

Hamilton K-8 School

Hamilton School welcomes you to the campus and to our 2013-2014 academic programs. Our staff is dedicated to making every effort to connect with our students in all facets of their development. Of course, our main focus is on academic growth but we are equally committed to helping your child to grow socially and emotionally this year. How well your child develops this year will depend on their effort both in and out of school, your support and involvement, and our success in meeting your child's individual needs.

Please take a few minutes to read and discuss with your child the information in this handbook/calendar. It was prepared to acquaint you with our basic rules and policies. Knowing and following the school rules will help us provide a safe, pleasant, rewarding place for your child to learn. We hope you will post this calendar in a visible place and use it to write in your own family's important dates.

Let's work together as a team to provide the best possible educational experience for your child.

Respectfully,

Carol Robilotta
Principal

Tiffany Grant
Assistant Principal

General Information

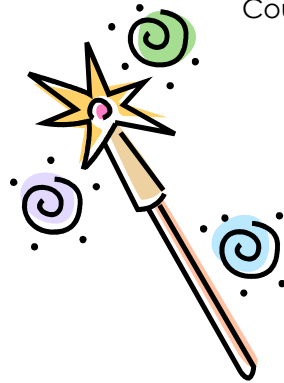
Address: 57550 Mitchell Rd.
P.O. Box 391488
Anza, CA 92539
Phone: 951-763-1840
Fax: 951-763-1845
Attendance Line 951-763-1843
Office Hours: 7:00 a.m.-3:30 p.m.

School Administration

Principal: Carol Robilotta
Assistant Principal: Tiffany Grant
Counselor: Regina Shoppe

Office and Support Staff

Office Mgr.:	Robin Lovato
Secretary:	Aurora Perez
Health Tech:	Missy Churchill
Day Custodian:	Ken Eberly
Night Custodian:	
Library Tech:	Sharon Evans
Cafeteria Mgr.:	Susie Cable
Speech:	Maureen McElligott
Psychologist:	Marilyn Harris



It's going to be a magical year!



SCHOOL DAYS

Supervised parts of the campus are open to students at 7:15 a.m., prior to the official start of the academic day.

No school supervision is available before this time.

School Hours

<u>GRADES</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>MINIMUM DAYS</u>
K-5	8:30-2:44	8:30-2:44	8:30-2:44	8:30-2:44	8:30-1:44	10/22-24 & 3/17-21 @1:35 12/20 & 5/30 @2:01
6-8	8:30-2:44	8:30-2:44	8:30-2:44	8:30-2:44	8:30-2:44	10/24 & 3/20 @1:35 5/28-29 @2:01

Students are requested to leave campus immediately after dismissal. After school supervision is available only to those registered with the on-campus S.A.F.E. Program. *No school supervision is available before 7:15 a.m. each morning or after 3:15 p.m. in the afternoon every school day.*

AFTER SCHOOL PROGRAM

The S.A.F.E. (Students Achieving in Fun Environments) After School Program begins Aug. 20. Enrolled students will receive a free snack and participate in academic intervention and activities until 6:00 p.m. Buses for enrolled students who participate in academic intervention and recreational activities will depart campus at 5:00 p.m. The program is free and parents must pick up their children no earlier than required pick up time and no later than 6:00 p.m. Monday through Friday. Limited enrollment is available and full-time attendance is mandatory in order to participate in the program.

ASSEMBLIES

Awards assemblies are a regularly scheduled part of the curriculum and are designed to be educational. Students have an opportunity to receive awards in both academic and non-academic areas. These awards honor students for outstanding achievement, attendance, citizenship and sportsmanship, as well as academic achievement. Assemblies provide one of the few opportunities in school to learn formal audience behavior and enjoy the various performances.

Assembly Guidelines:

1. When the person in charge of the assembly asks for your attention, give it immediately.
2. Be courteous to the performers and to your neighbors.
3. Applause should be generous and keeping with the occasion.
4. Yelling, whistling, and booing are not allowed.



ATTENDANCE AND TARDIES

Good attendance habits allow students to gain the optimum benefit from daily classroom instruction. The parent/legal guardian is asked to call the attendance office at 763-1843 before 1:00 p.m. each day of an absence to provide the following information:

Name and grade level of student; date(s) of absence; reason for absence; and name of person calling and relationship to student. Only parents and legal guardians may report an absence.

Excused Absences/Tardies are:

1. Illness of a student – A child who might be ill may come to school and be checked by our health technician to assist you in identifying the possible problem.
2. Doctor or dental appointments – Parents may have their child attend part of the day, before or after the appointment.
3. Funeral of immediate relative – Parents may have their child attend school part of the day, before or after the service.

Students absent for any other reasons are considered unexcused by the State Education Code. Students are to bring a note from parents or a doctor's note the day they return to school from an absence. A personal call to the office (phone 763-1840) by the parent regarding the absence will be accepted in place of a note. Please schedule doctor appointments after the school day has ended. If this is not possible please bring your child to school before the appointment, and return them to school after the appointment.

Extended Illness

In case of extended illness for three or more days assignments may be requested through the office. Home instruction may be provided for extended illness. Parents need to discuss post-operative procedures or special care with the school health technician or the teacher. Independent Study can be arranged for these situations.



Independent Study Program for Vacations/Special Trips

Parents who take vacations or trips during the school year may apply for Independent Study to cover their child's absences. This is accomplished through the office staff. However, this MUST be arranged prior to the absence. ALL ASSIGNED WORK must be completed and returned in order to clear the absence. Independent Study is only offered when the student is going to be absent for **five or more** consecutive days.

Tardies

School begins at 8:35 a.m. Time is our precious school ingredient. PARENTS ARE URGED TO HAVE THEIR CHILD AT SCHOOL ON TIME. Students who arrive on campus after start time will need to report to the office for a tardy pass. Excessive tardies may result in one or more of the following consequences:

1. Student and/or parent conference with principal.
2. Parent meets with School Attendance Review Team.
3. Parent meets with the district School Attendance Review Board.

Excessive Absences

Three or more unexcused absences are considered excessive by school district policy and the state law. Parents will receive a letter from the school when student attendance patterns show excessive absences and/or are interfering with the student's educational progress. Continued absences will require parent contact with the District Child Welfare and Attendance Office or the School Attendance Review Board.

BICYCLES/SCOOTERS/ROLLERBLADES

The school strongly urges students to wait until 3rd grade before riding bicycles, scooters or roller blades to school to and from school. Bicycle helmets must be worn as per state law. Students on bicycles must drive under the same rules of the road as motor vehicles, stop at all stop signs, and drive on the right hand side of the street. Bicycles on sidewalks are to be walked and not ridden. The following rules are to be observed by all bike riders when entering and leaving school.



1. Students arriving on bicycles must go directly to the bike rack, lock their bike and leave the bike rack area immediately.
2. Bikes are never to be ridden on school grounds.
3. The school is not responsible for theft of any bicycles, parts, or damage while bicycles are on the school ground.

BREAKFAST PROGRAM

Breakfast is offered each morning from 8:00-8:30 a.m. K-5 students may attend 2nd Chance Breakfast during the first 5 minutes of their morning recess and 6-8 students attend a 2nd Chance Breakfast break between 2nd and 3rd periods. Students receiving free or reduced lunches will be offered the same for breakfast. Students not on free or reduced status are charged \$1.25 for grades K-5 and \$1.50 for grades 6-8.

CLOSED CAMPUS

For the safety and welfare of our students and staff, Hamilton is a closed campus. This means that students may not leave the school grounds after they arrive at school unless released to a parent or guardian. Please come to the office to check-out your child, and we will call your student to come to meet you. Closed campus does not mean that parents are not welcome, we simply ask that you sign in and obtain a visitor's badge, so that we know who is on campus, in case of an emergency.

COMMUNICATION

Communication is very important to the success of our program. We'd like to keep you highly informed, involved, and a part of your child's education. Close communication is made available by notes going home with students, report cards, the *Bobcat Bulletin*, teachers' weekly/monthly letters, and the PTSA newsletter. If you need to contact a teacher for any reason, please call the school office and leave a message. The teacher will return your call.



CELL PHONES

Cell phones may only be used before or after school. Students using cell phones in class or during recess will receive a discipline referral on 1st offense. 2nd occurrence will result in referral and parent having to come get the phone. 3rd offense will result in loss of cell phone privileges. All cell phones must be off during the school day. The school is not responsible for lost, stolen or damaged cell phones. Text messaging, internet use, and/or photography with the cell phone is strictly prohibited.

COMPLAINT PROCEDURE

HUSD complaint procedure includes speaking with the specific employee involved concerning the complaint within one week of knowledge of the event. If the complaint is not resolved satisfactorily, a formal complaint form should be submitted to the employee's immediate supervisor.

DISCIPLINE POLICY

The Hemet Unified School District believes that high standards of discipline allow students to develop appropriate behavior and are a necessary part of the student's education. Hamilton School, home, and community need to operate with basic rules and procedures so a safe school environment may be provided for all students. Rules and consequences are provided so all staff, parents, and students are aware of the behavior policies at our school. Classroom rules are developed by each teacher and support school rules.

General School Rules

1. **Be safe** (Follow playground rules that protect you and others).
2. **Be courteous** (Use kind words and good manners).
3. **Be responsible** (Follow directions, be on time and come prepared with homework & books).
4. **Be fair** (Ask yourself, "Would it be fair if everyone did it?")

Consequences of Violations of General Behavior Guidelines



Students will receive a verbal warning or community service for most first offenses. The school wide discipline grid, a comprehensive list of violations and consequences will be used and followed for major offenses.



Positive Reinforcement

- ◆ Classroom rewards & special opportunities
- ◆ Positive postcards mailed home
- ◆ Principal/Assistant Principal recognition in class
- ◆ Positive phone calls home
- ◆ Certificates at school-wide assemblies
- ◆ Lunch with the Principal and/or Assistant Principal
- ◆ A visit to the school's prize box

DRESS CODE

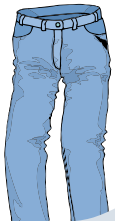
It is expected that all students at Hamilton School shall maintain their person and clothing in a clean and neat manner consistent with the dress code. A student's attire and general appearance should not interfere with or distract from the teaching or learning process. Attire or grooming which creates a disruption of the orderly operation of the school is prohibited. For the safety of all students, gang related apparel is not acceptable. Any clothing, apparel or "colors" that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Clothing shall be free of writing, pictures or any other insignia which identifies a professional sports team or any group advocating or participating in disruptive behaviors. No attire may include any representation of drugs, alcohol, tobacco, sexual connotations, gang identifiers, profanity, vulgarity and/or violence. (HUSD Board Policy 5132a)

Hair

- ⌘ Hair must be of a natural color. Natural looking highlights are acceptable. Vivid colors (orange, blue, green, purple, etc.) are not acceptable.
- ⌘ Extreme hairstyles that create a distraction in the classroom or on campus are not allowed. No SPIKED Mohawks allowed.

Make-up/Nails are Not Permitted in Grades K-5

- ⌘ Make-up is not to be worn at school for any reason in grades K-5.
- ⌘ Fake, acrylic, or press-on nails are not allowed at school for safety reasons in grades K-5.



Pants, Slacks, Jeans, Shorts, Overalls, Skorts, Leggings

- ⌘ Pants, slacks, etc. are to be sized appropriately.
- ⌘ **NO sagging pants or shorts. Pants and shorts must fit properly at the waist.**
- ⌘ **NO pajama bottoms.**
- ⌘ Shorts must be no shorter than mid thigh length and no longer than just below the knee.
- ⌘ **No undergarments or posteriors shall show.**
 - ⌘ No bike shorts or tights without a dress or skirt.
 - ⌘ Leggings may be worn with a mid thigh length top (tunic) or dress.

Shoes



- ⌘ Shoes must be worn which enable safe participation in all types of active play and be appropriate in an emergency situation.
- ⌘ Back straps are required on ALL shoes.
- ⌘ NO Heelies (shoes with wheels), flip flops, tall platform shoes, slippers, or boots with steel toes (safety issue).
- ⌘ NO student writing on shoes.

Skirts/Dresses

- ⌘ Skirts/dresses must be NO shorter than mid-thigh length.
- ⌘ Bike shorts should be worn under skirts/dresses on Physical Education Days.



Days.



Sun Protective Clothing

- ⌘ Hats & sunglasses are permitted. Ball caps must be worn bill forward, removed inside buildings.
- ⌘ Hoods can be worn outside only, not in the classroom.

Tops, T-Shirts, Sweatshirts, Blouses, Sweaters, Flannels

- ⌘ Shirts, T-shirts, blouses must be long enough to cover the abdomen at all times.
- ⌘ Shirts and tops are to be sized appropriately.
- ⌘ No halter-tops, tube tops, strapless tops, spaghetti straps, off the shoulder or see-through clothing.
- ⌘ Necklines must maintain modesty.
- ⌘ Tank tops must have at least 1" straps and regular size armholes that are hemmed.



- ◆Special dress-up days will be designated to include themes such as: sports, generation, storybook, etc.
- ◆Any clothing or grooming that creates a disturbance, presents a danger to the students/staff or violates school regulations is prohibited.
- ◆Our dress code is open to revision as fads and fashion change.
- ◆Students with inappropriate clothing will call home for a change of clothes. If this is not possible, a change of clothing will be provided to the student and returned at the end of the day. A note will be sent home to notify parents of the dress code violation.



FIELD TRIPS

Educational trips are available throughout the year. Individual teachers and/or grade levels plan trips that enhance the students' education. Each child must have written parent permission before leaving campus. Student behavior and completion of work may be considered in a student's ability to participate. Siblings and friends are not permitted due to H.U.S.D. insurance coverage. A field trip chaperone information page is available at the office or from your child's teacher if you are interested.

GUM/CANDY/ENERGY DRINKS

Gum chewing and or carrying gum on campus is not allowed. Additionally, candy should not be brought on the school campus. Snacks should be nutritionally sound and should not constitute empty calories. Energy drinks and sodas are not allowed.

HOMEWORK POLICY



Homework should follow district policy and an established pattern that is understood by parents and students. The family's role is to support and encourage the student, provide an appropriate place and time to complete the homework, which must be returned within the time frame specified by the teacher, and maintain communication with the teacher. Family emergencies will be considered when homework is not complete.



LIBRARY/MEDIA CENTER

The library is located in Room 703. Elementary classes will have a scheduled time to visit the library each week. Middle school classes will use the library as needed. We hope all students will care for their library books and return them on time so that others can enjoy the same books. We encourage you to visit the Public Library with your children. It is located on the Hamilton High School campus and operated by the Riverside County Library System.

A student will not be allowed to check out library books unless the library contract has been signed and returned. By signing the library contract the parent/guardian and student agree to pay for any damage or replacement costs associated with Hamilton library books checked out by the student. Any student owing books to another school will not be allowed to check out library books until they have returned or paid for those books.

Overdue notices are mailed home once an overdue book has exceeded one month. Students with books overdue will not be allowed to check out more until the book is returned or paid for (if lost or damaged). If, by the end of the school year, as student has not returned checked out books or paid for the books, they will be excluded from field trips and other special events. Their final report card will be held in the office and not released until the book is returned or payment has been made.

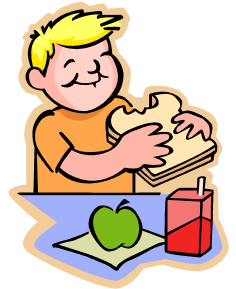
LOST AND FOUND

Please place your child's name inside clothing and student helpers will deliver labeled items to classrooms each month.

Articles of clothing and lunch boxes lost at school are collected in the lost and found. Small misplaced items can be turned in to the office. Lost and Found is located outside the cafeteria.

LUNCH PROGRAM

The HUSD will provide lunch to students for a nominal fee. Reduced and free lunch forms are available in the school's office or from the cafeteria manager. The cost of a school lunch is \$2.25 for grades K-5 and \$2.75 for grades 6-8. Milk is also available for purchase for those who bring their lunch.



MEDICATION

The health technician will distribute all medications. Only medication accompanied by forms filled out by the attending physician will be given. Forms are available in the office. Students are not allowed to bring over-the-counter medications (i.e. Tylenol, aspirin, cough drops, medicated lip balm, etc.) without a note from a doctor. Medication must be brought to the health office and administered by the health tech pursuant to doctor's directions. Tubes of non-medicated lip balm or Vaseline may be brought to school for personal use.

NON-DISCRIMINATION NOTICE

“The Hemet Unified School District maintains an operating policy for nondiscrimination on the basis of race, color, national origin, sex or handicap in its educational programs and activities. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.” (Federal Regulation, Title VI, Civil Rights Act and Title IX, 1972 Education Act)

PERSONAL PROPERTY

Students are not allowed to bring toys or personal property to school to play with either in class or on the playground. Exceptions are made during special event times for items such as marbles, yo-yos, etc. School newsletters will announce these times. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.



PHYSICAL EDUCATION

Proper PE attire (clothing and shoes):

1. No sandals (bring tennis shoes on PE days).
2. Closed-toe shoes are recommended
3. Shorts should be worn under dresses or skirts.

A physical education program is offered to students. The program consists of skills development. A student may be excused from class with a written excuse from a parent for two consecutive days. After that period of time a doctor's excuse is required. A note from the classroom teacher or the nurse is accepted as an excuse. Special equipment for PE classroom usage will be checked out from the physical education teacher.

PLAYGROUND RULES for Grades K-5

General safety rules apply on the playground area. Specific game rules are posted in the classroom and the teachers will review the rules with the students throughout the year.

1. Show respect for people, property of others and the school.
2. No physical or verbal abuse.
3. Play only in appropriate/designated areas.
4. Use equipment properly.
5. Follow all school rules and directions of adults.
6. Leave toys and personal equipment at home.



PTSA (Parent/Teacher/Student Association)

The PTSA plays an integral part in the Hamilton School educational program. Joining this organization and participating in its activities helps to support class field trips, disaster preparedness, and school assemblies, to mention a few. Be a part of this great group of people by joining the PTSA and being an active member. Hamilton's executive board is always interested in recruiting members for various committees throughout the year. Please leave your name and phone number with the front office and they will forward it to the PTSA mailbox.

ELAC (English Learner Advisory Council)

Our ELAC committee is made up of parents of English learners. They meet 4 times a year to discuss language testing, accountability, and ways to support English learners inside and outside of the classroom.

RECESS (Grades K-5)

The purpose of recess is to provide students with an opportunity to eat a healthy snack, get drinks, and use the restrooms. When the bell rings, indicating recess is over, drinks and use of the restroom is not permitted. At no time shall students play in the restroom.

REPORT CARDS/GRADING

Grade level standards based report cards and/or progress reports are issued at the end of each trimester. The reporting system will help the parent understand potential, level of performance, attitudes, behavior, and goals for the year.



SCHOOL SITE COUNCIL

A Single Plan for Student Achievement developed and monitored by the School Site Council and the Hamilton Staff is in operation throughout the year. This group is elected from parents and staff to identify and address school needs. If you are interested in being a member or would like to attend a meeting, please contact the office.

SEARCH AND SEIZURE

The administration retains control over buildings, parking lots, and grounds, and has the right to search them without warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion or arrest.

SEXUAL HARRASSMENT AMONG STUDENTS

Sexual harassment is against federal law, California Education Code and district policy. Such harassment will not be tolerated and can result in suspension and/or expulsion. A student who makes derogatory sexual comments, shows sexually explicit pictures or drawings or engage in unwanted touching is setting themselves up for a sexual harassment complaint. All complaints will be thoroughly investigated. Classroom teachers will discuss this policy with students at the beginning of each school year and with incoming students.

SPECIAL PROGRAMS

Hamilton School has special classes and programs for students with disabilities who qualify, to help them with academic growth. Such programs include: Special Day Class, Resource Class, Adaptive Physical Education and Speech.



SPLINTS/CRUTCHES AND CASTS

If a student is required to wear a splint, cast or use crutches, a doctor's note must be given to the health technician with the length of time for use specified. Students using splints, crutches or casts will not be allowed to participate in PE or use playground equipment until they have been released from their doctor. Students will also be required to continue use of crutches until a doctor's release is submitted.



STUDENT RELEASE PROCEDURE

DURING SCHOOL HOURS: All visitors arriving on campus are to report to the office first. Parents picking up their child(ren) early must report to the office, show proper identification, fill out proper information, then wait for the student(s) to arrive to the office. The office will release a student during school hours **ONLY** to those persons listed on the student emergency card. It is the parent's responsibility to update the emergency card immediately when changes occur in contact information. **ALL** parents/guardians are to sign students out through the office. **DO NOT GO TO THE CLASSROOM OR REMOVE A CHILD FROM THE PLAY AREA.**

SUSPENSION/EXPULSION

A teacher may suspend a student from class for the remainder of the period or day of the offense and for one additional school day. The principal, assistant principal, or principal's designee may suspend a student from school no more than five consecutive school days for one offense. All rules and regulations regarding student discipline are available in the principal's office.

Under the provisions of Education Code Section 48900, a student may be suspended/expelled for the following offenses:

- A. Causing, attempting to cause, or threatening to cause physical injury to another person and/or willfully using force or violence upon the person of another except in self-defense.
- B. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- C. Possessing, using or otherwise furnishing, or be under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- D. **LOOK ALIKE SUBSTANCE:** Offering, arranging or negotiating to sell any controlled substance, alcoholic beverage or intoxicant, of any kind, and then selling, delivering or otherwise furnishing to any person another liquid substance, or material and representing the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committing or attempting to commit robbery or extortion.
- F. Causing or attempting to cause damage to school property or private property.
- G. Stealing or attempting to steal school property or private property.
- H. Possessing or using tobacco.
- I. Committing an obscene act, or engaging in habitual profanity or vulgarity.
- J. Possessing of or offering, arranging, or negotiating to sell any drug paraphernalia or prescription drug.
- K. Disrupting school activities or willfully defying the authority of school personnel.
- L. Knowingly receiving stolen school property or private property.
- M. Possessing an imitation firearm.
- N. Committing or attempting to commit sexual assault, or committing sexual battery.
- O. Harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding.
- P. Committing sexual harassment or hazing (grades 4-12 only).
- Q. Causing, attempting to cause, or participating in an act of hate violence (grades 4-12 only).
- R. Creating an intimidating or hostile education environment by intentionally engaging in an act of bullying including, but not limited to bullying by means of an electronic act (cyberbullying/cell phone bullying).

TARDY POLICY During Passing Periods (Middle School)

When a student is late to class they miss vital information that is critical to their ability to succeed. Tardiness is also a very disruptive element in class and negatively impacts others' learning. Students are expected to be in their seats or work area before the late bell sounds. Tardies will result in lunch detention. Students receiving 5 tardies will receive On Campus Retention and after 10 tardies, the student will receive a 1 day suspension.

TELEPHONE

School Office.....(951) 763-1840 Fax.....(951) 763-1845

Students are not to use the phone in the office except for emergency purposes, with a written note from the classroom teacher, and/or school related business. If students want to go home with other students after school, arrangements must be made before students come to school. Teachers cannot receive incoming calls in the classroom during instructional time. The office will take messages and calls will be returned during breaks or after school. PLEASE make your after school arrangements before the start of the school day. Students must wait until 3:10 p.m. before they can call, if a parent is late to pick them up.



TEXTBOOKS

Textbooks are the students' responsibilities. There will be a charge for lost books and will incur the same consequence as lost library books. Students must cover textbooks to protect them from excessive wear. Textbook covers are provided free of charge in the library. Students will be fined if the textbook is returned damaged or missing its barcode.



TOBACCO FREE SCHOOL DISTRICT

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. This policy is in effect at all times, including after school hours. No smoking will be allowed in the parking lot or on school property. Information on smoking cessation class is available from the Office of Child Welfare and Attendance at (951) 765-5100 ext. 2441.

VOLUNTEER POLICY

All volunteers need to sign in through the office. You will be asked to show picture identification. Volunteers who are on campus on a regular basis (four or more hours a week) will need a TB test and fingerprinting. Please see the office for times and locations. We ask that parents refrain from bringing pre-school children or infants when visiting or volunteering, as often younger children distract the attention of both the visitor/volunteer and the class.

WELLNESS POLICY

Student health is vital if they are to succeed in school and life. HUSD has created a partnership between physical and general education teachers to infuse health lessons, focusing on the priority areas of fitness and nutrition. Schools will use healthy food items or non-food items for fundraising purposes and as rewards for student academic and behavior performance. Parents are encouraged to adhere to the guidelines of the district's wellness policy, which can be found on the district website at www.hemetusd.k12.ca.us. Class parties and celebrations are limited to no more than one per month and must be held after the lunch period. Items offered must be commercially prepared, and stable at room temperature.

HAMILTON K-8 SCHOOL DISCIPLINE GRID

Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Defacing of School Property	Detention Repair/replace damaged property	Repair/replace damaged property Detention/suspension	Repair/replace damaged property Two days suspension	Repair/replace damaged property Parent conference 5 days suspension
Profane or vulgar language Use of vulgar gestures Possession of lewd or vulgar material	1-2 days detention Parent notified Material is taken away	1-2 days suspension Parent conference Material is taken away	2-3 days suspension Parent conference Material is taken away	5 days suspension Parent conference Material is taken away
Campus disruptions or horseplay	Warning Possible detention	One day detention Parent notified	Two days detention Parent notified	Suspension Parent conference with administrator
Harassment, provoking a fight or encouraging others to fight	One day detention Parent notified	Two days detention Parent notified	One day suspension Parent conference with administrator	1-5 days Suspension Possible SBST
Fighting and threats (Law enforcement will be notified if severe result)	3-5 days suspension, depending on extent of involvement Possible expulsion	5 days suspension Parent conference Possible expulsion	5 days suspension Parent Conference Behavior Contract Signed Possible expulsion	Move for expulsion
Littering campus Eating outside of lunch area Being in an off-limits area	Warning Campus litter pick-up assigned	2 days campus litter pick-up Parent notified	Two days detention Parent notified	Suspension Parent notified
Defiance, lying, stealing or disrespect to any adult on campus	Letter of apology One day detention Parent notified	Letter of apology Suspension Parent notified	Letter of apology Two days suspension Parent conference	Letter of apology 5 days suspension Parent conference
Classroom disruptions	Teacher uses classroom discipline plan up to "detention" (To be renewed daily)	One day detention Parent notified	Two days detention Parent notified	In-School Suspension Parent conference with administrator
Chewing gum	1 day gum clean-up	2 days gum clean-up	1 day suspension	2 days suspension
Excessive tardies	(>5) Warning from teacher	(5) Parent notified by teacher 1 day OCR	(10) 1 day suspension	(15+) Revoke field trip privileges 1 day suspension Parent notified

After 4th offense, a Student Behavior Success Team (SBST) meeting will be scheduled to determine whether student needs behavior contract or alternative placement.

The Student Behavior Success Team is a panel composed of an administrator, parent, student, teacher(s), and school psychologist. The panel will review the student's behavior history and generate strategies, which most appropriately address the individual student's needs. Strategies may include such recommendations as behavior contracts or minimum day attendance. In certain instances, one or more columns may be skipped over because of an egregious offense or multiple referrals.

Please review Hamilton's Discipline Grid and the grounds for suspension and expulsion in this student handbook with your child. Understanding the rules and consequences is one of the best ways to avoid getting into trouble and making sure Hamilton is a safe, effective learning environment where kids want to be.