgess, Kathy	<a href="mailto:Kathy_Burgess@fc.hamilton-city.k12.oh.us">Kathy_Burgess@fc.hamilton-city.k12.oh.us</a>	Life Skills
Ewing, Nichole	<a href="mailto:Nichole_Ewing@fc.hamilton-city.k12.oh.us">Nichole_Ewing@fc.hamilton-city.k12.oh.us</a>	English
Flaig, Tony	<a href="mailto:Tony_Flaig@fc.hamilton-city.k12.oh.us">Tony_Flaig@fc.hamilton-city.k12.oh.us</a>	Business
Fox, Christina	<a href="mailto:Christina_Fox@fc.hamilton-city.k12.oh.us">Christina_Fox@fc.hamilton-city.k12.oh.us</a>	Vocal
Gabbard, Alicia	<a href="mailto:Alicia_Gabbard@fc.hamilton-city.k12.oh.us">Alicia_Gabbard@fc.hamilton-city.k12.oh.us</a>	English
George, Jeanette	<a href="mailto:Jeanette_George@fc.hamilton-city.k12.oh.us">Jeanette_George@fc.hamilton-city.k12.oh.us</a>	Reading and Math Connections
Gibbons, Patricia	<a href="mailto:Patricia_Gibbons@fc.hamilton-city.k12.oh.us">Patricia_Gibbons@fc.hamilton-city.k12.oh.us</a>	Asst. Principal
Gibson, Joelle	<a href="mailto:Joelle_Gibson@fc.hamilton-city.k12.oh.us">Joelle_Gibson@fc.hamilton-city.k12.oh.us</a>	Librarian
Giesting, Brianne	<a href="mailto:Brianne_Giesting@fc.hamilton-city.k12.oh.us">Brianne_Giesting@fc.hamilton-city.k12.oh.us</a>	Math
Gill, Katie	<a href="mailto:Katie_Gill@fc.hamilton-city.k12.oh.us">Katie_Gill@fc.hamilton-city.k12.oh.us</a>	History, CD
Grimm, Wendy	<a href="mailto:Wendy_Grimm@fc.hamilton-city.k12.oh.us">Wendy_Grimm@fc.hamilton-city.k12.oh.us</a>	Spanish
Hampton, Kathy	<a href="mailto:Kathy_Hampton@fc.hamilton-city.k12.oh.us">Kathy_Hampton@fc.hamilton-city.k12.oh.us</a>	Life Skills
Harvey, Missy	<a href="mailto:Missy_Harvey@fc.hamilton-city.k12.oh.us">Missy_Harvey@fc.hamilton-city.k12.oh.us</a>	P.E.
Hauck, Chuck	<a href="mailto:Chuck_Hauck@fc.hamilton-city.k12.oh.us">Chuck_Hauck@fc.hamilton-city.k12.oh.us</a>	P.E.
Heaton, Chris	<a href="mailto:Chris_Heaton@fc.hamilton-city.k12.oh.us">Chris_Heaton@fc.hamilton-city.k12.oh.us</a>	Science
Heinecke, Tracy	<a href="mailto:Tracy_Heinecke@fc.hamilton-city.k12.oh.us">Tracy_Heinecke@fc.hamilton-city.k12.oh.us</a>	Nurse
Helton, Brenda	<a href="mailto:Brenda_Helton@fc.hamilton-city.k12.oh.us">Brenda_Helton@fc.hamilton-city.k12.oh.us</a>	English
Hensley, Nick	<a href="mailto:Nick_Hensley@fc.hamilton-city.k12.oh.us">Nick_Hensley@fc.hamilton-city.k12.oh.us</a>	ED Program
Herzog, Tim	<a href="mailto:Tim_Herzog@fc.hamilton-city.k12.oh.us">Tim_Herzog@fc.hamilton-city.k12.oh.us</a>	Social Studies
Holmes, Donna	<a href="mailto:Donna_Holmes@fc.hamilton-city.k12.oh.us">Donna_Holmes@fc.hamilton-city.k12.oh.us</a>	Science
Hopson, Pat	<a href="mailto:Pat_Hopson@fc.hamilton-city.k12.oh.us">Pat_Hopson@fc.hamilton-city.k12.oh.us</a>	English
Houser, Tom	<a href="mailto:Tom_Houser@fc.hamilton-city.k12.oh.us">Tom_Houser@fc.hamilton-city.k12.oh.us</a>	MH/OH
Hudson, Deloris	<a href="mailto:Deloris_Hudson@fc.hamilton-city.k12.oh.us">Deloris_Hudson@fc.hamilton-city.k12.oh.us</a>	Life Skills
Hutzelman, Chrissy	<a href="mailto:Chrissy_Hutzelman@fc.hamilton-city.k12.oh.us">Chrissy_Hutzelman@fc.hamilton-city.k12.oh.us</a>	Counselor
Kalugyer, Mark	<a href="mailto:Mark_Kalugyer@hamilton-city.k12.oh.us">Mark_Kalugyer@hamilton-city.k12.oh.us</a>	Social Studies
Killian, Brandy	<a href="mailto:Brandy_Killian@hamilton-city.k12.oh.us">Brandy_Killian@hamilton-city.k12.oh.us</a>	Psychologist
Knapp, David	<a href="mailto:David_Knapp@fc.hamilton-city.k12.oh.us">David_Knapp@fc.hamilton-city.k12.oh.us</a>	Science
Ledbetter, James	<a href="mailto:James_Ledbetter@fc.hamilton-city.k12.oh.us">James_Ledbetter@fc.hamilton-city.k12.oh.us</a>	Orchestra
Lewis, Jana	<a href="mailto:Jana_Lewis@fc.hamilton-city.k12.oh.us">Jana_Lewis@fc.hamilton-city.k12.oh.us</a>	Asst. Principal
Lewis, Joey	<a href="mailto:Joey_Lewis@hamilton-city.k12.oh.us">Joey_Lewis@hamilton-city.k12.oh.us</a>	Info Technology
Mason, Robert	<a href="mailto:Robert_Mason@fc.hamilton-city.k12.oh.us">Robert_Mason@fc.hamilton-city.k12.oh.us</a>	Adapted P.E.
Mayes, Laura	<a href="mailto:Laura_Mayes@fc.hamilton-city.k12.oh.us">Laura_Mayes@fc.hamilton-city.k12.oh.us</a>	Math
Meyer, Cheryl	<a href="mailto:Cheryl_Meyer@fc.hamilton-city.k12.oh.us">Cheryl_Meyer@fc.hamilton-city.k12.oh.us</a>	Social Studies
Montano, Sharon	<a href="mailto:Sharon_Montano@fc.hamilton-city.k12.oh.us">Sharon_Montano@fc.hamilton-city.k12.oh.us</a>	ESL
Myers, Amy	<a href="mailto:Amy_Myers@fc.hamilton-city.k12.oh.us">Amy_Myers@fc.hamilton-city.k12.oh.us</a>	Math, CD
Naylor, Amy	<a href="mailto:Amy_Naylor@hamilton-city.k12.oh.us">Amy_Naylor@hamilton-city.k12.oh.us</a>	English
Pearson, Debbie	<a href="mailto:Debbie_Pearson@fc.hamilton-city.k12.oh.us">Debbie_Pearson@fc.hamilton-city.k12.oh.us</a>	English/French
Petree, Shannon	<a href="mailto:Shannon_Petree@hamilton-city.k12.oh.us">Shannon_Petree@hamilton-city.k12.oh.us</a>	Science
Ross, Michael	<a href="mailto:Michael_Ross@fc.hamilton-city.k12.oh.us">Michael_Ross@fc.hamilton-city.k12.oh.us</a>	Math
Rulon, Greg	<a href="mailto:Greg_Rulon@fc.hamilton-city.k12.oh.us">Greg_Rulon@fc.hamilton-city.k12.oh.us</a>	Principal
Schermer, Matt	<a href="mailto:Matt_Schermer@fc.hamilton-city.k12.oh.us">Matt_Schermer@fc.hamilton-city.k12.oh.us</a>	Social Studies
Schneider, Ellen	<a href="mailto:Ellen_Schneider@fc.hamilton-city.k12.oh.us">Ellen_Schneider@fc.hamilton-city.k12.oh.us</a>	Art
Thompson, Chris	<a href="mailto:Chris_Thompson@fc.hamilton-city.k12.oh.us">Chris_Thompson@fc.hamilton-city.k12.oh.us</a>	Math
Treadway, Brion	<a href="mailto:Brion_Treadway@fc.hamilton-city.k12.oh.us">Brion_Treadway@fc.hamilton-city.k12.oh.us</a>	Counselor

**STUDENT CODE OF CONDUCT**

## STUDENT CODE OF CONDUCT

This code of conduct is adopted by the Board of Education of the Hamilton City School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in this Code of Conduct is subject to detention, issuance of demerits, Time-Out Center, Behavior Intervention Center (BIC), Extended Day Detention (ie. Friday/Saturday School), RESCUE, suspension, emergency suspension, expulsion, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of conduct applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Hamilton City Schools.

Student and staff safety is paramount in the orderly operation of the school and to help ensure safety, random use of metal detector devices may be utilized. It should be noted that lockers are school property and school personnel reserves the right to inspect them whenever the need arises. In the case of misuse of the district's network and Internet resources by a student user, disciplinary action may result in suspension and/or expulsion from school.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended.

The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel. Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion. A student will receive zeros and will not be permitted to make up any missed work.

A student or his parents may appeal any decision of the Hamilton City School District administration to suspend a student from school to the Superintendent or his/her designee. A student or his parent may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 14 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to the Butler County Court of Common Pleas. It is the policy of the Hamilton City School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

The following types of conduct prohibited by this Code of Conduct are as follows:

### **PART 1**

1. **Contemptuous/Insolent Behavior:** A student shall not engage in any act which is rude or disrespectful, degrades, disgraces, or tends to degrade or disgrace a teacher, fellow student, or any other person by written, verbal, or gestured means.
2. **Vandalism/Destruction or Defacement of School and/or Private Property:** A student shall not cause or attempt to cause damage or destruction to school property, property of school employees or property of

other students, on or off school premises, including buildings, grounds, equipment, or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity on or off school property or in areas controlled by the school.

3. (3.1) Disruption of School: A student shall not, by use of violence, force, coercion, written or verbal threat, or in any manner cause disruption or obstruction to the carrying on of a normal school day. A non-exhaustive list of examples of disruption would include unusual dress and appearance, strikes or walk-outs, the possession of fireworks including stink bombs and smoke bombs, the impeding of free traffic to or within the school, use or possession of cell phones, ipods, cameras, laser pointers, beepers and other paging devices unless approved for health reasons, or any other non-approved electronic devices. [O.R.C. 3313.753 (A)]. Due to the potential for violation of student privacy rights and confidentiality, unauthorized use of cameras/camera phones for photos/videos without permission of the proper school authority is not permitted. The District does not take responsibility for missing or lost personal electronic communication devices.

(3.2) Unauthorized/Inappropriate Computer and/or Internet Use

(3.3) Behavior Problems: Repeated behavior of a disruptive nature that interferes with the learning environment; or any school activity.

(3.4) Signs and Slogans: A student may not place signs or slogans on school property without the permission of the proper school authority.

4. Theft/Stealing: A student shall not take or attempt to take into possession or possess the public property or equipment of the school district or the personal property of another person.

5. Extortion, Bribery: A student shall not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for personal gain.

(5.1) Forgery: A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.

(5.2) Cheating/Plagiarism: A student shall not cheat or plagiarize.

6. False Alarms: A student shall not initiate or circulate a report or warning of an impending fire, tornado, explosion, crime or other catastrophe without cause.

7. Gambling: A student shall not gamble or possess gambling devices on school premises. Some examples of gambling devices would include dice and cards (not an exhaustive list).

8. Hazing: No student, including leaders of student activities, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act, or coercing another to do any act, in connection with initiation into any student or other organization that causes or creates a substantial risk of mental or physical harm (O.R.C. 2307.44).

9. Loitering/Trespassing: A student shall not be present in a school building or restricted area of same at unauthorized times and in such a manner as reasonably may cause disruption to some activity or function, pose a threat to the safety and well-being of the student, or a disruption to the educational process.
10. Lying: A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel.
11. Accumulation of Demerits/Detentions
12. Profanity and/or Obscene Language/Gestures: A student shall not use profanity or obscene language, gestures or pictures, either written or verbal, in communicating with anyone. Included in this prohibition would be the possession or publication of obscene pictures or materials.
13. School Bus Behavior: Students shall not violate any rules established by the Hamilton City School District for the purpose of safety and student control while using school buses. School bus behavior rules (see Part VI) shall apply for all regular school transportation and/or transportation for activities under the supervision and control of the school.
14. (14.1) Truancy/Unexcused Absence from School: It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program. Pursuant to Senate Bill 181, students absent from school without legitimate excuse will be considered truant. A student will be considered truant if he/she is absent without knowledge or consent of parent. It must also be noted that parents cannot detain their children from school attendance without legal cause. Pursuant to State Bill (SB) 191 and SB 1, students may have their driver's license revoked for truancy. [(O.R.C. 3321.18, 3321.19, 3321.191, 3321.20, & 3321.13 (B)(2)].  
  
(14.2) Tardiness/Early Dismissal: A student shall not be tardy to school or class. Early dismissal is to be avoided without compelling circumstances.  
  
(14.3) Skipping Classes : A student shall not be absent from class without authorization from an administrator.  
  
(14.4) Leaving School Grounds: Students may not leave school after initial arrival without permission from the proper authority. During school hours, students will not leave school premises without permission from the proper authority.  
  
(14.5) Skipping Detention: A student shall not be absent from detention without authorization from an administrator.
15. Unauthorized Sale or Distribution: A student shall not sell or distribute or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal or principal's designee.
16. Tobacco/Tobacco Paraphernalia: A student is not permitted to possess, use, purchase or attempt to purchase, sell/distribute tobacco products, including clove cigarettes, cigars, pipes, chewing tobacco, snuff, dip, or other substances, or have in his/her possession any smoking paraphernalia, i.e. lighters, matches, etc. in any form in any school building or on school property or at any school-sponsored activity (O.R.C. 2151.87).

17. Uncooperative or Insubordinate: A student shall not disregard, fail to respond to, or fail to carry out a reasonable request by authorized school personnel
18. Unauthorized Use of Motor Vehicles: A student shall not operate a motor vehicle during normal school hours without administrative authorization and parent/guardian consent.
19. Harassment: A student shall not use words, pictures, objects, gestures or other actions relating to a person's race, national origin, handicap, appearance, religion, sex or other reason that may have the effect of causing embarrassment, discomfort or a reluctance to participate in school activities:

(19.1) Sexual Harassment: Any harassment relating to sexual activity or a person's gender.

(19.2) Hate-based Harassment

(19.3) Gang and/or Cult-Based Harassment

(19.4) Other Forms of Harassment

(19.5) Bullying – For the purposes of this rule, “bullying” is defined as an intentional written, verbal, electronic or physical act that a student exhibits toward another particular student more than once; and the behavior both (1) causes mental or physical harm to the student, and (2) is sufficiently severe, persistent, or pervasive that a reasonable person under the circumstances should know, will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property;
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

20. (20.1) Unauthorized Touching, Verbal Abuse: A student shall not touch anyone in an unfriendly manner, nor verbally threaten or abuse any other person or behave in such a way that could cause or threaten to cause physical injury while under the jurisdiction of the school.

(20.2) Fighting/Violence: Intentional behavior that causes, attempts or threatens physical injury.

(20.3) Public Display of Affection: Behavior that is not appropriate in the school setting such as kissing, hand holding, hugging, etc.

(20.4) Inappropriate Sexual Behavior: Engaging in sexual acts, displaying excessive affection or other inappropriate sexual behavior

21. Refusal to Report to Alternative Program: Time-Out Center, Behavior Intervention Center (BIC) and Saturday School (or other designated day, i.e. Wed., Thurs. School).

22. Disruptive Behavior in Alternative Program

23. (23.1) Failure to Report: Failing to report the actions or plans of another person to a teacher, counselor or administrator where these actions or plans, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.

(23.2) Aiding and Abetting: Willfully aiding another person to violate school regulations.

24. Other Just Causes: Student misconduct not listed that is as serious in nature as the above may serve as grounds for disciplinary action.

**For the purpose of the Student Code of Conduct, the following shall apply:**

- a. **“Emergency Suspension”** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District whose behavior presents an ongoing threat of disrupting the educational process provided by the District.
- b. **“Suspension”** shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of the suspension to the following school year. The procedures for suspension are set forth in the Code of Conduct and Board Policy.
- c. **“Expulsion”** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of days remaining on the semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Board Policy.
- d. **“Permanent Exclusion”** shall mean the student is banned forever from attending a public school in the State of Ohio.

**PART II (Probable Recommendation for Expulsion)**

The principal may suspend and may recommend for expulsion those students who violate the following rules:

25. Verbal Assault

26. Physical Assault (includes spitting on another person)

27. Verbal Threat

28. Written Threat

29. Physical Threat

30. Inducing Panic
31. Behavior Dangerous to Self or Others
32. Intimidation and/or Any Other Threatening Behavior
33. Physical/Verbal Abuse Constituting Harassment of Staff
34. Misconduct – by a pupil that, regardless of where it occurs, is directed at a school official or employee, or the property of such official or employee. O.R.C. 3313.661(A)
35. Profanity Directed Toward a Staff Member: Includes face-to-face, in response to, in reference to, etc...

### **PART III (Mandatory Recommendation for Expulsion)**

It is mandatory that the principal suspend and recommend the expulsion of students who violate the following rules:

36. Threat/Violence Against a Staff Member
  - (36.1) Verbal Threat Toward a Staff Member
  - (36.2) Physical/Written Threat Toward a Staff Member
  - (36.3) Violence Toward School Staff
37. Physical Assault Against a Staff Member
38. Serious Bodily Injury: An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; disfigurement or impairment (18 U.S.C. Section 1365(3)(h))”. O.R.C. 2901.01 (A)(6)
39. Unauthorized Fire: A student shall not ignite an unauthorized flame including fireworks, stink bombs and incendiary devices in any part of any building or any property of the Board of Education of the Hamilton City School District.

40. Weapons: A student shall not possess, handle, transmit or use any object or look-alike object offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event.

(40.1) Use/Possession of Weapon **other than** Gun or Knife

(40.2) Sale/Distribution of Weapon **other than** Gun or Knife

(40.3) Use/Possession/Sale/Distribution of any Explosive, Incendiary or Poisonous Gas or Ammunition

41. Narcotics, Alcoholic Beverages and Drugs: A student shall not buy, sell, use, possess, conceal, or distribute any of the following:

(41.1) Use/Possession of Alcohol: Any liquid beverage that contains alcohol;

(41.2) Use/Possession of Other Drug: Any controlled substances (drugs, narcotics, marijuana, etc.) or inhalants including any over-the-counter medication;

(41.3) Sale/Distribution of Alcohol/Drugs

(41.4) Counterfeit Controlled Substances: Any counterfeit controlled substance, defined as any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance;

(41.5) Drug Paraphernalia: Any drug or alcoholic paraphernalia including instruments, objects, papers, pipes, containers, etc.

**First Offense for any Chemical Related Violation:**

1. The principal will suspend the student for ten (10) days with a recommendation for an eighty (80) day expulsion to the Superintendent.
2. The principal will notify the parent or guardian in writing, using the suspension form.
3. A hearing with the Director of Student Services is required.
4. The principal/assistant principal will contact the parent or guardian to arrange a conference to discuss and sign the "Memorandum of Understanding."

5. The principal/assistant principal will notify the Director of Social Responsibility.
6. The Director of Social Responsibility may notify the Juvenile Officer of the Hamilton Police Department.
7. As per the “Memorandum of Understanding”, the student must be evaluated by a trained chemical dependency counselor within 48 hours for a professional opinion concerning where he/she falls on the continuum between experimentation and addiction. Education or treatment may be recommended by the referral agency. Student will be required to participate in any recommended treatment. The evaluation must be conducted by a C.A.P.P. approved program or professional.  
  
The student is not eligible to return to his/her school until the urinalysis and assessment are completed and the results received by the District.
8. If the appropriate referral agency notifies the Director of Social Responsibility that the student is not participating in the treatment program, any recommendation for out of school expulsion that was placed into abeyance will be reinstated.
9. Students who forego the evaluation process are subject to normal disciplinary procedures, i.e. out of school expulsion for up to eighty (80) days.

**Second Offense for any Chemical Related Violation  
and/or First Offense for Distributing/Selling:**

Students distributing or selling chemicals and/or students having a second chemical-related violation will be suspended for ten (10) days and recommended out of school for expulsion for up to eighty (80) days and the Director of Social Responsibility will notify the Juvenile Office of the Hamilton Police Department. A hearing with the Director of Student Services is required.

When a student is expelled for possession, use, distribution of drugs and/or alcohol, the Superintendent or designee may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court to revoke the student’s driver’s license or instructional permit. Such notification is to be given within two (2) weeks after expulsion in a manner that complies with the provision of O.R.C. 3321.13 (B)(3).

**Follow-Up Services:**

Upon return from suspension, expulsion, residential or outpatient treatment, the following support services will be provided:

1. Student and parent will have a re-admission conference.
2. Student may be scheduled and expected to attend student support groups or individual sessions.

42. Violation of Ohio Criminal, Traffic, or Juvenile Code: Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the school grounds,
43. regardless if school related or not, that would, in the judgment of school officials, be a detriment to the ongoing educational processes and/or orderly administration of the school if the student were permitted to continue regular school attendance.

#### **PART IV Mandatory Recommendation for Expulsion for One (1) Calendar Year**

43. Weapons: A student shall not possess, handle, transmit, or use any object, including look-alike objects, offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event (O.R.C. 3313.66).

(43.1) Use/Possession of Gun

(43.2) Use/Possession of Knife

(43.3) Sale/Distribution of Gun or Knife

44. Bomb Threat: O.R.C. 3313.661

#### **PART V: Dress Code and Disciplinary Procedures**

45. Dress Code: The Board Policy states: Dress and grooming are rightfully the responsibility of the individual student and his/her parents. To be proper for school, dress and grooming should be clean, neat, and appropriate and should not constitute a safety or health hazard or be such that it might hamper the educational process. If the student and/or parents fail in their responsibilities, dress and grooming thus become a part of the school's responsibilities. In such cases, the principal and/or those designated by
46. him/her shall be required to assist in solving the problem as it concerns the school. These rules are stated to improve the learning environment, bridge socio-economic disparities among families and provide other positive benefits.

#### **Specifically:**

1. Students are to wear clothes that fit (not too loose, tight, short, long, etc.). Both upper body and lower body garments are to be worn in a manner to provide for safety and modesty. Pajama or sleepwear attire is not permitted.

2. Short shorts and mini-skirts are not permitted. The appropriate length for skirts, skorts, and shorts is no shorter than the width of your fist when placed at the top of the knee-cap when seated. Elementary students may wear shorts before November 1 and after April 1 each school year.
3. Shirts and blouses that are “see-through”, cut low, show cleavage, or expose one’s midriff or undergarments when the student sits, stands, raises his/her hand or bends over are not permitted. Open mesh garments or garments that expose skin are not permitted.
4. Tank tops, muscle shirts and halter-tops are not permitted. All shirts must extend from the base of the neck to the top of the arm, fit closely under the arms and may not have open sides.
5. Hats, hoods, coats, bandanas, “do-rags”, stocking caps, sunglasses, hairnets, gloves and sweatbands are not to be carried or worn inside the building.
6. No clothing, jewelry, tattoos or other personal items may be worn bearing a picture or lettering which is sexually explicit, obscene, vulgar, offensive or libelous; suggests violence, death, suicide, or hate; shows disrespect to any person or group of people; bears advertising related to alcohol, tobacco and/or drugs; or that is otherwise contrary to the school’s educational mission. Tattoos that do not conform to the requirements of this paragraph must be covered.
7. Writing on clothing, hands and other body parts, as well as face painting, is not permitted.
8. Footwear must be worn that is appropriate for the school environment, which includes stairs and emergency drills, provide for safe and sanitary conditions and not present a safety hazard. Examples of unacceptable footwear include but are not limited to house slippers, skate shoes, and spiked heels. It is recommended that shoes with a back strap or closed back be worn by children at school. Athletic shoes are the best choice for the K-6 environment.
9. Biking pants/shorts are not permitted. Gym shorts are not to be worn other than for physical education courses.
10. Unnaturally colored hair, extreme/distracting makeup, haircuts and hairstyles, including but not limited to mohawks are not permitted. Examples of unnatural hair colors could include but are not limited to blue, green, red, purple, orange, etc.
11. Body piercing adornments are to be worn in the ears only and are not to be extreme or distracting. Band-aids and spacers are not permitted.
12. Lower garments are to be worn at waist level and must be properly fastened. Students shall not wear pants that sag, fit below the waist or drag the floor – the “droop” look is not acceptable. Belts must be of proper length. Undergarments are not to be exposed when the student sits, stands, raises his/her hand, or bends over.

13. Extreme or distracting jewelry, including but not limited to “dog collars”, spiked bracelets and chains, including wallet chains, as well as other articles judged to be potentially hazardous, extreme or distracting are not permitted. No jewelry that could be dangerous to persons or destructive to school property is permitted.
  14. Gang or cult-related items of any kind are not permitted. Principals may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group.
  15. Torn or tattered clothing and clothing with holes, including cut-offs, are not permitted.
  16. Winter coats, including but not limited to Trench coats, bubble jackets, parkas, or any other heavy coat/jacket may not be worn or carried in the building. Students must place these jackets and/or coats in their lockers, or specified area, prior to the beginning of the school day.
- ❖ **These guidelines are not to be considered all-inclusive. The Administration reserves the right to deal with any apparel deemed inappropriate for school.**

## **PART VI Bus Rules**

In order to ensure the safety and welfare of all school bus passengers, students must adhere to the following rules. Failure to do so may result in suspension or expulsion from bus and/or school.

1. Observe same conduct as expected in the classroom and obey the Driver promptly and respectfully.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus. **NO GUM.**
4. Cooperate with the driver. Follow directions from driver while on the bus.
5. Windows may only be opened with driver permission.
6. Keep the bus clean.
7. No smoking or tobacco use.
8. Do not be destructive.
9. Stay in your seat. Do not change seats. Keep aisles and exits clear.

10. Keep head, hands and feet inside the bus.
11. Bus driver is authorized to assign seats.
12. Students may ride only their assigned school bus, and must board and depart from the bus only at their assigned bus stop unless they have an emergency bus pass signed by the building Administrator.
13. Students who intentionally ride the wrong bus in order to fight, observe a fight or assault may receive discipline.
14. Cell phones may not be used on school buses.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.663, 3313.664, 3321.13(B)(3) and (C), 3327.014  
18 U.S.C. #921  
20 U.S.C. #3351, 20 U.S.C. #7151, 20 U.S.C. #8921