



*2017-2018*  
**HANDBOOK**

Hamilton City School District

# Introduction

## Mission

Prepare students for college, career, and life.

## Vision

Grow all students and maximize individual potential, build professional capacity and a culture of collaboration, engage and communicate with families and community.

# Contact Information

## Board of Education

Hamilton City School District Board of Education  
533 Dayton St.  
Hamilton, OH 45011  
Office: (513) 887-5000  
Fax: (513) 887-5014

Elementary Schools

## Elementary Schools

### **Bridgeport Elementary School**

2171 Bridgeport Dr.  
Hamilton, OH 45013  
Office: (513) 868-5580  
Fax: (513) 868-5585

### **Brookwood Elementary School**

1325 Stahlheber Rd.  
Hamilton, OH 45013  
Office: (513) 868-5590  
Fax: (513) 868-5595

### **Crawford Woods Elementary School**

2200 Hensley Ave.  
Hamilton, OH 45011  
Office: (513) 868-5600  
Fax: (513) 868-5605

### **Fairwood Elementary School**

281 N. Fair Ave.  
Hamilton, OH 45011  
Office: (513) 868-5610  
Fax: (513) 868-5615

### **Highland Elementary School**

1125 Main St.  
Hamilton, OH 45013  
Office: (513) 868-5620  
Fax: (513) 868-5625

### **Linden Elementary School**

801 Hoadley Ave.  
Hamilton, OH 45015  
Office: (513) 868-5630  
Fax: (513) 868-5639

### **Ridgeway Elementary School**

267 Wasserman Rd.  
Hamilton, OH 45013  
Office: (513) 868-5640  
Fax: (513) 868-5645

### **Riverview Elementary School**

250 Knightsbridge Dr.  
Hamilton, OH 45011

Office: (513) 868-5650  
Fax: (513) 868-5655

## Secondary Schools

### **Garfield Middle School**

250 Fair Ave.  
Hamilton, OH 45011  
Office: (513) 887-5035  
Fax: (513) 887-4700

### **Wilson Middle School**

714 Eaton Ave.  
Hamilton, OH 45013  
Office: (513) 887-5170

### **Hamilton Freshman School**

2260 NW Washington Blvd.  
Hamilton, OH 45013  
Office: (513) 896-3400

### **Hamilton High School**

1165 Eaton Ave.  
Hamilton, OH 45013  
Main Office: (513) 868-7700  
Attendance (A-K): (513) 887-4827  
Attendance (L-Z): (513) 887-4829

### **Career Technical Education**

1155 Eaton Ave.  
Hamilton, OH 45013  
Office: (513) 887-4509

# ANNUAL EMERGENCY SCHOOL CLOSING PLANS

School closings will be announced on radio and television stations, the district web site at [www.hamiltoncityschools.com](http://www.hamiltoncityschools.com) and TvHAMILTON.

Additional announcements on 1450 am The Ticket (WMOH) radio may be made DURING the school day in the event of sudden emergency closings for an individual school or schools.

School Open – NO transportation

- One (1) Hour Delay – All classes will be in session
- Two (2) Hour Delay – All classes will be in session except a.m. preschool and a.m. HASP
- School Closed – Head Custodians/Maintenance Staff Report
- School Closed – All staff report
- School Closed – No Staff report

## Annual Notices

The Hamilton City School District Board of Education maintains a complete list of annual notices required by local, state, and federal agencies. The complete list and the notifications in their entirety are located on the district website at:

<https://hamiltoncityschools.com/annual-notice/>

If you have any questions regarding these notices or the district's compliance in meeting and maintaining the requirements set forth in these notices, feel free to contact your building Principal or the District Business Manager.

## Change of Address or Emergency Information

It is extremely important that emergency information is kept up-to-date at all times for the safety of your child. If, at any time during the school year, you change your address, daytime phone number, or preferences for emergency contacts please contact the building immediately. For change of address, you will

need to bring in your new proof of residency. Any necessary transportation changes will be made at this time.

## Emergency Management Plan Notice to Parents

Parents will receive notification by one or more electronic communication tools including text, phone call, or email. One communication from the school or school district is expected but circumstances may require follow-up communications. The district may also post information on its website, hamiltoncityschools.com, or use other media outlets such as television, radio, Twitter, and/or Facebook. It is the Parent/Guardian's responsibility to ensure that the school and the district have appropriate contact information and the communications are directed to both parents and guardians as appropriate. Changes need to be sent to the school's main office.

## HCS D Release / Visitor Information

In an effort to create the safest and most secure environment, the following practices are in place for all HCS D buildings:

A valid form of identification is required at all times for all visitors.

All visitors must wear an identification badge while in our buildings.

To ensure the appropriate release of a student, we require proper identification and the name of the release individual must be on the student's Emergency Form. Students will not be released to unauthorized individuals

## Restorative Practices

### Questions To Respond to Challenging Behavior

- What Happened
- What Were You Thinking At The Time
- Who Has Been Affected By What You Have Done? In What Way?
- What Do You Think You Need To Do To Make Things Right?

### Questions to Help Those Harmed By Others' Actions

- What Did You Think When You Realized What Had Happened?
- What Impact Has This Incident Had On You And Others?
- What Has Been The Hardest Thing For You?
- What Do You Think Needs To Happen To Make Things Right?

## Safe Schools Alert Tip Line

Safety is one of our district's top priorities. To help safeguard our school community, our district is now using the Stay Safe Speak Up alert, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration four different ways

1. Phone: 1-866-listen2me
2. Web: hamiltoncityschools.com

You and your child can easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about through the Stay Safe Speak Up alert.

Every tip alert received about our district is immediately logged in the system and our administration is notified so that they can investigate and take appro-

priate action. Tips may also be submitted anonymously if you prefer.

Together, using the Stay Safe Speak up alert, we can make our district a safer place to work and learn.

## School Based Health Centers

The School District has partnered with several agencies to provide primary medical, dental, vision, and behavioral health services for interested students, staff, family, and the community, regardless of insurance status. Forms need to be completed only one time for each student. School nurses can schedule appointments for regular immunizations, sports/work physicals, asthma or other chronic disease management and acute care for sick or injured students. Contact your school nurse if you or your family are interested in these services.

## Character Education

### Character Education Vision

Quality Character Education permeates all facets of the school culture. Character development is shown, talked about and exhibited by everyone. There is a focus on building caring relationships and developing a strong sense of belonging. There is a strong commitment to intentionally teaching Character Education.

### Character Education Mission Statement

The mission of the Hamilton City School District is to have all staff participate in developing young people of good character who become responsible and caring citizens.

The core character traits that form the foundation of the Hamilton City School District's Character Education program are:

1. Acceptance – Respecting the diversity of others.
2. Compassion – Caring and sharing genuine concern for others.
3. Honesty – Being truthful and trustworthy.
4. Personal Responsibility – Being personally accountable for your actions.
5. Respect – Treating others the way you would like to be treated.

## Performance Character Traits

Confidence

Creativity

Effort

Organization

Perseverance

## Discipline and Code of Conduct Manual

### Superintendent Letter

The Hamilton City School District is committed to providing a safe and secure learning environment for all students. Clear expectations in the areas of discipline and dress will assist the district in achieving that goal. The purpose of this booklet is to state

the district's behavioral and dress expectations for students, parents and community.

It is our expectation that all students will adhere to the rules as outlined in the Discipline and Code of Conduct book. In addition to the rules and regulations, the district has a strong focus on the teaching of character education. Our desire is that students will consistently demonstrate the ability to make the right choices and demonstrate good citizenship.

We believe the districts' adopted character traits (Acceptance, Compassion, Honesty, Respect and Personal Responsibility) are the foundation from which Hamilton students will develop into well educated and productive 21st century citizens.

Anthony Orr

Superintendent

Hamilton City School District

## Notice of Non-Discrimination

The Hamilton City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Chad Konkle, Assistant Superintendent, Title IX Coordinator

Carrie Hester, Assistant Director of Human Resources for Pupil Personnel, 504 Coordinator

Larry Knapp, Civil Rights Compliance Officer

533 Dayton Street

Hamilton, Ohio 45011

513-887-5000

## 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 issuance of demerits, detention, Time-Out Center, Behavior Intervention Center (BIC), Extended Day Detention (i.e. Friday/Saturday School), suspension, emergency removal, expulsion, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. Student supports may include the use of Restorative Practices, including affective statements, affective questions, small impromptu conferences, circles, formal conferences, and/or re-entry meetings to school. This code of conduct applies while a student is in the care, 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; is directed at a district official or employee or the property of the official or employee; 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. Credit can be granted for work missed due to out-of-school suspension upon permission granted by the administration, provided that the student request the work upon returning from the suspension and the work is completed and turned in within an equal numbers of days that were reflective of the suspension.

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 I**

Any violation of the Code of Conduct given the severity of the action may result in emergency suspension, suspension or recommendation for expulsion.

### **1. Disrespect:**

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 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 of school property or in areas controlled by the school.

### **3. Disruption**

- 1. Disruption of School/Classroom:** A student shall not, by use of violence, force, coercion, intimidation, 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 chronic misbehavior, 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.
- 2. Nuisance Items:** Any item deemed inappropriate by the administration. This includes the use or possession of electronic communication devices (ORC 3313.753) which is governed by terms and conditions set forth by the Hamilton City School District's Acceptable Use Policy. The District

does not take responsibility for missing or lost personal electronic devices or nuisance items.

3. **Unauthorized/Inappropriate Use of Electronic Devices and/or Internet:** Due to the potential for violation of student privacy rights and confidentiality, the inappropriate use of technology and/or any electronic device, including but not limited to audio taping, videotaping, filming, or photographing of students or staff members without the explicit knowledge and permission of a staff member is prohibited.
4. **Signs and Slogans:** A student may not place signs or slogans (including alluding to gang or cult-related items) 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, Forgery, Academic Dishonesty

1. **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.
2. **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.
3. **Academic Dishonesty:** A student shall not possess, sell, transmit, or receive any test information or other information that provides advanced knowledge of assessment content. In addition, a student shall not plagiarize or present another person's work as his/her own. Violation of this rule could result in a disciplinary consequence, loss of credit for the assignment or assessments, and/or failure of the course in the case of multiple violations.

#### 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 may reasonably 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. Location Based Codes

### 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)).

### 2. **Tardiness/Early Dismissal:** A student shall not be tardy to school. Early dismissal is to be avoided without compelling circumstances.

3. **Tardiness to class:** A student shall not be tardy to class without authorization from an administrator.

4. **Skipping Classes:** A student shall not be absent from class without authorization from an administrator.

5. **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.

### 6. **Out of Bounds**

7. **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, electronic 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, symbols, 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:

1. **Sexual Harassment** – any harassment relating to sexual activity or a person's gender
2. **Hate-based Harassment**
3. **Gang and/or Cult-Based Harassment**
4. **Other Forms of Harassment**

## 20. Bullying:

Harassment, intimidation, or bullying behavior by any student in the Hamilton City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students, including violence within dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided trans-

portation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

When a complaint of bullying is made, an investigation will be performed by the administration receiving the complaint. Notification will be made of the nature of any complaint against their student. The parties involved will have the opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator investigating shall notify the complainant and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

## 21. Unauthorized Touching, Fighting, Public Displays of Affection, Inappropriate Sexual Behavior:

1. **Unauthorized Touching:** A student shall not touch anyone in an unfriendly manner, nor behave in such a way that could cause physical injury (including roughhousing or horseplay).
2. **Fighting/Violence:** Intentional behavior that causes, attempts or threatens physical injury.
3. **Public Display of Affection:** Behavior that is not appropriate in the school setting such as kissing, hand holding, hugging, etc.
4. **Inappropriate Sexual Behavior:** Engaging in sexual acts, displaying excessive affection or other inappropriate sexual behavior.

## 22. Refusal to Report to Alternative Program:

Time-Out Center, Behavior Intervention Center (BIC), In-School Suspension and Extended Day Detention.

## 23. Disruptive Behavior in Alternative Program

## 24. Failure to Report | Aiding and Abetting

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.
2. **Aiding and Abetting:** Willfully aiding another person to violate school regulations.

## 25. 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:**

1. **“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.
2. **“Suspension”** shall be the temporary exclusion of a student by the Superintendent, principal, as-

sistant 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

3. **“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.
4. **“Permanent Exclusion”** shall mean the student is banned forever from attending a public school in the State of Ohio.

26. Verbal Assault

27. Physical Assault (includes biting or spitting on another person)

28. Verbal Threat

29. Written Threat

30. Physical Threat

31. Inducing Panic

32. Behavior Dangerous to Self or Others

33. Intimidation and/or Any Other Threatening Behavior

34. Physical/Verbal Abuse Constituting Harassment of Staff

35. Misconduct

Behavior 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)

36. Profanity Directed Toward a Staff Member

Includes face-to-face, in response to, in reference to, etc... written or verbal.

**PART II: MANDATORY RECOMMENDATION FOR EXPULSION**

37. Violence or Threatening Behavior Towards 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.

1. **Use/Possession of Weapon other than Gun or Knife**
2. **Sale/Distribution of Weapon other than Gun or Knife**

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, show signs of, or distribute any of the following:

1. **Use/Possession of Alcohol:** Any liquid beverage, substance, etc. that contains alcohol;
2. **Use/Possession of Other Drug:** Any controlled substances (drugs, narcotics, marijuana, etc.) or inhalants including any over-the-counter medication;
3. **Sale/Distribution of Alcohol/Drugs**
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;
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 Safe and Drug-Free Schools Coordinator and Law Enforcement when illegal substances are present.
6. The Safe and Drug-Free Schools Coordinator 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 Safe and Drug-Free Schools Coordinator 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 Safe and Drug-Free Schools Coordinator 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, 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 III 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).

1. **Use/Possession of Gun**
2. **Use/Possession of Knife**
3. **Sale/Distribution of Gun or Knife**

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

### **PART IV: 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. Students are to wear clothes that fit. 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 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. Short skirts and mini-skirts are not permitted. Skirts, dresses and shorts must be at least fingertip length when hands are placed at sides. Elementary students may wear shorts before November 1 and after March 1 each school year.
2. 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.
3. 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. No tank tops, spaghetti straps, halter tops, tube tops etc.
4. Hats, hoods, coats, bandanas, stocking caps, other head coverings, sunglasses, hairnets, gloves and sweatbands are not to be carried or worn during school hours. Hoods may not be wore over student's head.
5. 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.
6. 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.

7. Extreme or distracting hair colors, haircuts, hair styles, makeup, or markings on body or clothes are not permitted.
8. Body piercing adornments not to be extreme, distracting, or dangerous.
9. Lower garments are to be worn at waist level and must be properly fastened. Undergarments are not to be exposed when the student sits, stands, raises his/her hand, or bends over. Sleepwear attire is not permitted.
10. 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.
11. 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.
12. Clothing with large and/or inappropriately-placed holes are not permitted.
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 emergency permission to ride another bus or to use another bus stop from the Transportation Department. In order to ride home on a different bus, parents/guardians MUST call the Transportation Department at 887-5060 in order to obtain permission. Administrators will NOT sign notes authorizing permission to ride a different bus.
13. Students that intentionally ride the wrong bus in order to fight, observe a fight or assault may receive discipline.
14. Inappropriate use of cell phones or other electronic devices is prohibited.
15. Do not throw or pass any objects on, from, or into the bus.
16. The supervision of students at a Hamilton City School District bus stop is ultimately the responsibility of parents. If a situation arises at the bus stop that impedes or impacts the regular course of a school day, students may be subject to disciplinary action.

**These guidelines are not to be considered all-inclusive. The Administration reserves the right to deal with any apparel deemed inappropriate for school.**

#### **PART V: 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.

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

# Factors of Bullying

Rough Play	Fighting	Teasing	Harassment	Bullying
<ul style="list-style-type: none"> <li>Usually friends; peers have a relationship</li> <li><i>Intention</i> is to have fun, not to provoke or intimidate</li> <li>Can be repeated due to the relationship</li> <li>Facial expressions reflect enjoyment: smiling, neutral face, laughter</li> <li>Involves physical aggression</li> </ul>	<ul style="list-style-type: none"> <li>Usually not friends</li> <li><i>Intention</i> is negative, aggressive, desire to inflict injury or discomfort</li> <li>Usually not repeated</li> <li>Can vary, but often is relatively equal between peers of similar size, physical ability, and power</li> <li>Facial expressions reflect anger: staring, face with furrowed eyebrows, tense, hostile</li> <li>Involves physical aggression</li> </ul>	<ul style="list-style-type: none"> <li>Between peers of similar size, physical ability, and power</li> <li><i>Intention</i> is to provoke, not intimidate</li> <li>Stops when one of the peers expresses displeasure</li> </ul>	<ul style="list-style-type: none"> <li>Words, conduct, or action directed at a specific person</li> <li><i>Intention</i> is to annoy, alarm, or cause substantial distress</li> <li>With no justification and can be repeated</li> <li>Based on actual or perceived: race, ethnicity, national origin, gender, religion, or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>Imbalance of power between the people involved</li> <li><i>Intention</i> is negative, aggressive, desire to inflict injury or discomfort, to humiliate / insult, cause harm, distress, and or intimidate</li> <li>Involves a pattern of behavior that is repeated or very severe</li> <li>Involves aggressive behavior (could be verbal, doesn't have to be physical)</li> </ul>

**4 Factors of Bullying**  
*Involves an aggressive behavior*  
*Typically involves a pattern of behavior repeated over time*  
*Imbalance of power or strength*  
*Intended to cause harm or distress*

their goals in the competitive global, electronic age. The District feels that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's principal, in writing or email, before the end of the second week of school. Parents may revoke a child's internet access at any time by indicating their desire in writing or email to the building principal.

## Defining Use

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

## Acceptable Use Policy

### Statement of Purpose

The Hamilton City School District is pleased to offer students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Hamilton City School District information technology network. The district is dedicated to the access and support of appropriate technology which aids student academic achievement. The district envisions a learning environment where technology firmly supports instruction.

Hamilton City School Districts believes that the tremendous value of technology and the network as an educational resource far outweighs the potential risks. The District will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare students for success toward

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video-conferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

## Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

School district employees may face discipline for violations up to and including suspension or termination from employment with the district. Teaching employees who violate the Licensure Code of Professional Conduct for Ohio Educators will be reported and may face additional action by the State Board of Education.

## Supervision and Monitoring

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

With respect to devices with internet access, the District will use measures that block and/or filter access to any visual depictions that are obscene, child pornography, or harmful to minors.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

## Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of email sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

### Credit

Portions of this AUP are modeled after an example provided by the US Department of Justice Computer Crime & Intellectual Property Section.

## Hamilton City School Directory

*Directory Information and Photo Release Form is available for download at <https://hamiltoncityschools.com>*

The Family Educational Rights and Privacy Act (FERPA) gives parents or students over age 18 certain rights with respect to education records, including the right to refuse to allow the Hamilton City

School District permission to release any or all of the types of information listed below about the student as directory information.

The types of information listed below have been designated as directory information by FERPA and the Hamilton City School District's Board of Education Policy and may be disclosed throughout the school year without prior notification:

- Student's name, Address, Date and place of birth
- Telephone number (only for school/parent club directories)
- Major Field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received, Honors
- Scholarships
- Date of graduation
- Student photograph

During the school year, Hamilton City Schools publish many editions of school publications, as well as maintains its website at [www.hamiltoncityschools.com](http://www.hamiltoncityschools.com), social media and other official school sites. The district is also covered by the local newspapers, including The Journal News, The Cincinnati Enquirer, and other regional, national and social media.

In addition the District may at times, publish the photographs of students to be used in the outlets identified in the preceding information.

If a parent or eligible student refuses to allow the Hamilton City School District permission to release any or all of the types of information about the student as directory information for the current school year, the parent or eligible student must notify the Hamilton City School District in writing by returning the Hamilton City Schools information and photo release form to your child's school two weeks after school begins. Failure to return this form will be considered implied permission to use/release directory information and photographs as identified.

If you DO NOT want Hamilton City Schools to use/release directory information of your student, includ-

ing photographs and other information as identified above in school district communications including, but not limited to school newsletters, the district website and media stories about the district for the current school year, please sign below. **Failure to sign this form will be considered implied permission to use/release directory information and photographs as identified.**

## Cellular Phone Texting Agreement

*Cellular Phone Texting Agreement Form is available for download at <https://hamiltoncityschools.com>*

(An) employee(s) at School District, would like to send you/your student cell phone text messages regarding important school related information. However, the District recognizes that you may not wish to receive messages for personal or financial reasons. By signing and returning this agreement, you may specify your choice as to whether you are willing to participate in this type of communication. Please note that a student will not be penalized for refusing to accept cell phone texts from the School District.

All employees of the School District who utilize this form of communication are required to sign the School District Cellular Phone Texting Agreement and must comply with the rules and regulations explained by that Agreement. A copy of the Agreement is attached for your review. If at any time you believe a School District staff member has violated this agreement, you should report such behavior to Superintendent or his/her designee.

If you wish to rescind your permission to accept text messages from the School District, you may do so at any time in writing by sending a letter to Superintendent or his/her designee. Such rescission will take effect upon receipt by the School District.

## Testing Dates for 2017-2018

Testing Window			
Beginning Date	Ending Date	Grade(s)	Assessment
August 14, 2017	October 20, 2017	Kindergarten	KRA Window
August 14, 2017	May 16, 2018	Grades K-12	IDEA Proficiency Test (IPT) English Language Screener
August 14, 2017	September 1, 2017	Grades K-12	ESL Benchmark Assessments
August 21, 2017	September 8, 2017	Grades 1-9	iReady Reading and Math Benchmark Assessments
August 26, 2017	August 26, 2017	Grades 10-12	SAT Test
September 4, 2017	September 15, 2017	Grades 1-3	Orton-Gillingham Reading Skills Assessment - Benchmark
September 9, 2017	September 9, 2017	Grades 10-12	ACT Test
October 7, 2017	October 7, 2017	Grades 10-12	SAT Test
October 9, 2017	October 12, 2017	Grades 7-12	1st Quarter Assessments
October 9, 2017	October 20, 2017	Grades K-12	Gifted Testing based on Referral
October 11, 2017	October 11, 2017	Grade 10	PSAT
October 23, 2017	October 27, 2017	Grades 1 and 6	Gifted Whole Grade Screener - Iowa/CogAT Assessments
October 23, 2017	October 27, 2017	Grade 12	Ohio Graduation Test
October 28, 2017	October 28, 2017	Grades 10-12	ACT Test
October 23, 2017	November 3, 2017	Grade 3	AIR Grade 3 English Language Arts OST
November 4, 2017	November 4, 2017	Grades 10-12	SAT Test
November 27, 2017	December 1, 2017	Grades K-1	
December 2, 2017	December 2, 2017	Grades 10-12	SAT Test
December 4, 2017	December 15, 2017	Grades 10-12	High School End-of-Course Tests
December 9, 2017	December 9, 2017	Grades 10-12	ACT Test
December 18, 2017	December 21, 2017	Grades 7-12	2nd Quarter Assessments
January 3, 2018	February 2, 2018	Grades K-12	ESL Benchmark Assessments
January 8, 2018	January 19, 2018	Grades 1-3	Orton-Gillingham Reading Skills Assessment - Mid Year
January 8, 2018	January 26, 2018	Grades K-9	iReady Reading and Math Benchmark Assessments
February 5, 2018	March 30, 2018	Grades K-12	Ohio English Language Proficiency Assessment (OELPA)
February 7, 2018	February 9, 2018	Grade 3	Terra Nova Testing
February 10, 2018	February 10, 2018	Grades 10-12	ACT Test
February 20, 2018	April 13, 2018	Grades 3-12	Alternative Assessment for Students with Significant Cognitive Dis
February 26, 2018	March 9, 2018	Grades K-12	Gifted Testing based on Referral
March 5, 2018	March 8, 2018	Grades 7-12	3rd Quarter Assessments
March 12, 2018	March 23, 2018	Grade 12	Ohio Graduation Test (OGT)
TBD	TBD	Grade 11	ACT Test - All High School Juniors
April 9, 2018	April 27, 2018	Grades 3-12	AIR OST English Language Arts
April 9, 2018	April 27, 2018	Grades K-9	iReady Reading and Math Benchmark Assessments
April 9, 2018	May 4, 2018	Grades K-3	Orton-Gillingham Reading Skills Final Assessment
April 14, 2018	April 14, 2018	Grades 10-12	ACT Test
April 16, 2018	May 4, 2018	Grades 3-12	AIR OST Math, Science, and Social Studies
April 30, 2018	May 11, 2018	Grades 9-12	Advanced Placement (AP) Course Exams
April 16, 2018	May 11, 2018	Grades 1-2	ODE Math (Diagnostic Assessment)
April 16, 2018	May 11, 2018	Grades 1-3	ODE Writing (Diagnostic Assessment)
May 5, 2018	May 5, 2018	Grades 10-12	SAT Test
May 7, 2018	May 11, 2018	Grade 3	Terra Nova
May 14, 2018	May 16, 2018	Grades 7-12	4th Quarter Assessments
June 2, 2018	June 2, 2018	Grades 10-12	SAT Test
June 9, 2018	June 9, 2018	Grades 10-12	ACT Test
June 11, 2018	June 22, 2018	Grade 12 +	Ohio Graduation Test (OGT)
July 5, 2018	July 6, 2018	Grade 3	Terra Nova
July 9, 2018	July 13, 2018	Grade 3	AIR Grade 3 English Language Arts OST
July 16, 2018	July 27, 2018	Grades 9-12	High School AIR EOC Exams

## Graduation Requirements

The graduation requirements for students from Hamilton High shall be completion 22 credits during seven or eight semesters of work.

## Minimum Graduation Credits

22 credits and accumulate 18 points on the AIR/End of Course Assessments.

- English: 4 credits – must be English I, II, III, and IV

- Science: 3 credits – 1 biological, 1 physical, 1 advanced
- Math: 4 credits – 1 Algebra I, 1 Algebra II, 1 Geometry
- Social Studies: 3 credits – 1 World History, 1 U.S. History, 1 Government
- Health: 1/2 credit
- Physical Ed.: 1/2 credit (2 semesters)
- Fine Art: 1/2 credit
- Electives: 6.5 credits

## Honors Diploma Requirements (In addition to aforementioned list).

- English: 4 credits
- Science : 4 credits – including chemistry and physics
- Math 4 credits: 4th credit must be equivalent or higher than Alg II
- Social Studies : 4 credits
- Foreign Lang: 3 credits of the same language or 2 credits of 1 language and 2 credits of another language
- Grade Point Average: 3.5 on a 4.0 scale (unweighted)
- ACT/SAT: **27 ACT or 1210 SAT minimum**

*Students applying for the honors diploma must meet all but one of the above listed criteria. You must let your counselor know that you are attempting the honors diploma.*

Students must attend graduation rehearsal and follow the Discipline and Code of Conduct and dress requirements for commencement exercises. Any student who fails to meet these requirements will not be permitted to participate in the graduation ceremonies at Millett Hall.