

**HAMILTON MIDDLE SCHOOL  
COLTS**

209 South 5<sup>th</sup> Street  
Hamilton, MT 59840  
406-363-2121  
FAX 406-363-7032  
[www.hsd3.org](http://www.hsd3.org)

**WORK HARD, BE NICE**

At Hamilton Middle School we are committed to making this school the best that it can be. Middle School is an important time for students to experience education through classroom rigor, co-curricular and extracurricular activities, and real life experiences.

This Student Handbook with the planner is designed to help you with specific information on policies and procedures for students. We are committed to providing a safe, structured, stimulating, and positive school environment, which allows for both students and staff to meet success in the classroom.

A positive partnership between home and school is essential for your child to achieve success. Please encourage your student to use this planner daily, and please read the handbook section with your child.

Indicate by signing that you and your child have received and read the HMS handbook and have familiarized yourself with the planner.

Remove this page from the planner, and return it to your teacher for check off.

---

Student Signature

Grade

---

Parent Signature

Date

## HAMILTON MIDDLE SCHOOL 2021-2022 CALENDAR

### 1<sup>st</sup> TRIMESTER

Aug. 19.....Thursday.....5<sup>th</sup> grade Open House (6-7PM)  
Aug. 23.....Monday.....First Day of School  
Sept. 1-3.....Wed-Fri.....Fair - **NO SCHOOL**  
Sept. 6.....Monday.....Labor Day - **NO SCHOOL**  
Sept. 9.....Thursday.....6-8 Grade Open House (6-7 PM)  
Sept. 25.....Friday.....Professional Development Day - **NO SCHOOL**  
Oct. 8.....Thursday.....Mid-Term Grade Check  
Oct. 13 &14.....Weds & Thurs.....Parent-Teacher Conferences (4PM-7PM)  
Oct. 21-22.....Thurs & Fri.....State PD Days - **NO SCHOOL**  
Nov. 5.....Friday.....Professional Development Day - **NO SCHOOL**  
Nov. 20.....Friday.....End of 1<sup>st</sup> Trimester

### 2<sup>nd</sup> TRIMESTER

Nov. 24-26.....Wed-Fri.....Thanksgiving Break - **NO SCHOOL**  
Dec. 23 –Jan. 1.....Wed-Fri.....Winter Break - **NO SCHOOL**  
Jan. 13.....Thursday.....Mid-Term Grade Check  
Jan. 15.....Friday.....Professional Development Day - **NO SCHOOL**  
Feb. 25.....Friday.....Professional Development Day - **NO SCHOOL**  
Mar. 4.....Friday.....End of 2<sup>nd</sup> Trimester

### 3<sup>rd</sup> TRIMESTER

Mar. 9 & 10.....Weds & Thurs.....Parent-Teacher Conferences (4PM-7PM)  
Mar. 18.....Friday.....Professional Development Day - **NO SCHOOL**  
Mar. 28-Apr. 1.....Mon.-Fri.....Spring Break - **NO SCHOOL**  
Apr. 20.....Wednesday.....Community Luncheon – **Early Out – 12:20PM**  
Apr. 22.....Friday.....Mid-Term Grade Check  
May 20.....Friday.....Professional Development Day - **NO SCHOOL**  
May 30.....Monday.....Memorial Day - **NO SCHOOL**  
June 1.....Wednesday.....HMS Promotion - 6:00PM  
June 4.....Friday.....Last Day of School – **Early Out – 12:20PM**

**\*On Early Out days, school will be dismissed at 12:20 p.m.\***

## ACTIVITIES PROGRAM

Sports offered at HMS include: Football, Volleyball, Cross Country, Wrestling, Boys & Girls Basketball, Track, and Cheerleading  
Any student interested in participating may contact the office for information.

### ACTIVITIES –IMPORTANT INFORMATION:

**PAY-TO-PLAY:** Students participating in interscholastic activities will be required to pay a \$20.00 fee prior to participating in the first game or meet of that sport.

**ON-LINE REGISTRATION:** All athletes must complete the on-line registration in order to participate in any sport at HMS.

**PHYSICAL:** Students in the above activities must have a certified physical after the last day of the previous school year. The physical must be on file in the office of the activities director PRIOR to the student practicing or participating in any HMS activity.

**INSURANCE:** Students in the activities listed above must be covered with a basic insurance policy with a “catastrophic” insurance policy included. Students who have their own insurance must provide the school district with proof of insurance prior to the first practice. Insurance options are available through the office.

**TRAVEL TO CONTESTS:** All students are expected to ride school district transportation on school-sponsored trips. Students will not be allowed to participate if they arrive at a contest in transportation other than transportation provided by the school district. Exceptions are made only with prior approval from the activities director and/or administration.

**RETURN FROM CONTESTS:** Students may request to ride home after events with their parents and/or guardians only. A release form must be signed by the parent/guardian in the presence of a coach/sponsor. The final decision whether students ride home with parents or on the team bus lie with the head coach/sponsor.

**TRUANCY/SUSPENSION:** Any student who is truant or suspended (OSS or ISS) from school will not compete in any practice or activity until after the first school day the student is in attendance following the suspension. A student suspended from school on a Friday will not be allowed to compete during the following weekend.

## **ACTIVITIES – SCHOOL ATTENDANCE REQUIRMENTS:**

**RULE:** Students must be in attendance **THE ENTIRE** school day in order to practice or participate in an activity that day; in order to participate over a weekend, one must be in attendance on Friday.

### **EXCEPTIONS:**

1. A student attending a doctor's appointment during the course of the day. A doctor's note must be presented to the attendance office upon returning to school.
2. A death in the immediate family.
3. Personal reasons or illnesses that are cleared by the administration in advance of missing school.

## **ACTIVITIES – ACADEMIC ELIGIBILITY :**

### **ELIGIBILITY:**

1. A composite 2.0 grade point average, (4.0 scale) "C" average must be maintained.
2. All students are eligible at the start of each school year.
3. HMS eligibility reviews will occur every two weeks during the specific sport's season.
- 4.

**PROBATION:** If a student has below a 2.00 GPA at any grade check while participating in an extra or co-curricular activity, he/she will be placed on academic probation until the next grade check. While on academic probation the student is to practice with the team/group, but he/she may not travel or participate with the team/group in competitions/activities. If the competition is during the school day, no student or ineligible athlete can attend the competition unless checked out of school **and** accompanied by a parent/guardian for the entire competition. It is up to the discretion of the teacher when assignments are due if an athlete misses class due to a competition, so it is the responsibility of the athlete to ask the teachers if they are due before the competition. If at the next grade check the student has a 2.00 GPA or better, full eligibility is reinstated. If not, the student continues to be ineligible and may be dropped from the activity depending upon the length of the season. This decision rests with the administration with input from the coach/sponsor.

## **ACTIVITIES – PARTICIPANT USE/POSESSION/ASSOCIATION OF ALCOHOL OR DRUGS OUTSIDE OF SCHOOL:**

Students participating in extra- and co-curricular activities sponsored by HMS will not associate with, use or possess tobacco, alcohol or illicit drugs during the school year. These rules are in effect 24 hours a day.

**USE:** the consumption of illegal drugs, alcohol or tobacco.

**POSSESSION:** to possess, or to be in the possession of illegal drugs, alcohol or tobacco.

**ASSOCIATION:** to be present when others consume illegal drugs, alcohol or tobacco. Example: if you are at a party where someone consumes alcohol, you have only two choices:

1. Leave the party immediately.
2. Accept the consequences of ASSOCIATION.

### **ACTIVITIES – SUBSTANCE ABUSE POLICY - MINIMUM CONSEQUENCES:**

The association with, use or possession of any or all substances will result in the following disciplinary action:

**FIRST OFFENSE:** Suspension from the activity for 21 calendar days, excluding vacation or holidays. The suspension will begin the day the infraction is reported to the Administration. The student will:

1. Not be part of any competition, nor
2. Travel to any event with the team, and
3. May attend practices during the suspension.

**SECOND OFFENSE:** Expulsion from the activity for the remainder of the season. A mandatory chemical dependency assessment will be required prior to the re-entry into extra-curricular activities at Hamilton Middle School. The financial obligation of this program is the sole responsibility of the individual student.

### **ACTIVITIES – CONSEQUENCES FOR TRAVEL RULE VIOLATION:**

All school rules are in effect 24 hours a day while students are traveling with an HMS team or group. Students have a special obligation to represent their school in an appropriate manner and conduct themselves appropriately while on the bus. Students who violate the rules concerning drugs, alcohol, tobacco, theft or coach's curfew while traveling will be disciplined severely. Students can expect any or all of the following:

1. The parent will be contacted, and the parent will have the responsibility to provide transportation back to Hamilton.
2. To be turned over to local authorities if possession or use of alcohol, drugs or tobacco, or theft, is involved.
3. Disciplinary action in accordance with the school discipline policy.

### **ACTIVITIES – SCHOOL DANCE REGULATIONS:**

Every effort will be made to insure that students may enjoy school dances in a safe environment. The following regulations will be enforced at HMS dances:

1. HMS dances are held for HMS student only; all HMS students may attend dances, unless prohibited due to disciplinary action.
2. All school rules will be in effect during the dance.
3. Ticket sales and admission to the dance will end 30 minutes after the dance starts.
4. Any student who uses, possesses, or is under the influence of drugs or alcohol will be sent home with a law enforcement officer and will be subject to the school discipline policy.
5. If a student leaves the dance, he/she will not be readmitted.

### **ATTENDANCE POLICY**

Montana School Law requires that students be in attendance 1,080 hours. Obviously, there will be days missed and school districts determine what is acceptable and how to deal with excessive absences. At HMS, if a student misses more than the 10 days, or appears to be headed in that direction, the administration may contact parents or guardians to schedule a meeting with the HMS attendance committee to determine appropriate action. If a student transfers to Hamilton Middle School during the year, the absences of the prior school(s) will be considered in the 10 day policy.

### **ATTENDANCE – TYPES OF STUDENT ABSENCES**

- 1. EXCUSED ABSENCE (EA):** An absence for: 1) illness, 2) legal quarantine, 3) bereavement, 4) emergency conditions approved by the administration, 5) medical or dental appointments, 6) Mandatory court appearance excused by lawyer or judge. (All excused absences must be cleared within 24 hours of the absence. Absences cleared after this time may be considered UNEXCUSED or TRUANT.)
- 2. PREARRANGED ABSENCE (PA):** The Prearranged Absence Form is the proper way for students to miss school for any reason other than those listed as excused. The prearranged absence allows the student to get their assignments in advance. A prearranged absence form can be obtained from the office and must be signed by a parent/guardian.
- 3. UNEXCUSED ABSENCE (UA):** An absence that is considered avoidable by the school even though it may be approved by the parent, or an absence that hasn't been properly cleared through the attendance office. Examples would include: a hair appointment or shopping trip. Make-up work following an unexcused absence is at the discretion of the teacher involved.
- 4. TRUANCY (TR):** Truancy is when a student is not in class or in an area without the prior knowledge and approval of the parent or the school. A "0" will be assigned to all work missed during a truancy, and discipline consequences will be assigned by the Assistant Principal.
- 5. SUSPENSION ABSENCE (OS):** A suspension absence is when the student is suspended from school off school grounds. The student is not to be on any Hamilton School property for any reason until 8:00 am the day after the suspension is completed, including all school activities. Students who violate the rule will be subject to additional discipline action by school administration. Students who are suspended out-of-school may, on their own time, make arrangements to make up any missed assignments and/or tests (unless the discipline action was for truancy, in which case the student will receive a "0" on all missed work). Those arrangements need to be made with the teacher within one week of the suspension.
- 6. SCHOOL RELATED ABSENCE (SR):** A School Related Absence is when the student is absent when involved in school sponsored extra-curricular or co-curricular activities. A coach or sponsor will supply each teacher with a list of those students who are excused to attend. It is the **STUDENT'S RESPONSIBILITY** to check with each teacher and make sure his/her work is made up to the teacher's satisfaction.
- 7. COUNSELOR ABSENCE (SC):** Counselor Absence is when the student is involved in school counseling activities.
- 8. IN-SCHOOL SUSPENSION (IS):** When a student is assigned to in-school suspension, they are considered in attendance at school.
- 9. WEATHER RELATED (WR):** Weather related is if the superintendent and administrators feel the weather is too dangerous for busses or cars to be transporting students to school.

## ATTENDANCE -TARDY POLICY

Students will be in the classroom and prepared for class when the tardy bell rings. **TARDY POLICY:** All unexcused tardies are figured per quarter.

1. 5 unexcused tardies one detention.
2. 10 unexcused tardies three detentions.
3. 15 unexcused tardies five detentions.
4. 20 unexcused tardies .5 days in-school-suspension + 5 detentions
5. 25+ unexcused tardies 1 day in-school-suspension + 5 detentions

## CELL PHONE POLICY

Cell Phones and Other Electronic Equipment

Allowed:

- Students may use cellular phones, pagers, and other electronic signaling devices on campus before and after school.
- These devices may be used on extra and co-curricular trips.
- HMS will not be responsible for theft or loss of electronic devices brought to campus. The best way to prevent loss or theft is to leave these devices at home.

Not Allowed:

- These devices must be kept in a locker and turned off during the instruction day. This includes but is not limited to, classrooms, hallways, and common areas.
- At no time will any student operate a cell phone or other electronic device with video, audio, or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person. No videos, audios, or pictures taken with personal devices may be sent over the internet without parental permission.
- At no time are students allowed to access or create a personal hot spot on any technology device during school hours or on any school related event including on buses.
- It is up to the discretion of coaches, teacher, or administration if cell phones will be allowed on buses for any school related event.

Consequences for unauthorized and/or misuse:

- Unauthorized use is grounds for confiscation of the device by school officials, including teachers and staff.
  1. 1<sup>st</sup> offense: The device will be returned to the student by a school administrator at the end of the day.
  2. 2<sup>nd</sup> offense: The device will be returned only to a parent or guardian at the conclusion of school day. Student will turn device into an administrator upon arrival at school each day for one week.
  3. 3<sup>rd</sup> offense will result in loss of privilege to have device at school or student will turn device into an administrator upon arrival at school each day for remainder of school year, and student may be subject to disciplinary action by the administration.
- Misuse of these devices such as, but not limited to, cheating or unauthorized pictures will result in disciplinary action by the administration.

## **CODE OF CONDUCT**

### **CONDUCT - SCHOOL-WIDE EXPECTATIONS**

#### **WORK HARD AND BE NICE**

To achieve the best possible learning environment for all of our students, Hamilton Middle School is a part of the Montana Behavior Initiative (MBI). We use positive behavior approaches and expect all students to work hard and to be nice. We also use a Multi-Tiered System of Support (MTSS) which integrates all students. It is a process that provides high-quality, research-based instruction based on learner needs. Needs are identified by monitoring students' progress. Adjustments to instruction and interventions are based on students' performance and rate of success. MTSS promotes a well-integrated system, connecting general, gifted, and special education with interventions and enrichment services.

All rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours (including lunch time), or at any other time when the school is being used by a school group;
- On all school district grounds, at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempt to intimidate a staff member, or an interference with school purposes of an educational function.

### **CONDUCT - CLASSROOM EXPECTATIONS**

Individual classroom teachers may develop additional rules for students provided that such rules relate clearly to the school-wide behavior expectations. These rules and expectations are taught and reviewed periodically and posted in every classroom.

### **CONDUCT – STUDENT EXPECTATIONS**

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

- Attend all classes regularly and on time. Truancy will not be tolerated.
- Remain on campus.
- Prepare for each class; take appropriate materials and assignments to class.
- Refrain from bringing food or drink into classrooms unless permitted by individual teachers.
- Demonstrate ethical behavior by refraining from such acts as cheating or plagiarism.
- Respect the rights and privileges of other students, teachers, other school staff and substitutes.



- Refrain from disrupting a class or the school, and refrain from possessing or using items which may cause a disruption including, but not limited to: tobacco/nicotine/vaping products, lighters, alcohol, drugs, drug paraphernalia, weapons, toy weapons, fireworks, explosives, mace, pepper spray, obscene material, water balloons, squirt guns, air soft guns, snowballs, headphones, video games, electronic devices, entertainment devices, toys, or writing on exposed skin, etc.
- Respect the property of others including district property and facilities.
- Meet school standards for grooming and dress.
- Cooperate with or assist the school staff in maintaining safety, order, and a respectful environment.
- Use appropriate language. Avoid the use of abusive, profane or disrespectful language.
- Refrain from fighting, harassment, threatening or hateful acts.
- Refrain from gang activities of any kind.
- Obey all local, state and federal laws.
- Refrain from indecent exposure and/or activities that are sexual in nature.
- Refrain from public displays of affection.

### CONDUCT – ASSEMBLED AND CONCERTS

Assemblies scheduled during the school day have educational value; therefore, attendance at assemblies is **REQUIRED**. Students attending assemblies or concerts at Hamilton Middle School will conduct themselves in a way that will reflect respect for those speaking or performing and reflects well on themselves and HMS. Students will be attentive and show their appreciation with appropriate applause.

### CONDUCT – DISCIPLINE PROCEDURES

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention
- Clean-up duty
- Loss of student privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

Discipline infractions are divided into two categories: minor and major. Listed on the following pages are the probable consequences for violating the HMS school-wide expectations. The administrator may **choose** from the options listed. The administrator has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. The student can also expect:

1. The parent/guardian will be informed by phone, email, or other means.
2. Where several options are listed, the administrator may choose **any or all** of the items.
3. The student will be moved up on the discipline ladder for future infractions.
4. At the discretion of the administration, students may, through appropriate behavior for an extended period of time, move down the discipline ladder.

5. **A violation listed under one category may under certain circumstances be moved into a more severe category.**

### **CONDUCT – STUDENT DISCIPLINE**

The board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco, or tobacco replacement products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats intimidation, fear, or other comparable conduct toward anyone, urging or inciting other students to engage in such conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity
- Unexcused absenteeism. Truancy statues and Board policy will be utilized for chronic and habitual truants.
- Hazing, harassment or bullying
- Cheating and/or plagiarism whether the assignment is graded or not graded.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On, or within sight of school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.

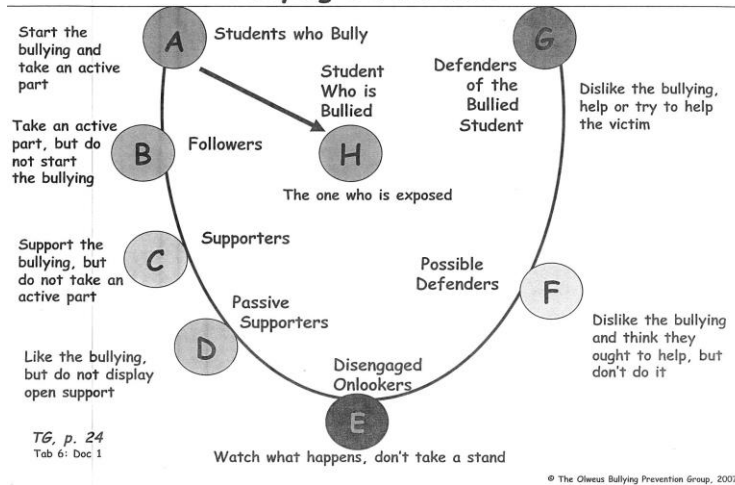
General Misbehaviors	Verbal Bully Behavior	Non-verbal Bully Behavior	Physical Bully Behavior	Menu of Consequences
<b>LEVEL ONE</b>				
<ul style="list-style-type: none"> <li>• Dress code infraction</li> <li>• Running in building</li> <li>• Unprepared for class</li> <li>• Throwing objects (snow, gravel, items in classroom)</li> <li>• Passing notes</li> <li>• Using cell phone</li> <li>• Abusing computer/internet</li> <li>• Classroom disruptions               <ul style="list-style-type: none"> <li>○ Unproductive</li> <li>○ Blurt outs/visiting</li> <li>○ Inappropriate noises or gestures</li> <li>○ Out of seat while teacher is talking</li> <li>○ Inappropriate comments/pictures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Passing notes</li> <li>• Gossiping</li> <li>• Starting or spreading rumors</li> <li>• Teasing about possessions, clothes, looks, etc...</li> <li>• False reporting (In regard to other's behaviors)</li> <li>• Name calling</li> <li>• Cyber-bullying</li> <li>• "B" or "C" behavior on bullying circle</li> </ul>	<ul style="list-style-type: none"> <li>• Making threatening or insulting gestures</li> <li>• Dirty looks</li> <li>• Ignoring or excluding others</li> <li>• Hiding/taking items from others</li> <li>• "B" or "C" behavior on bullying circle</li> </ul>	<ul style="list-style-type: none"> <li>• Pushing/Shoving/Poking</li> <li>• In other's space</li> <li>• Blocking other's path</li> <li>• "B" or "C" behavior on bullying circle</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder/Warning</li> <li>• Refocus form or time-out—Teacher's choice</li> <li>• Phone call home</li> <li>• Lunch detention</li> <li>• Cell phone confiscated-parent must pick up</li> <li>• Loss of internet privileges</li> <li>• Administration determines choices from Level 2 options.</li> </ul> <p>Disrespect and disruption in classrooms: 1-2 referrals 1 detention 3-4 referrals 2 detention 5+-administrative option</p>
<b>LEVEL TWO</b>				
<ul style="list-style-type: none"> <li>• Intentionally throwing objects on the roof</li> <li>• Inappropriate language or tone with an adult or peer</li> <li>• Noncompliance</li> <li>• Insubordination/Defiance/Disrespect</li> <li>• Cheating/Lying/Stealing/Plagiarism</li> <li>• Pushing/Shoving/kicking/Slapping-equal power</li> <li>• Spitting</li> <li>• Vandalism</li> <li>• Truancy</li> <li>• Chronic Level 1 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• On-going harassment through email, notes, phone or other forms of communication</li> <li>• Insults based on size, intelligence, race, ability, religion ethnicity, athletic ability, gender, disability, or sexual orientation</li> <li>• Fighting or threatening words</li> <li>• Intimidation through continued gossiping, teasing humor</li> <li>• "A" behavior on the bullying circle</li> <li>• Chronic Level 1 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing Property</li> <li>• Playing tricks to embarrass others</li> <li>• Stealing</li> <li>• Making threatening gestures</li> <li>• Cyberbullying</li> <li>• "A" behavior on bullying circle</li> <li>• Chronic Level 1 behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Starting fights</li> <li>• Purposeful scratching/headlocks</li> <li>• Biting/spitting</li> <li>• Tripping/kicking</li> <li>• Other physical altercations</li> <li>• "A" behavior on bullying circle</li> <li>• Chronic Level 1 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Discipline referral</li> <li>• Phone call home-administration</li> <li>• Individual Behavior Plan</li> <li>• Counseling referral or office referral</li> <li>• Administration determines from Level 3 options</li> <li>• Law Enforcement contacted</li> </ul> <p>Disrespect and disruption in classrooms: 1-2 referrals 1 detention 3-4 referrals 2 detention 5+-administrative option</p>
<b>LEVEL THREE</b>				
<ul style="list-style-type: none"> <li>• Fighting(mutual)</li> <li>• Drugs/Weapons/Alcohol</li> <li>• Continued insubordination</li> <li>• Running away/leaving school grounds</li> <li>• Throwing dangerous objects</li> <li>• False reporting (ie., fire alarm)</li> <li>• Accessing inappropriate internet sites</li> <li>• Endangering the safety of self or others</li> <li>• Major disruption in class</li> <li>• Chronic Level 2 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Prolonged harassment</li> <li>• Encouraging total group exclusion by threatening others if they don't comply.</li> <li>• Sexual harassment</li> <li>• Making repeated or graphic threats</li> <li>• Retaliation</li> <li>• Inciting inappropriate behaviors</li> <li>• Chronic Level 2 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Destroying property</li> <li>• Arson</li> <li>• Arranging public humiliation</li> <li>• Writing graffiti with a bias against someone</li> <li>• Making repeated or graphic threats</li> <li>• Chronic Level 2 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Practicing extortion</li> <li>• Physical cruelty</li> <li>• Repeated acts of violence</li> <li>• Assault with a weapon</li> <li>• Major physical assault</li> <li>• Retaliation</li> <li>• Chronic Level 2 Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call home-administration</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Reteaching with school counselor</li> <li>• Restitution</li> <li>• Law enforcement contacted</li> <li>• Parent meeting</li> <li>• Expulsion</li> <li>• Administrative option</li> </ul>
THE ADMINISTRATION WILL SELECT THE MOST APPROPRIATE DISCIPLINE OPTION TO CORRECT THE MISBEHAVIOR.				

- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

### CONDUCT – CONSEQUENCES FOR VIOLATION

### CONDUCT – THE BULLYING CIRCLE

## What Roles Do Students Play In Bullying Situations?



### **POSSESSION/USE/TRANSFER OF ILLEGAL SUBSTANCES OR PARAPHERNALIA:**

Students are not allowed to possess, use, or transfer any drug at school, on the way to or from school, or at any school-sponsored activity. This includes **ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, OVER-THE-COUNTER MEDICATIONS** and **PRESCRIPTION DRUGS** prescribed to the student.

**POSSESSION DEFINED:** A student is in possession of a prohibited item if the student can access the item while at school (including lunch time) or at a school activity. This includes, but is not limited to, on the student's person, clothing, book bags, locker, or automobiles parked on or off the school grounds.

**USE DEFINED:** A student either consumes the prohibited substance or is under the influence of the prohibited substance.

**TRANSFER DEFINED:** A student sells, gives, offers to sell or give a prohibited substance, or what is purporting to be a prohibited substance, to another person.

### **CONDUCT – IN SCHOOL SUSPENSION**

Students will be assigned to In School Suspension (ISS) as a consequence for inappropriate behavior. When assigned to ISS, students will report to the Vice Principal's office. A student in ISS is counted in regular attendance at school and is allowed to do his/her school work. Students assigned to ISS are expected to adhere to rules specific to the Vice Principal's office. **STUDENTS WILL BE ASSIGNED OUT-OF-SCHOOL SUSPENSION FOR NON-COMPLIANCE IN ISS.** Teachers have the option of referring students directly to ISS for a class period.

### **CONDUCT – OUT OF SCHOOL SUSPENSION**

Students will be assigned Out of School Suspension (OSS) as a consequence for a more severe inappropriate behavior. Students assigned OSS are to stay home from school for the duration of the out of school suspension. Students are not allowed to participate in or attend any extracurricular or co-curricular activities during their OSS. Students are not allowed on any Hamilton School District

Property for any reason during the duration of their OSS. Students are expected to return to HMS the next regular school day after their suspension is complete. Students are allowed to make up missed assignments and/or tests upon their return. It is the responsibility of students to arrange with their teachers to make up assignments and/or decide deadlines for completion.

### **CONDUCT – EXPULSION**

Expulsion is the removal from school by formal action of the Board or Trustees. The Board of Trustees has the power to remove a student from school for any period of time. The steps of an expulsion are:

1. A recommendation by the school administration.
2. A hearing before the Board of Trustees.
3. After the hearing, the Board can remove the student from school or take any other action they decide is appropriate. The student may appeal the decision through the court system.

### **CONDUCT – BOARD OF TRUSTEES DISCIPLINE HEARING**

A Board of Trustees hearing will review the appropriate school records of the student and consider the seriousness of the infraction. Options for discipline action, up to and including expulsion, will be determined by the Board of Trustees.

**Administrative Action:** The student will immediately be suspended by the principal; parents/guardians will be notified and the appropriate law enforcement agency will be informed when necessary. The principal will recommend to the Board of Trustees expulsion for the student for a set amount of time. If the student is expelled, the Board of Trustees must approve re-admission before the student may re-enroll at HMS.

### **CONDUCT – STUDENT DUE PROCESS RIGHT**

When a student's misconduct is serious enough to consider an out of school suspension or expulsion, the student will be afforded the following minimum due process procedures:

1. The student will be given oral or written notice of the violation.
2. The evidence against the student will be explained to the student.
3. The student will be given an opportunity to present his/her own version of the facts concerning the charges.
4. The parent or guardian will be contacted by the administrator and, upon request, a conference will be held to discuss the alleged violation and the consequences of the misconduct.

### **CONDUCT – STUDENT GRIEVANCE PROCEDURE**

Students and parents are encouraged to meet directly with the staff member with whom they have a disagreement. We hope the majority of problems can be solved at this informal level. The student may also meet with the assistant principal to attempt to resolve the problem through informal discussion. If a solution to the problem cannot be found, the student may initiate the following procedure:

**STEP #1: Building Principal**

- a. Within ten (10) school days following knowledge of the act or condition which is the basis of the complaint, the student must present the grievance in writing to the principal.
- b. The principal will arrange for a meeting to take place within five (5) school days after receipt of the grievance. The student and the principal will be present for the meeting.
- c. The principal will provide the student with a written decision on the grievance within five (5) school days of the meeting.

**STEP #2: Superintendent**

- a. If, within fifteen (15) school days, the student is not satisfied with decision reached in Step 1, the grievance may be appealed in writing to the Superintendent.
- b. The Superintendent will arrange for a hearing with the student to take place within thirty (30) school days of the receipt of the appeal.
- c. Upon conclusion of the hearing, the superintendent will have ten (10) school days to provide a written decision to the student.

**STEP #3: School Board**

- a. If, within fifteen (15) school days, the student is not satisfied with the decision reached in step 2, then the grievance may be appealed in writing to the Board of Education.
- b. The Chairman of the Board of Education will arrange for a hearing with the student to take place no later than the next regularly scheduled board meeting.
- c. The decision will be made and reported in writing to all parties within thirty (30) days of the meeting. The decision of the Board of Education will be final.

## **COMPUTER CENTERS/INTERNET POLICY**

### **Hamilton Middle School Acceptable Use Agreement**

The Internet is a powerful, resourceful tool allowing access to information and people all over the world. With access comes responsibility. HMS will provide Internet access and storage space on our server to students. HMS teachers and staff will provide guidance and instruction in the appropriate use of the computer, software and Internet access. Parents /guardians are responsible for student actions while on computer systems and/or accessing the Internet. Students are responsible for good behavior while using any electronic equipment.

Communication on any network is often public information. Students must understand that appropriate, polite behavior is expected. Sharing of personal information online is not acceptable from school computers. Overuse of electronic distribution or storage space and the spreading of computer viruses through inappropriate use of files or storage media is unacceptable.

**Acceptable Use Guidelines**

- Students will use the Internet for constructive educational purposes.
- Students will not visit sites that contain items that are illegal, defamatory, pornographic, chat rooms or are otherwise offensive.
- Students will observe the rules and laws regarding copyright and plagiarism.

- Students will refrain from downloading large files.
- Students will never give out anybody's personal information such as home address, telephone number or name and location of the school without the teacher's permission.
- Students will report to the teacher or supervisor any information they come across that is obscene, threatening, or makes them feel uncomfortable.
- Students will agree to follow any other rules for Internet and e-mail use that the school or school district has established.
- Remember that everything one reads online may not be true and people on the Internet may not be who they say they are.

### **Rights and Privileges**

Students have rights (within the limits of this policy) to the resources on the HMS network. A student's account provides personal storage space, which may be treated as a student locker and should be kept organized and purged as necessary. Students must keep passwords private. Students should log into their own account only. Students cannot expect that their files will always be private. School computers are for school use, not personal use. Network administrators, school administrators, teachers and staff have the right to review files to maintain system integrity and to be sure that the system is being used within the limits of this Acceptable Use Policy.

### **Disclaimers**

The HMS teachers and staff are not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on HMS servers, personal property used to access HMS resources. HMS teachers and staff are not responsible for the accuracy, nature, or quality of information stored on HMS resources.

### **Restrictions**

The following activities are not permitted on the HMS network:

- Accessing obscene, violent, or sexually explicit material.
- Transmitting obscene, violent, abusive or sexually explicit language.
- Damaging or disabling computers, computer systems or networks, vandalizing, damaging or disabling the property of another person or organization.

Even though HMS uses technical or manual means to limit student access, these limits are not a foolproof means for enforcing the provisions in this policy.

### **Sanctions**

Violations of the HMS network policy could result in the loss of access to electronic resources. Additional disciplinary action may also be given. When appropriate, law enforcement agencies may be involved.

## **DRESS CODE**

The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

### **Allowable Dress & Grooming**

- Students must wear clothing including both a top and bottom, or the equivalent, and shoes.

- Tops must have: a) fabric in the front, sides, and back; b) must have straps or sleeves; and c) must, at minimum, extend down to the upper edge of the student's bottom garment.
- Clothing must cover undergarments; waistbands and bra straps excluded.
- All private parts must be covered by fabric and fabric covering private parts must not be see-through.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the requirements of the dress code.
- Headgear including hats, hoodies, and caps are not allowed inside the school building unless permitted for religious, medical, or other reason by school administration.
- Costumes and pajamas are not permitted inside the school building.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, CTE classes, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### Non-Allowable Dress & Grooming

- Clothing must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing must not depict pornography, nudity, or sexual acts.
- Clothing must not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing and grooming must not threaten the health or safety of any other person.
- Clothing, accessories, and grooming must not cause actual distraction from, or disturbance in, any school activity, or actually interfere with the participation of a student in any school activity.

#### Enforcement of the Dress Code

- Measures will be taken by the administration to correct dress code violations, up to and including, sending the student home to change clothes. Discipline for subsequent dress code violations should be consistent with discipline policies for similar violations.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or other grooming violation should be consistent with discipline policies for similar violations.

Nothing in this policy shall prohibit garments (including head coverings) worn: a) as part of a student's religious practice or belief; or b) to accommodate a student's disability or medical condition.

### **DRIVING, BIKING, SKATEBOARDING, AND SCOOTERING TO SCHOOL**

A student who has a driver's license while attending HMS **may not drive or park** a vehicle at HMS during the regular school day. Driving to extracurricular and co- curricular events is at the discretion of the parent, and this privilege may be taken away if their driving or vehicle becomes a disruption.



Bikes, skateboards, scooters and like items; all may be used on your way to and from HMS, but are not to be used on the HMS campus before, during the regular school day including lunch, or after school. Students are encouraged to drop off their items with wheels in the office for safe keeping until the end of the school day. Campus includes sidewalks, playground, behind the pod and within vision of the Middle School. This policy is put in place based on the safety of those utilizing these items and those who are not.

## **ENROLLMENT – NEW STUDENT REGISTRATION**

We welcome new students to Hamilton Middle School. We hope you will enjoy your education here. The counselor, teachers, administrators and staff stand ready to assist you in any way.

Students will need the following documents to enroll at Hamilton Middle School:

1. Immunization Records: In the state of Montana, to attend school, you **must have had** a second dose of MMR (measles, mumps, rubella), and **two doses** of varicella (chickenpox). Prior to entering 7<sup>th</sup> grade a Tdap booster (tetanus, diphtheria, pertussis) will be required for all students currently in grades 7-12.
2. Proof of legal guardianship if the student is not living with his/her parent(s)
3. Proof of residence within the Hamilton School District. If a student resides outside of the Hamilton School District, he/she may apply for enrollment by completing an out of district application.

## **FOOD SERVICE**

### **FOOD SERVICE - BREAKFAST AND LUNCH PROGRAM**

A school breakfast and lunch program is provided for students. **Applications for free or reduced lunches can be made at the main office.** Any food purchased at school, must not be taken out of the lunchroom at any time.

### **FOOD SERVICE – OPERATIONAL SERVICES**

**Meal Charges:** The District recognizes that students may forget or lose lunch money or may have an unpaid meal account balance. The District endeavors to treat all students with dignity regarding unpaid meal charges; however, unpaid meal charges create a significant financial burden for the District. To ensure that students do not go hungry but also minimize the financial burden, the District shall charge meals and collect on meal account charges in all schools consistent with this policy. Students who are eligible to receive free meals do not have a meal account and, therefore, are not subject to this policy. Free lunch status students may pre-pay for or purchase a la carte items with cash, check or credit/debit card.

Middle School students will pay for meals at the rate established by the District in accordance with federal law. Meals must be pre-paid by means of cash, check or credit/debit card. A middle school student will be permitted to charge a maximum of \$10 once his or her meal account reaches zero. Once a student has charged the maximum number of meals the school will offer the student with an alternate meal (example: sandwich and milk) for a maximum of 5 meals. If the District chooses to seek reimbursement for the alternate meal, it shall meet the standards required by federal law for reimbursement. Students who are eligible to receive meals at a reduced rate will be charged for meals at the reduced rate consistent with federal law.

Adults are not permitted to charge meals or a la carte items.

**Payment of Meal Account:** Each school shall maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances OR Parents/guardians may check a student meal account balance online on Infinite Campus or by calling the school office. Parents/guardians must submit payment for meal accounts either online in Infinite Campus Portal, in person at the school office, or by mail. Payment may be submitted at any time OR upon receiving notice. If the District has not received payment within 30 days at the end of the semester, the payment is considered overdue and is a delinquent debt. The District will use reasonable efforts and as permitted by state and federal law to collect meal account balances which are delinquent debts, including payment plans as determined appropriate.

### **GRADING SYSTEM**

The grading system at Hamilton Middle School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; Below 60 = F

### **GRADING – HONOR ROLL REQUIREMENTS**

HMS publishes a listing of the students who have achieved scholastic honors for the prior quarter. Students must meet the following standards to be listed on the honor roll.

**HIGH HONOR ROLL:     3.75 GPA**  
**HONOR ROLL:           3.00 GPA**

### **GUIDANCE COUNSELING**

Students and parents are encouraged to meet with the counselor for academic and personal assistance.

#### **Counseling Services**

The Hamilton Middle School counselor serves students individually or in groups. The school counselor assists students with academic, career and personal development. The school counselor's job is to make sure students at Hamilton Middle School feel comfortable, safe and successful.

#### **Confidentiality Guidelines**

Your confidentiality as a student is important to us! In the school counseling office, what is said here, stays here, with the following exceptions, as required by law and/or ethical standards:

##### **1. Harm to self or others**

This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. -- anything that puts your health or safety, or someone else's health and safety, at risk.

## **2. Abuse or neglect**

If you talk with your school counselor about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, he/she is required by law to report it to Child Protective Services, and possibly the police. If you tell your school counselor about an abuse case that's already been addressed by CPS or the police, he/she still may need to make a call to double check.

## **3. Court or other legal proceedings**

By law, if your school counselor is subpoenaed (required by law to attend a hearing or other court proceeding), he/she cannot guarantee that your information will be kept confidential. Your school counselor will always do their best to reveal as little as possible in a legal setting, but they must cooperate with the police, CPS, and the courts.

If there is ever a need to reveal information, your school counselor will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

### **HOMEWORK – MAKEUP WORK FOLLOWING AN ABSENCE**

- A. For excused absences, students will be allowed the number of absences plus one day to make up their assignments unless other arrangements have been made with the teacher.
- B. For Pre-arranged: All work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments from the teacher **BEFORE** he/she leaves and to schedule make up exams.

### **PROMOTION – 8<sup>TH</sup> GRADE**

Academic eligibility will be determined by passing grades in all coursework including electives. The 8<sup>th</sup> Grade promotion ceremony is a privilege not a right. It is at the discretion of the administration who may participate in the promotion exercise. Academic eligibility will be determined by passing grades in all coursework including electives. These classes include: English, Math, Social Studies, Health, PE, Science and electives. 8<sup>th</sup> Grade promotion will be Wednesday, June 2<sup>nd</sup>, at HHS. Students must also be regularly enrolled and attending all scheduled classes, have no more than 5 unexcused absences, and 10 or fewer unexcused tardies during quarter 4, in order to participate.

Students without a significant number of office discipline referrals or students that have not had any major rule violations during the 4<sup>th</sup> quarter may attend the 8<sup>th</sup> grade promotion ceremony. The final decision is at the discretion of the administration.

### **RELEASE OF STUDENTS FROM SCHOOL**

For a student to leave school, he/she should call a parent/guardian from the office phone. The student must check out through the office. **Students may only be signed out by people on their**

**emergency contact list.** Students are not allowed to check themselves out of school during the day without administration approval.

### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Students may stop by the office anytime to pick up a grade check sheet to take around to check their grades, or use IC. We encourage students and parents to access the parent and personal IC portal to pro-actively take a role in checking to make sure their assignments are all turned in and current.

One of the priorities of Hamilton Middle School is keeping parents/guardians informed of their children's progress and needs. The school district has scheduled four days for parent conferences. In addition, if parents wish to talk with their child's teacher at other times, they should call the secretary to schedule a conference. The conference will take place before or after school or during the teacher's preparation period.

### **SCHOOL PARENT COMPACT**

**Hamilton Middle School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - Align district and school-specific curriculum with national and state curriculum standards
  - Analyze multiple data sources such as Smarter Balance and MAP assessments, traditional grading and other information to provide targeted intervention for students.
  - Provide innovative, research-based administrative observation and Teacher Professional Growth and Assessment
- 2. Hold parent-teacher conferences two times annually, during which the individual child's achievement will be discussed.**
  - During 2020-2021, parent-teacher conferences will be held at HMS on November 4-5, and on April 7-8 from 4:00pm – 7:00pm each evening.
  - In addition, HMS will host an annual open house in which parents and teachers have an opportunity to meet in person and discuss classroom expectations and course descriptions. Grade 5 Aug. 20 and 6-8, Sept.8 from 6-7pm.
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
  - Progress reports will be mailed home (or delivered to parents during conferences) at the end of each quarter. Please let the office know if you would like a copy of the mid-term progress report mailed to you.
  - HMS will work with Infinite Campus (IC), our current student information management system. Parents will be able to access current grades and assignments through the IC parent portal via the internet, but need to contact Ronda Hanson 363-2280, at the District Office, to get set up.

- Current assignments will be posted by grade level on the HMS website: <http://www.hsd3.org/MiddleSchool/Page> and assignment lists will also be available in the office for quick pick-up
4. **Provide parents reasonable access to staff.**
- Parents are encouraged to contact HMS staff regularly via telephone or email. Staff voicemail or phone extensions are available by calling the main office 363-2121 and staff email addresses will be posted on the school's website at <http://www.hsd3.org/MiddleSchool/Page>
  - Grade-level teams meet on a regular basis, and parents are welcome to visit with the team of their students' core teachers during that time. Parent-Team meetings can be made through the main office. If educational concerns arise, grade-level teams may contact parents to request a meeting.
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.**
- Classroom visits can be arranged by contacting the office prior to the visit, signing in, and displaying a visitor badge during the visit
  - Parents are encouraged to join the HMS Families For Education (FFE) and the FFE will be given space to display membership literature.
  - Parents may also participate in school-wide activities such as the honor-roll breakfast, career day, field trips.

### STUDENT SCHEDULES

Student schedules will be prepared by the Hamilton Middle School administration. All students at HMS participate in elective classes. The electives are designed to provide classes that will broaden the base with which the student will make his/her future curriculum choices. Exposure to subjects and fields not necessarily common to most students, has proven to be helpful with students making educationally sound choices.

Study Halls will be provided for those students who need extra time during the day to complete homework. A contract will be signed at the beginning of each quarter explaining that the study hall is to be used for homework only. If a student refuses to work during study hall, they will be placed in an elective class.

