PARENT/STUDENT HANDBOOK
&
CODE OF CONDUCT

Holbrook Elementary Hawks

Kosciuszko Middle School

Tau Beta School Tigers

Early Childhood Elementary Cubs

Dickinson West Elementary Bulldogs

Hamtramck High School Cosmos

Dickinson East Elementary Dolphins

Updated: August 2026

Mission Statement



Our students succeed and transform the future.

Vision

We engage, elevate and empower our students.

It is the policy of the Hamtramck Public Schools that no person shall on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Director of Human Resources, Hamtramck Public Schools, 3201 Roosevelt St. Hamtramck, MI 48212 Phone: 313 892-3817 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Student Services, (same address and phone number).

These policies/procedures are subject to change at the discretion of the administration and Board approval of Hamtramck Public Schools.

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Chapter I: Introduction

This chapter contains policies and information designed to provide parents/guardians, students and visitors with the general rules and regulations of Hamtramck Public Schools (HPS).

Legislative, policy or programming changes may impact student handbook information causing amendments to be made at any time during the school year without notice. It is the responsibility of parents/guardians to review any changes to information with their students.

General Information

The handbook is a summary of HPS' rules and expectations, and is not a comprehensive statement of school procedures. The district's comprehensive **Code of Conduct** can be found at your school or at the District offices located at:

3201 Roosevelt St.
Hamtramck, MI 48212

The School Board governs the school district, and is elected by the community.

Visitors

ALL VISITORS MUST REPORT TO THE MAIN OFFICE

Parents/guardians and other adult visitors who have legitimate business at the school are always welcome. Upon entering the building, visitors must register in the Main Office and obtain a visitor's badge. They must leave promptly when their business is completed. Students from other schools are not permitted to visit without prior written approval from the Principal.

Parents/guardians who wish to volunteer at the school or on field trips must complete a background check form and return it to the school seven (7) days in advance.

If a person wishes to confer with a member of the staff, they should call for an appointment before coming to the school, in order to schedule a mutually convenient time.

Equal Educational Opportunities and Sex Equity

Hamtramck Public Schools, pursuant to the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act (IDEA-97), the Michigan Mandatory Special Education Act, Section 504 of the Rehabilitation Act of 1973, the Age

Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Elliot-Larsen Civil Rights Act, and Executive Order 11246, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities.

If you feel that your rights as articulated above have been violated, you must immediately contact Hamtramck Public School's Title IX Compliance Officers.

Hamtramck Public Schools assumes responsibility for students enrolled in the school. Hamtramck Public Schools provides a Free Appropriate Public Education (FAPE) to students eligible for Special Education and Section 504 students.

Communications

In our ongoing effort to provide parents/guardians with the latest in school information, each building and the District publishes regular online website communications including emails and newsletters to keep families informed of upcoming school events, meetings, District/State testing dates, etc.

HPS is making every effort to reduce the volume of paper usage by providing communication documents electronically. Thank you for helping the District use technology to enhance communication and contributing to its commitment to environmental awareness.

Please note that teachers are expected to provide instruction during school hours. Teacher responses may be delayed until a break without students or the end of the school day.

ClassDojo: HPS' primary communication tool designed to keep parents/guardians informed and involved in their children's learning and school activities. It is also the emergency communication system used to alert families about school closures or emergency situations. All parent(s/guardians will automatically receive messages to the email address they supplied to the school.

- Receive all school, classroom and group communication via email, text or app notification
- See important calendar events and RSVP
- See photos, links and attachments
- Send private messages to administrators, teachers or staff
- Appreciate those who post messages (please give them generously!)

Classroom Celebrations

Students may bring in a **small healthy** treat (no cupcakes, cake, cookies, etc.) for each student in class for their birthday.

- All treats should be store bought and in the original container with ingredients visible (due to allergies or religious limitations).
- Passing out birthday treats is limited to the students in your child's class only. Birthday parties are **not** allowed during lunchtime or during the school day.
- Parents/guardians may **not** bring balloons into the school for a student's birthday.
- The teacher may plan other celebrations as it relates to the curriculum at each grade level.
- Teachers will initiate planning and set guidelines for party treats and activities.
- Secondary school students are **not** permitted to bring birthday treats or have celebrations during the school day.

Emergency School Closings

In the event that the District and/or schools need to close or institute an early release, most often due to hazardous weather conditions, details about the closures will be communicated in the following manner.

- District **Website**
- ClassDojo
- Local news and radio stations

Please note that parents/guardians should ensure their contact information is up to date at ALL times. Failure to do so may be grounds for neglect and could result in notification to the authorities.

Video Monitoring System

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

Video monitoring systems may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are

required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Student Services to inquire about evaluation procedures and programs.

Suicide and Depression Awareness and Prevention

Youth suicide influences the safety of the school environment. It also has an effect on the school community, reducing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the district.

Information can also be obtained by contacting the school office.

Chapter II: Attendance, Promotion and Graduation

This chapter contains policies and information dealing with student academic expectations, including attendance, grading, homework, promotion and high school graduation.

Compulsory Attendance and Truancy

1. Michigan law governing compulsory attendance requires a parent/guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school, or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten [MCL 380.1147].

2. Chronically absent means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (e.g., missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year will be counted, even if they have carried over from a different school.

3. Disciplinary absence means absences that result from school or district disciplinary action and are neither unexcused or excused absences.

4. Truant means a student who has eighteen (18) or more unexcused absences per school year.

5. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

6. Tardy/Late Absences A student who enters a classroom after the bell is considered tardy, unless excused. Tardy students not only miss learning time, but also interrupt the learning of other students in class.

7. The School District will work cooperatively with parents/guardians and students to assure positive student attendance. In cases where poor attendance persists, however, the District may take disciplinary action or seek court action against the student and/or his/her parent(s)/guardian(s) to

assure compliance with state law. Legal penalties include fines of up to $500 and jail time of up to 90 days.

Student Absences

There are two types:

Unexcused Absences	Excused Absences
vacations (including out of state/out of country travel)	funeral Services, bereavement of an immediate family member
birthdays	doctor's appointment (with documentation)
visiting relatives	illness or hospitalization (with documentation)
oversleeping	pre-arranged court, social services, or other state agencies
parent/guardian requiring student to perform childcare	observation or celebration of a bona fide religious holiday
car trouble	
shopping	
no transportation	
family obligations	
inclement weather (unless stated by district)	

Attendance Notification

In the event of any absence, the student's parent/guardian is required to call the Main Office of the building their child attends. If prior contact is not possible, the parents/guardians should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child's attendance.

District Attendance Procedures

- 1 day absent: parents/guardians will receive a message through ClassDojo, text or email(this will happen for any absences)

- 2 days absent: teacher contacts family
- 3 days absent: the secretary/attendance clerk will call the parents/guardians
- 5 days absent: an attendance letter from the secretary/attendance clerk is put in the student's file, and a copy will be sent to the parents/guardians
- 6 days absent: home visit by School and Community Facilitator with assistance from MLD Department (if translation is required)
- 7 days absent: a conference will be requested with the parents/guardians and student (if applicable)
- 10 days absent: an attendance letter from Director of Pupil Services is put in the student's file, and a copy will be sent to the parents/guardians
- 18 days absent: referral will be sent to the Prosecutor's Office by the Director of Pupil Services

Elementary School Attendance Procedures

If it is necessary for a child to be absent from school, the following is required of parent/guardian:

1. Parents should call the school ***on or before the day of the absence*** to explain why the student is absent and when the student will return. A call does not excuse an absence. It informs the office that the student will be absent. It is the responsibility of the parent/guardian to contact the school in the event of any absence from any portion of the day.

2. Upon return to school, the student or parent/guardian must bring a note signed and dated by the parent/guardian, with a specific reason for the absence. An official note from a doctor or professional provider is acceptable.

Tardy Procedures for Elementary Schools

It is critical that students arrive at school on time and ready to learn. Students will be marked "tardy" in the attendance record when they arrive in class after the scheduled start time. If a student arrives more than one hour late to school, they will be marked Late Tardy (which counts as absent) for half a day. Parents of students who are frequently tardy may be charged with violation of **Hamtramck's Parental Responsibility Ordinance** for truancy [§ 135.004(5) Parental Duties].

Early Release Procedures for Elementary Schools

Students are expected to attend school for the entire day, and should not be removed from school before the end of the school day except for doctor's appointments or emergencies. Parents/Guardians of students who are frequently removed early may be charged with violation of **Hamtramck's Parental Responsibility Ordinance** for truancy [§ 135.004(5) Parental Duties].

Middle School Attendance Procedures

Parents should notify the school no later than 8:30 am ***on or before the day of any absence*** and provide verification for the absence within 72 hours.

Tardy Procedures for Middle School
Students must be in the classroom before the bell rings. Students are to be admitted to class tardy. Students without a valid reason for being late to class will be marked tardy. Methods for establishing valid reasons include:

- A pass from a staff member.
- A written statement from a doctor.
- A copy of documents for court or other mandatory appearances.
- Any student arriving more than 10 minutes late will be marked Late Tardy which is counted as absent.
- Students that are frequently tardy will receive corrective feedback according to the school's disciplinary procedures.

High School Attendance Procedures

Students are expected to arrive on time and attend every class every day. Acknowledging that students may need to miss school on rare occasions for such things as illness, college visits, and emergencies, the following policy has been instituted:

1. Hamtramck High School
    - A parent/guardian must contact the school attendance line, (313) 892-2591, within 24 hours of the absence (7 am on the day of absence until 7 am the following morning). Emails and notes are not accepted, because the school must verify the excusal with a parent or guardian.
    - Calls received after 24 hours will NOT be excused. The following constitute an excused absence:
        a. Medical/dental/legal appointment with written documentation.
        b. Personal illness or injury which requires the student's presence at home. (Three or more consecutive absences or a pattern of absences will require a physician's note.)
        c. Verifiable chronic illness (Statement signed by physician)
        d. Family emergency, death in the family, or funeral
        e. Religious observance MCL 380.1561(3)
        f. College visit
        g. Emergency situations with approval by an administrator.

2. Horizon High School

- The school should be notified ***on or before the day of any absence***.
- Students who miss five (5) periods of any class in one quarter will lose credit for that class in that quarter. **Both excused and unexcused absences will be counted toward this total.**
- It is the student's responsibility to keep track of their absences and make sure they do not miss any class five (5) or more times.
- Students who arrive more than five (5) minutes late to class will be marked tardy.
- Students over the age of compulsory attendance who are absent more than 15% of scheduled school days in a semester may be dropped from HHS. Once dropped, students will need to re-apply in order to return.

Credit and Appeals

1. Even after losing credit, students are required to attend class, behave appropriately and complete all assignments.

2. Students will have an opportunity to appeal their loss of credit at the end of the affected semester. An Attendance Committee comprised of administrators and faculty will review written appeals, and **consider** restoring credit to students based on the following criteria:
    a. attendance after reaching 13 absences (Hamtramck High School)
    b. attendance after reaching 5 absences (Horizon High School)
    c. effort in class
    d. performance on final exams
    e. academic performance in class
    f. citizenship and behavior

4. Appeals will be accepted from the first day of semester exams through the fifth business day after the last final semester exam. No appeals will be accepted after this time.

5. If credit is restored for a class by the Attendance Committee, the student will receive the grade earned by their academic performance in class.

Extended Absences

Parents/guardians who plan to remove a child from school for an extended period of time, must complete and submit to the Main Office an **Extended Absence Notification Form**.

Upon return to the District, the parent/guardian must contact the Residency Office to reaffirm Hamtramck residency and re-enroll their child.

While school is in session, if a student is absent for a period of ten (10) consecutive days or more, the student will be dropped from the school's active enrollment roster.
The school secretary/attendance clerk will provide notification in writing to the parent/guardian that the student has been dropped from the active enrollment roster.

Emergency Release

An individual student may be released from school in an emergency situation to a custodial parent/guardian, legal authorities, or other person properly authorized by a parent/guardian to accept custody. This information must be on the emergency card filed in the office. These cards must be updated when phone numbers change.

Student Detention

Generally, students are not required to stay beyond regular school hours for disciplinary reasons unless a parent/guardian has received prior verbal and/or written notification for detention.

Release Time for Religious Instruction and Observation

Upon the signed request of a student's parent/guardian, the Board will allow exceptions to the student's continuous attendance at school:

- for religious instruction outside the school building for no more than two (2) class hours per week;
- for attendance at confirmation classes provided the child is between the ages of twelve (12) and fourteen (14) and the instructional period is no longer than five (5) months in either of those years. Extended exceptions to this statement may be made by the principal.

A student must be properly registered and a copy of such registration must be filed with the school Principal. The time for release for religious instruction or education shall be arranged by the Superintendent in keeping with the regulations of the State Board of Education. They will also assure the appropriate continuance of the instructional program in the public school during such release times.

Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, they will be permitted to make up all missed work, including homework and assessments, for equivalent academic credit.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Grading

Hamtramck Public Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Academic (3rd – 12th):
90 to 100 = A = Excellent achievement
80 to 89 = B = Good achievement
70 to 79 = C = Satisfactory achievement
60 to 69 = D = Minimum-Acceptable achievement

Citizenship (1st – 12th):
1= Excellent
2= Above Average
3= Average
4= Below Average
5= Poor

Promotion

Elementary/Middle School promotion to the next grade (or level) is based on the following criteria:

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

High School promotion to the next grade level is based on a student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Michigan's K-12 Literacy and Dyslexia Law Information
Michigan's new K-12 Literacy and Dyslexia law (PA 146) that replaces the Michigan Read by Third Grade Law, ensures educators are prepared to provide evidence-based literacy instruction aligned with the science of reading.

PA 146 ensures reading instruction and materials be evidence-based and aligned to the science of reading. The law focuses on phonemic awareness, phonics, fluency, oral language, vocabulary and comprehension.

The use of Individualized Reading Improvement Plans (IRIP) in K-3 expands to include students in grades 4-12 identified with a reading proficiency by the classroom teacher. The district has a web based EduClimber system for managing these plans.

The IRIP includes:
A reading intervention program intended to correct the identified area(s) of reading deficiency and that includes all of the following features as needed by the individual student:

a. is evidence based
b. provides more dedicated time than the student's previous year
c. provides daily targeted small group or 1 to 1 reading intervention based on student needs
d. provides ongoing progress monitoring assessments
e. provides parents/guardians with a read-at-home plan

Graduation (Diploma)

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State

mandated-test. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. Specific course requirements are:

Department Requirements for Graduation	Credit Requirements for Graduation
English	**4**
Mathematics	**4**
Science	**3**
Social Studies	**3**
Health	**.5**
Physical Education	**.5**
Visual, Performing and Applied Art	**1**
World Language	**2**
Electives	**4**
Credits Possible	**25**
Credits Needed to Graduate	**18**

Early Graduation

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The Principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with their designated class.

Postsecondary (Dual) Enrollment Options

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing they meet the requirements established by law and by the District. Any interested student should contact the Counseling Office to obtain the necessary information.

Online Learning

The District shall provide eligible students the option of participating in on-line learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Chapter III: Student Fees and Meal Costs

This chapter contains policies, procedures and information related to student fees and meal costs.

Education Benefits Form

This **form** is used to determine eligibility for State benefits for which students may qualify. **Applications** are distributed to all students. Forms are also available at the school's Main Office.

Fees, Files and Supplies

HPS charges specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire.

Fees may be waived in situations where there is financial hardship. Technology fees related to misuse or abuse will not be waived. Technology offers a long term payment schedule. This contingency will warrant an immediate replacement of the device. The current fees are listed below. Prices for parts and replacement devices can vary and are subject to change without notice.

Chromebook Costs Updated August 2026

	Initial Cost	Expiration	Years Left in Service	Total Asset Life (in Years)	Depreciated Value	Amount to Charge
ACER 512 C851T	$383	June 2029	3	7	$164.14	$164.00
Acer Spin 511 R753T	$338	June 2031	5	8	$211.12	$211.00
Dell 3100 Non-Touchscreen	$278	June 2029	3	7	$119.25	$119.00
Dell 3100 Touchscreen	$287	June 2029	3	7	$123.00	$123.00
Dell 3110 Non-Touchscreen	$285	June 2031	5	7	$203.57	$204.00
Dell 3110 Touchscreen	$331	June 2031	5	7	$236.43	$236.00
HP 14 G5	$178	June 2027	1	7	$25.47	$25.00
HP Chromebook 11 G8 EE	$379	June 2029	3	7	$162.43	$162.00
HP Chromebook 11 G9 EE	$351	June 2031	5	8	$219.15	$219.00
HP Chromebook 14 G7	$276	June 2031	5	7	$197.13	$197.00
HP Chromebook 14 G7 Touch	$326	June 2031	5	7	$233.17	$233.00
HP Chromebook X360 EE 11.6	$278	June 2027	1	7	$39.71	$40.00
Lenovo 300e Gen2 AST	$235	June 2029	3	7	$100.71	$101.00
Samsung Chromebook 4 11.60	$279	June 2029	3	7	$119.57	$120.00

Part	Cost
Dell 3110 Touchscreen (Screen only)	$60
Dell 3100/3110 Non-Touch Screen (Screen only)	$40
Other Touchscreens	$100
Other Non-Touch	$55

Part	Cost
Keyboard	$40
Plastic Casing	$35
Samsung Keyboard	$50
Hinges	$20
Hinge Cap Strip Cover	$15
Charger	$35

Dell 3380 (Retired)	$346.61	June 2023	0	5	$0 (expired)	$0 (expired)
Dell 7310 (Retired)	$388.72	June 2021	0	N/A	$0 (expired)	$0 (expired)
HP G4 (Retired)	N/A	June 2021	0	N/A	$0 (expired)	$0 (expired)
Lenovo N22 (Retired)	$164	June 2022	0	5	$0 (expired)	$0 (expired)
Lenovo N42 (Retired)	N/A	June 2022	0	5	$0 (expired)	$0 (expired)

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Late fines can be avoided when students return borrowed materials promptly.

Chapter IV: Transportation and Parking

This chapter contains policies and information related to student transportation and bus rules. Also included are procedures and expectations for student drop-off/pick-up and student parking.

Bus Transportation

The District shall provide free transportation for any student in the District. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason except as approved by the principal to address a special need.

Please Note: A variety of conditions may impact bus routes. To guarantee safety and ensure on-time arrivals, modifications to routes may need to be made. Road construction, weather and emergency situations are a few examples of conditions the transportation department may need to respond to. Parents/guardians are encouraged to monitor ClassDojo, especially at the start of the year, for the most current information.

Bus Conduct

Travel on the bus is an extension of the school day. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal or designee.
Students are expected to follow all school rules while on the bus.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the principal may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent/guardian to notify the school that the student does not have alternate transportation.

For questions regarding school transportation, contact the Director of Transportation.

Student Parking (High School)

Parking on school property during school hours is not allowed by students. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school.

Student Drop-Off and Pick-Up

Each school in the District has developed a process for parents/guardians to drop their child off at school and pick them up from school. Specific information for each pick-up/drop-off system will be provided by the Building Principal.

Vehicles MAY NOT be parked or located in active bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

To assure that all students are safe it is imperative that you do not deviate from the drop-off/pick-up process communicated.

Chapter V: Health and Safety

This chapter contains student health and safety policies, including physical and immunization requirements, student medication procedures, and State-mandated safety drills.

Immunizations

All student immunizations must be completed and on file prior to the first day of school. Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Students who do not comply with these requirements will be excluded from school.

Any questions about immunizations or waivers should be directed to the school's Main Office.

Screenings

A new State law passed on January 1, 2024 requires that children starting Kindergarten or during the Kindergarten year get a **dental assessment** (screening). The Kindergarten Oral Health Assessment Program (KOHA) is administered by the Michigan Department of Health and Human Services (MDHHS).

HPS currently provides **vision screening** for our registered Grades Kindergarten (KG), First (1st); and any teacher referrals. Vision screening is not a substitute for a complete eye and vision examination/evaluation by an eye doctor.

HPS currently provides **hearing screening** for our registered for our registered Grades Kindergarten (KG), First (1st); and any teacher referrals.

Recess

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities; therefore, they should wear adequate, warm clothing, hats and gloves as needed. Classes are usually on the playground no more than twenty minutes and are supervised by classroom teachers or noon aides. In the event of inclement weather (determined by the building principal), the children will remain indoors.

Please see our **Administrative Guidelines** for details:

Generally, if children are well enough to be in school, they are well enough to go outside. Due to the fact that we do not have adequate supervision for students not participating in recess, a doctor's note is necessary if a child is expected to stay in due to medical reasons.

Student Medication

All medication should be given to students at home. If that is not possible, school personnel can assist a student during the school day. Only those medications necessary to maintain the student in school, and which must be given during school hours, will be administered. In order for school personnel to administer medication (including over the counter) to a student, the School District's "Medication Authorization Form" must be completed and on file in the school office. The "Medication Authorization Form" must be completed annually for students receiving ongoing medications.

Non-prescribed or Over-the-Counter Medication
Be advised that Hamtramck Public Schools District requires a doctor's prescription or order allowing the student to take non-prescription medication at school.

ALL medication must be accompanied by a physician's written instructions which provides the following information:

a. Name of the student
b. Name of the medication
c. Dosage
d. Time to be administered
e. Route of administration
f. Duration of administration

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the school when the student enrolls at the school and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

Guidance and Counseling

Schools provide a counseling program for students delivered by school social workers and counselors (counselors at Hamtramck High School and Horizon ONLY). The counseling program will assist students with interventions related to academic, social, and/or interpersonal issues. Students shall be encouraged to seek academic, vocational, social, and/or interpersonal assistance. Each staff member is responsible for effectively guiding students under their supervision in order to provide early identification of intellectual, emotional, social, or physical needs,

diagnosis of any learning disabilities, and development of educational potential. Additional layers of Counseling can include outside referrals to private and/or community agencies.

High School and Horizon: In addition to the above supports, the Counseling Department is available to assist students in identifying vocational options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. All students have the opportunity to receive college and vocational-oriented information.

Safety Drills

Safety drills will occur at times established by the Principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of five (5) fire drills, a minimum of two (2) tornado drills, and a minimum of three (3) lockdown drills to address active shooter incidents. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students and/or staff.

Communicable Disease

The district will observe recommendations of the Wayne County Health Department regarding communicable diseases.

1. Parents/guardians are required to notify the Main Office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. Students absent for three or more days may be asked to provide a note from a physician indicating diagnosis and the ability of the student to return to school.

Head Lice

Head Lice (pediculosis) is an ongoing problem throughout the United States. Although not a serious medical condition, it can cause an interruption in children's education; therefore, the school requires the following:

- Parents/guardians will be contacted if their child is suspected of having a lice infestation.
- Siblings and close contacts will be inspected.
- Any child found to have live adult lice in their hair will be referred for same day treatment.
- Parents/guardians are strongly urged to notify their child's close contacts regarding the possibility of head lice transmission.
- School will provide parents/guardians with evidence based guidelines and information regarding the elimination of head lice.
- On return to school, a staff member will inspect the child's head for lice and will advise if follow-up is needed.

Health and Illness

Please keep your child home if they have any of the following symptoms:

- fever
- pain and stiffness of neck and headache
- sore throat
- swelling and tenderness of glands, especially neck glands
- cough, if persistent or productive
- nausea and vomiting
- diarrhea and/or persistent abdominal pain
- rash
- any skin eruption (particularly if red, swollen, and draining
- red or runny eyes, sneezing, or nasal drainage
- lice

If symptoms occur while in school, parents/guardians will be contacted and asked to arrange for the child to be taken home. Parents/guardians are expected to have their child picked up immediately. **A child may not return to school until they are fever/vomit/symptom free for 24 hours without medication**

Chronic Health Conditions

Effective and safe management requires careful planning by our licensed professional district nurse.

- Please notify the school if your child has a chronic health condition (i.e., allergies, including life- threatening allergies, asthma, cancer, cardiac condition, diabetes, epilepsy, genetic disorders, immunological disorders, mental health disorders, neurological disorders, orthopedic disorders, or other)

- The District Nurse will coordinate the development of the *Health Care Plan/Medical Management Plan* and/or *Emergency Action Plan*. These individualized plans are designed to meet the student's needs to fully access their educational programs.

- The *Health Care Plan/Medical Management Plan* and/or *Emergency Action Plan* are developed collaboratively with information from the family, the student, the student's healthcare providers, and school staff, as appropriate. The *Health Care Plan/Medical Management Plan* and/or *Emergency Action Plan* includes medical orders implemented at school, are reviewed at least annually, updated as needed, and revised as significant changes occur in the student's health status or medical treatment. The *Emergency Action Plan* ensures a plan of action is in place to maintain the student's health and safety during a life-threatening emergency.
- Confidentiality is maintained by sharing the IHP and/or ECP only with school staff that have a need to know.

Concussions
All athletic programs of the District shall comply with the **concussion protocols** of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Safe Firearm Storage
As part of our commitment to student safety and in compliance with Michigan law, we are sharing an important informational flyer from the Michigan Department of Health and Human Services (MDHHS) regarding the state's safe-storage requirements for firearms in homes where minors may be present.

The flyer explains the new secure-storage law (effective February 13 2024) that requires firearms to be stored **unloaded and locked with a device**, or kept in a **locked container**, if a minor is, or reasonably could be, present in the home. (**Michigan**). It also outlines the potential legal penalties should a minor obtain a firearm due to unsafe storage. (**Michigan**)

English
Arabic
Bengali

Chapter VI: Discipline and Conduct

This chapter contains general student conduct requirements, student dress codes and cafeteria rules. Also included are State mandated notifications on bullying and bullying prevention.

SPECIAL EDUCATION OR SECTION 504 STUDENT: Special education and 504 regulations provide an "extra measure of due process" to ensure a review of possible impacts of a student's disability in a discipline incident. In the event a Special Education or Section 504 student is recommended for a long-term disciplinary action or expulsion, an Individualized Education Program ("IEP") or other building team must be convened to conduct a manifestation determination review ("MDR"). An MDR must occur within ten (10) school days of any decision to change the student's placement because of a violation of a code of student conduct.

General Building Conduct

Appropriate behavior results when students take responsibility for their conduct by understanding how their actions impact others in the educational community. Responsibility is a learned behavior. HPS strives to provide students with opportunities to reflect on inappropriate behavior, identify positive behavioral responses, and take responsibility for their actions. Teaching appropriate behavior requires the collaboration of students, parents/guardians, and school staff.

Bullying

A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the public school academy.
"Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

"Bullying" means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

HPS Board of Education Bylaws and Policies

Appropriate interventions will be implemented in accordance with PBIS, Peer Mediation, and Restorative Practices to eliminate any bullying behaviors.

Student Behavior

For the HPS School Code of Conduct and Suspension/Expulsion Procedures, please use the following **LINK**. For the Disciplinary Consequences by Infraction, refer to this **LINK.**

Positive Behavior Intervention Support (PBIS)

Positive Behavior Intervention Supports (PBIS) is rooted in the behavioral or behavior analytical perspective in which it is assumed that behavior is learned, is related to immediate and social environmental factors, and can be changed. PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read— through instruction, practice, feedback, and encouragement. Key features of PBIS include:

- administrative leadership
- team-based implementation
- a clear set of defined positive expectations and behaviors
- teaching of expected behaviors
- recognition of meeting expected behaviors
- monitoring and correcting errors in behaviors
- using data-based information for decision-making, monitoring, and evaluating building results

Building-Wide Expectations

In accordance with PBIS universal guidelines, the PBIS expectations in Hamtramck Public Schools are designed to:

- provide a clear understanding of expected student behavior
- be few in number
- be positively stated and structured
- use familiar language
- include example behaviors defined for purposes of instruction

Restorative Practices

Restorative Practices (RP) is an important part of PBIS. RP involves changing relationships by engaging people: doing things with them, rather than to them or for them -- providing both high control and high support at the same time.

Buildings will consider restorative practices in addition to or as an alternative to suspension or expulsion of a student dealing with student behavior infractions. While there are disciplinary consequences in place, we also incorporate restorative approaches that help give students a voice and repair harm done. Restorative Practice is a framework that may include victim/offender conferences that:

- are initiated by the victim;
- are approved by the victim's parent/guardian or, if the victim is at least 15 years of age, by the victim;
- are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender;
- would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize, participate in community service, restoration of emotional or material losses, or counseling, paying restitution, or any combination of these.

Cafeteria Rules

Listed below are general guidelines and rules that apply to the entire District. Directions to additional information, specific to a particular building or grade level may also be indicated.

Lunch Guidelines

Students may not leave campus during lunch (except for Horizon). During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until cafeteria staff directs them to clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.

Students shall follow all cafeteria rules during lunch.

Misbehavior will result in corrective feedback according to the school's disciplinary procedures.

Early Release during lunches must follow appropriate guidelines.

School Dress Code and Student Appearance

The HPS dress code has been established to ensure that all students are able to attend in a manner that is equitable and supports their dignity and individual value but at the same time adheres to the community's standard of decency. This dress code is intended to ensure that no student is marginalized or discriminated against based on their racial or cultural identity, sexual orientation, gender identity, religion or body type. This dress code is designed to:

- support students in their ability to express themselves and their identity through their clothing choices
- support the development of students as they prepare for a thriving future
- create an environment conducive to learning

Basic Overview:
Clothes must be worn in a manner that fully covers all areas of the body between the armpits and the mid-thigh. Additionally, all outfits must include straps that connect the front to the back and go over the shoulders.

Student **Must** Wear:
While following the guidance provided above, students must wear the following on a daily basis.

- A Shirt (with fabric that fully covers the areas identified above)
- Pants/Shorts/Skirt or an equivalent garment that covers the areas identified above
- A one piece garment that satisfies the requirements of a shirt and pants/short/skirt may be worn in place of those two items.(ie. dresses, jumper, coveralls)
- Shoes with a sole

Students **May** Wear:
While following the guidance under Basic Overview, students are permitted to wear the following items:

- Religious headwear
- Hoodie sweatshirts (with hoods down upon staff request)
- Fitted clothing
- Clothing with rips, provided that the rips do not violate the conditions under Basic Overview

- Pajama pants
- Athletic attire

Students **MAY NOT** Wear:

- Attire that has violent images or language
- Attire that includes images or language depicting or suggesting drugs, alcohol, vaping, or related paraphernalia
- Attire that includes images or language depicting or promoting illegal activity
- Attire that includes images or language that is hate speech or derogatory
- Attire that includes images or language that is lewd, profane, or pornographic
- Attire that is deemed to be a representation of gang affiliation may be restricted by building administration
- Any clothing that reveals undergarments
- Accessories that could be used as a weapon or considered dangerous
- Any item that obscures that face or ears (with the exception of religious observance or personal protective equipment (PPE) when appropriate)
- Open toe shoes (e.g., flip flops, slippers)

Dress Code Enforcement

Schools are first and foremost an educational institution. As such, interactions between school personnel and students believed to be in violation of the dress code should be conducted in a manner to educate the student, not in an attempt to demean or shame them. School personnel should address potential dress code violations or disruptions to the learning environment caused by attire, in accordance with the guidance below.

- Students should always be treated with respect and dignity. No student should be affected by dress code enforcement due to racial or cultural identity, sexual identity, sexual orientation, religion, or body size/type.
- Students will be given the opportunity to change their clothing, or call a parent/guardian for alternate clothing. However, students will not be required to change their clothing unless the dress code violation is deemed intolerable or dangerous by administration.

*Repeated incidences of dress code violations will follow a progressive discipline model.

These dress code guidelines are considered to be in effect during all school days, summer school days, and school activities. Athletic uniforms will be determined by the safety and competitive standards of the individual sport, but may not be appropriate to wear during the school day.

Special health and safety standards may be required for students enrolled in classes such as industrial arts, home economics, physical education, science education and driver education.

Certain extracurricular activities or organizations may require specific reasonable dress requirements at certain times. Since participation in such organizations is voluntary, students will be required to dress in compliance with the rules set up by the organization.

Elementary students are expected to be dressed adequately for weather conditions as they are required to go outside for recess periods except in extreme cold and rainy weather.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parent/guardian consent. Attendance and all school rules apply to all field trips.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school

Chaperone Background Checks: A criminal background check is required if parents/guardians are volunteering. If a parent/guardian serves as a chaperone, they must plan to attend the entire field trip (come on time and not leave early). **Other family members or siblings may not attend for the security of the students who are being chaperoned.**

Chapter VII: Internet, Technology and Publications

This chapter includes an acceptable use policy and Internet acceptable use. Also included are policies on district issued devices and remote access. Additional references and links are included within this chapter that relate to appropriate technology usage within the District.

Prohibition of Wireless Communication Devices

In accordance with MCL 380.1303a, students are prohibited from using wireless communication devices on school grounds during instructional time and the school day unless required by law. This prohibition of students using wireless communication devices will be enforced by instructional staff through monitoring students during instructional time and the school day. Wireless communication devices must be turned off and kept out of sight in lockers or cubbies.

Exemptions

As required by law, students may use a wireless communication device during instructional time and the school day for any of the following exemptions:

- Medically necessary devices,
- District owned or issued devices under building staff discretion,
- Devices used for instructional purposes with building staff discretion,
- Devices used or special education programming and/or as an accommodation (Section 504 Plan, Individualized Education Program, or the Americans with Disabilities Act),
- Devices used for lesson-specific academic assignments in building staff's discretion, or
- Devices used in emergency situations as described in the School District's Emergency Operations Plan, where applicable per the plan, pursuant to MCL 380.1308b.

Acceptable Use of the District's Electronic Networks

The School District encourages and promotes the educational use of technology. To ensure students, staff, and parents/guardians take full advantage of the technology available; all uses of technology in the School District must have

proper authorization, adhere to district policies and administrative guidelines, and be required to sign acceptable use and safety agreements. All use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. The School District does not provide explicit, implicit, or inherent warranties for technological resources. Furthermore, the School District reserves the right to monitor any and all network activity.

Website Filtering

The District uses a system to filter out inappropriate content and identify students who may be in need of intervention due to contemplating self harm, allowing early intervention and more effective support—before a critical event occurs. When students are logged into a district device using their school credentials, all online activity is filtered as required by federal guidelines and grants.

Maintaining student safety and appropriate use of electronic devices is essential. Board policy is in place to set expectations for the use of technology. Access to board policy and administrative guidelines is available to everyone on the Hamtramckschools.org website at: **https://www.hamtramckschools.org/our-district/board-of-education/**

Artificial Intelligence (AI) Student Guidelines (derived from Hamtramck Public Schools AI Administrative Regulations)

AI is computer programming that can do things that normally need a human brain, but it is not a replacement for human thinking. Hamtramck Public Schools wants students and staff who use AI tools to use them appropriately.

Acceptable Use

Educators will specify which district-approved AI tools students can use for a lesson.

Prohibited Use

Anything other than what the educator has specified is prohibited. Students may not use VPNs, personal devices, personal accounts, personal hotspots, or any other means to get around the school's website filters and/or use AI in an unauthorized manner.

Attribution, Disclosure, and Giving Credit

Students are required to disclose any AI usage in accordance with the examples in the AI Administrative Regulations.

Academic Integrity

Academic dishonesty is unacceptable and will not be tolerated. Prohibited AI usage undermines Hamtramck Public Schools' educational mission and the

students' personal and intellectual growth. Students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals.

Using AI to skip thinking or avoid learning is not acceptable, and is considered cheating, as it keeps students from developing critical thinking skills which are necessary for becoming college, career and life ready. Using AI in ways teachers did not specify is also considered cheating. All work turned in must be a student's own effort. If teachers suspect a student has used AI in a way that was not permitted for an assignment, then they may ask the student to demonstrate their understanding of the concepts in a different way or format (for example, verbally). Any student using AI to create answers for assigned work who say they made it themselves is also cheating. This will result in consequences.

Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned under the Cheating/Academic Misconduct offenses.

Guidelines for AI-Generated Media & Images
As we use AI to create pictures, videos, or sounds, we must follow these rules to stay safe and respectful.

I - Respecting Others (No Deepfakes)
Students may never use AI to create fake images or videos of other people without their explicit consent. It is against our rules to use AI to make someone look like they are doing or saying something they did not do or say.

II - AI Attribution, Disclosure, & Giving Credit
If AI is used to help create a picture or any other kind of media for a school-related document or project, the user must disclose this usage. The AI tool and prompts used to create the image must be disclosed.

Chapter VIII: Search and Seizure

This chapter contains a comprehensive policy on student searches and seizures. The policy includes student rights under State and federal law and procedures for searching students and their possessions.

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, Hamtramck Public Schools reports certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act.

The Fourth Amendment to the U.S. Constitution guarantees “the right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures” from the State, including public schools. The United States Supreme Court decided that application of the Fourth Amendment to students was limited in the school

environment. Public school officials must have a “reasonable suspicion” to search a student, a much lower standard than the “probable cause” or warrant required for law enforcement. New Jersey v T.L.O., 1985.

When a school official inspects a student or their belongings, it is usually a “search”. This includes asking a student to empty their pockets, looking in their backpack, or reviewing their cell phone. School officials must first determine whether the student has a reasonable expectation of privacy in what will be searched. Students at school have a reasonable expectation of privacy in their personal belongings, such as clothing, bags, vehicles, and cell phones. Students’ privacy expectation in school-owned items such as desks and district-issued technology can be altered by school policy and student handbooks.

What is “Reasonable Suspicion”?
Determination of whether there is reasonable suspicion to search a student or their belongings is a two-part inquiry:

Is the search justified at the outset?
Is the search reasonable in scope?
For a search to be justified at the outset, school officials must have reasonable grounds to suspect – before the search – that the search will reveal evidence that a student is violating or has violated the law or school rules. Rumors or gossip will not satisfy this requirement. There must be specific, articulable facts to support suspicion before it will be considered “reasonable.”

The scope of a search is reasonable when the measures used for the search are reasonably related to the objectives of the search and the search is not excessively intrusive in light of the age and sex and the nature of the infraction.

A search conducted without reasonable suspicion, if challenged, would result in the exclusion of any evidence found in the search (i.e., drugs, weapons, etc.) in a subsequent criminal proceeding. Unreasonable searches also expose the school district to liability for student civil rights claims.

Suspicionless Searches
In limited circumstances, a school official may conduct a “suspicionless” search, a search that does not require reasonable suspicion. Where students have no expectation of privacy, a suspicionless search is permissible. This may include district-owned property such as laptops and lockers. School districts should include in student handbooks a provision that informs students that they do not have privacy rights in lockers, desks, or district-issued technology and those things may be searched by school officials.

There is no expectation of privacy for items that are in plain view of a school official or in any smells coming from a student’s personal belongings. For example, school officials

may use detection dogs to conduct random sweeps of student lockers and student belongings without reasonable suspicion. However, a drug-sniffing dog search of students' bodies is considered more intrusive and requires reasonable suspicion.

Notify parents and students in advance if the school district anticipates conducting suspicionless searches such as drug-sniffing dogs.

Scope of the Search
All student searches, suspicion-based or suspicionless, must be reasonable in scope. This means that school officials can only search for what is related to their suspicion in a manner which is reasonable. For example, if there is a suspicion that a student possesses a vape pen, a search of the student's cell phone would not be reasonable in scope. It would also not be reasonable to conduct an embarrassing or intrusive search of a student's body or garments for contraband which presents no immediate safety concern.
Reference: Thrun Law

Chapter IX: Athletics and Extracurricular Activities

This chapter contains information and policies related to student athletics and activities. Also included is the extracurricular code of conduct, and student-athlete concussion protocol.

Athletics

HPS provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. A full listing of all activities currently being offered can be obtained by the Athletic Director.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Eligibility guidelines meant to keep the student/athlete eligible for interscholastic competition are found at the in the **2026-2027 MHSAA Handbook**.

Student Employment

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, they must first make contact with their counselor to discuss any legal requirements and obtain any needed permits.

State of Michigan Combined Offer of Employment and Work Permit/Age Certificate CA-6 for minors UNDER 16 years of age
State of Michigan Combined Offer of Employment and Work Permit/Age Certificate CA-7 for minors 16 and 17 years of age

Concussions

To provide for the safety of student athletes, all athletic programs of the District shall comply with the concussion protocols of the **Michigan Sports Concussion Law**.

Chapter X: Special Education

This chapter contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent/guardian rights and discipline of students with disabilities.

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. In Michigan, the term “children with disabilities” means children ages 3-26. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The IDEA’s required procedures are designed to ensure students receive a free appropriate public education. A copy of **Procedural Safeguards** may be accessed here.

Students with disabilities who do not qualify for an Individualized Education Program (IEP), as required by the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973 if the student

1. has a physical or mental impairment that substantially limits one or more major life activities;

OR

2. has a record of a physical or mental impairment;

OR

3. is regarded as having a physical or mental impairment

Discipline of Students with Disabilities
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. When a separation from school occurs, where the separation results in a change of placement, a Manifestation Determination Review (MDR) meeting is held within 10 school days of the date when a decision to suspend a student was made.

The school district may suspend students with disabilities for disciplinary purposes, up to ten (10) school days in a school year, to the same extent removal would be applied to nondisabled students and without providing educational services. When suspension of a student with a disability goes beyond ten (10) cumulative days in a school year, schools are responsible for providing educational services while the student serves their days of suspension.

Certificate of High School Completion (High School)

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Chapter XI: Student Records and Privacy

Policies in this chapter include State and Federal student record and privacy notifications.

Student Records

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardians. A parent/guardian or student must submit to the building Principal a written request that identifies the record(s) they wish to inspect.

Within 10 business days, the building Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Surveys

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents/guardians, to submit to or

participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or their parents/guardians;
- mental or psychological problems of the student or his/her family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or their parents/guardians; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Confidentiality

Consistent with FERPA, discussion with parents/guardians can only pertain to the affected circumstances surrounding their own child. It is a violation of FERPA to discuss other children.

Chapter XII: Parental Right Notifications

This chapter includes State and federally mandated notifications. Sections include rights of homeless families, pesticide application notification, and rights of parents/guardians to access information about their child's teachers.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

Homeless Child's Right to Education

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof

of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- transportation services;
- educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- programs in vocational and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Multilingual Learners

The school offers opportunities for resident Multilingual Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of Multilingual Learners will be informed how they can:

1. be involved in the education of their children;
2. be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and
3. participate and serve on the District's Parent Advisory Committee.

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents/guardians should contact the Director of the Multilingual Learner Department, to inquire about evaluation procedures and programs offered by the District.

Parental Notices

Title I, Part A Notification Requirements

[Parent Notification of the Critical Health Education Program]
[Education Benefits Form SY 2026-2027]
[MDARD Pesticide & Plant Pest Management Division Family Letter]

Testing Transparency

The State and District require students to take:

- State Assessments*:
  - Michigan Student Test of Educational Progress (M-STEP):
    - ELA & Math: Grades 3–8
    - Science: Grades 4 & 7
    - Social Studies: Grades 5 & 8
  - SAT: Grade 11
  - PSAT: Grades 8-10
  - WIDA: Grades K-12 (Multilingual Learners **ONLY**)

- District Benchmark Test:
  - iReady

*There is **NO** "opt-out" of State assessments under state or federal law. Students who are not assessed will count against their school's required 95% participation rate, which will create an incomplete picture of the school's performance.

Student/Parent Handbook & Code of Conduct

Acknowledgement

A copy of the Hamtramck Public Schools' Handbook is located on our website at https://www.hamtramckschools.org/. Please visit this site to review the Handbook with your child, complete the form below, and return it to your child's teacher. ----------

If you need a hard copy of the Handbook for review – please check below.

- I need a hard copy of the Handbook for our review. This form will be returned to you with your hard copy. After reviewing the Handbook, please complete the form below and return to your child's teacher.

_____ _____ _____

Print Student Name **Grade** **Teacher Name**

We acknowledge receipt of the Parent/Student Handbook and Code of Conduct for Hamtramck Public Schools. The Handbook describes important information about the school, and we understand that we should consult the school administration regarding any questions not answered in the Handbook. We agree to conform to the rules and policies of the District. Since the information and policies described are necessarily subject to change, we acknowledge that revisions to the Handbook may occur at any time throughout the school year, and all changes will be communicated to us through official notices from the school. Such notices may be distributed ClassDojo or through direct written communication from the District. We understand that any revisions made during the school year may supersede, modify or eliminate the existing policies in the Handbook and subscribe to following them as they are distributed. We have received the Handbook, and we understand that it is our responsibility to read and comply with the policies/procedures in this Handbook and any revisions made to it.

_____ _____

Print Student Name **Student Signature**

_____ _____

Print Parent/Guardian Name **Parent/Guardian Signature**

_____ _____

School Name **Date**

PLEASE SIGN and RETURN THIS FORM TO YOUR CHILD'S TEACHER