

Hamilton Southeastern Schools

Intermediate Student Handbook

2021-2022

Attendance & Absence

A parent call to the school is required for each student absence. Parents must call the school office by 9:15 a.m. each day the student is absent or arrives late to school. Should a parent neglect to call the day of absence, a note or call from the parent must be registered the first day following the absence.

Tardy to School

Tardiness is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives at school after the 9:15 AM bell has rung, he/she/they should report directly to the front office. Students are to sign in on the late arrival form located in the main office. A student who arrives to school late three (3) or more times will receive disciplinary consequences. Some examples of unexcused tardiness include car trouble, missing the bus, personal illness, cramps, headaches, not feeling well, oversleeping, school closing assumptions, personal business, power outage and transportation related issues, etc. Medical issues that result in a child being habitually tardy for school would require medical documentation from the attending physician to be marked as excused

Late to Class

Each teacher is required to keep a record of tardiness to class. When a student is late to class, the student should report to the teacher. Each teacher's classroom management plan will address consequences for students that are late for class.

Excused Absences

Absences will be excused, but not counted against absence numbers, for the following reasons:

- School-sponsored trips
- Court appearance
- Service as a legislative page
- Religious instruction
- Others excused by the principal/designee

A student may be excused if the student or member of the student's household participates or exhibits in the Indiana State fair for educational purposes. The student's parent must provide a written note indicating the educational purpose and the school principal must approve the absence. A student may not miss more than (5) days in a school year due to attending the State Fair. The student must be in good academic standing with the school as determined by HSE.

Absences will be excused and counted against absence numbers for the following reasons:

- The student's illness or injury (documented)
- Medical appointments
- Verified accident involving the student's transportation
- Death or serious illness in the student's immediate family
- Religious observations
- College/High School visits
- Others excused by the principal/designee

A maximum of eight (8) absences per semester and a maximum of sixteen (16) absences per year will be excused. Further absences will be unexcused unless verified by a doctor's note.

Students of parents serving in active duty of the military shall have additional excused absences at the discretion of the school principal or designee for visitations relative to leave or deployment.

Unexcused Absences

Any absence from school for any reason not included as an excused absence is an unexcused absence. Examples would include: car trouble, oversleeping, missing the bus, school closing assumptions, personal business, transportation problems before/after a vacation, truancy, working, administratively determined unexcused absences.

Students may make up missed work. Make-up work will be graded in accordance with the classroom teacher's rules concerning late work. Those rules may not treat work made up due to an unexcused absence differently than work turned in late by a student who was not absent. No student's grade for any grading period may be adversely affected solely because of unexcused absences. Repeated unexcused absences, may, however, warrant appropriate disciplinary action, including action under Indiana's compulsory school attendance laws.

Summary of Attendance Information

- 1. A Parent must call the school by 10:00AM each day the student is absent or if the student will be arriving to school late. There is a 24-hour voice mailbox available.**
2. A maximum of eight (8) absences per semester and a maximum of sixteen (16) absences per year will be excused. Further absences will be unexcused unless verified by a doctor's note.
3. A student must be present 3 or more hours, in order to be credited for a half day of attendance. A half day of attendance is required for participation, or attendance at, extracurricular activities.

Homework Policy

Homework is an out-of-school assignment that contributes to the process of educating the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject. Homework will not be worked on during recess.

Homework requirements will differ from grade to grade reflecting the student's age and the subjects involved. The Board of School Trustees directs the Superintendent or designee to establish homework procedures.

Make-up Work

If a student is absent, they should check Canvas, contact teacher or TOR as needed.

Change of Address or Telephone Numbers

If a parent moves, changes telephone numbers, or experiences a change in employment, these changes must be reported to the school office.

Moving to another School/Withdrawal from School

Student's Legal Statement: If you are moving to another school during the year, please notify the office and your classroom teacher. To withdraw from school, a parent must notify the school office so that records to be sent to the school where the student is transferring can be completed. All school materials and books must be returned. All fees must be paid before records will be forwarded. Parents or guardians must sign a release form before records can be sent to another school corporation.

Enrollment

Students' Legal Settlement: A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

Student Conduct

This student code of conduct has been established in accordance with Indiana State Law. The procedures for administering student discipline and due process are provided by Indiana law. The Hamilton Southeastern School Board adopts the Indiana Statutes as the official policy and administrative procedure of Hamilton Southeastern Schools unless applicable federal law requires otherwise. All students are expected to follow all school and classroom procedures. -That action could ultimately result in the student being suspended, expelled, or excluded from the regular school. Indiana law defines grounds for suspension or expulsion as “student misconduct or substantial disobedience”. The Indiana Education Code states the school’s discipline rules apply when a student is on school grounds before, during, and after school hours, off school grounds at a school activity or function, or traveling to or from school or a school activity or function. It also states that discipline rules are effective during summer school. Another Indiana Education Code authorizes the school board to prohibit unlawful activity by a student on or off school grounds when the activity interferes with school purposes. The Indiana statute PL224-1987 requires school authorities to inform law enforcement agencies, in writing, when violations involving controlled substances (e.g. drugs) occur within the school environment.

1. Students are to comply with the directives of teachers or other school personnel during any period of time when the student is properly under their supervision. Failure to do so constitutes insubordination.
2. Students are to refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Students are to engage in no activity that disrupts classroom instruction.
4. Students are to refrain from engaging in any conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Urging other students to engage in such conduct is also prohibited.
5. Anti-Bullying

(a) Bullying is **prohibited** by HSE Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition:

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student’s physical or mental health;
- (3) has the effect of substantially interfering with the targeted student’s academic performance; or
- (4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or

- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The HSE Schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. HSE Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: HSE Schools will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as staff, in accordance with Indiana law.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, they should report directly to the building principal or school district lead administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. HSE Schools will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the school district shall take appropriate intervention and responses as consistent with policy and procedure. HSE Schools will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include but are not limited to suspension and expulsion. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. HSE Schools shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the

target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy.

(i) Reporting to IDOE: Each school within the school district will record and report to the district lead administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The corporation lead administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

6. Students are expected to show respect to all school personnel and fellow students. They are to refrain from fighting or other aggressive or violent acts, including the use of obscene language or gestures. Images or language that create a hostile or intimidating environment based on any protected class or marginalized group.
7. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to any person.
8. Students are to refrain from physical conduct of a sexual nature. This includes public displays of affection which includes, but is not limited to, holding hands, hugging, and/or kissing. Students are to refrain from engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature.
9. Students are to refrain from the use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school sponsored event or traveling to or from a school activity, function or event. Students should not be in possession of drug paraphernalia. Students are to refrain from misuse of prescription medication. They are to refrain from possessing or using prescription medication for an unintended purpose or in an unintended manner. Students are to refrain from use of inhalants. Students should not sniff, inhale, or otherwise ingest any substance when it is not the intended use of the substance. Students are to refrain from the possession or use of tobacco or other nicotine delivering devices. Students are to refrain from engaging in the selling of a controlled substance or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Students are not to use, possess, or transmit dangerous articles such as firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered a weapon or could cause harm to another person or damage school property. Students who have knowledge of these items on school grounds are to report the incident to school personnel. Board policy states that firearms or destructive devices are prohibited on school property. This does not apply to law enforcement officers performing their official duties. Under Indiana law, a student bringing a firearm or destructive device to school or on school property or in possession of a firearm or destructive device on school property must be expelled from school for a period of at least one calendar year. Under another Indiana law, a student bringing a deadly weapon, other than a firearm, to school or on school property or in possession of a deadly weapon on school property may be expelled for a period of not more than one calendar year. The Superintendent or designee will immediately notify the appropriate law enforcement agency when a student is expelled under this rule. A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. A destructive device is any device. A complete copy of the Items Prohibited in School Policy can be obtained by contacting the school office.

11. Any behavior or symbolism denoting gang membership or affiliation is not allowed. Related hand signs, handshakes and graffiti are prohibited, as is any recruitment effort.
12. Students are not to bring distracting items to school.
13. During the school day electronic devices are to be used for educational purposes only (This means students should not use their device during the school day for personal use, including, but not limited to, texting, emailing, or gaming.) Should a student need to communicate with their parents, it should be done via teacher approval. Schools are not responsible for lost, damaged or stolen cell phones and/or electronic devices. Music devices can only be used on the bus and during after school activities. Music devices and/or electronic devices used or possessed inappropriately during the school day on school grounds including on route to and from school busses will be confiscated and returned before the end of the day and disciplinary consequences will be administered.
14. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
15. Students are not permitted to bring scooters, skateboards, rollerblades, etc. to school. These items are not to be on school grounds at any time. Shoes with rollers or wheels are not permitted on school property.
16. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
17. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member. Gum is only allowable with direct approval by a teacher or staff member.
18. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain. Students are expected to turn in original work for all school assignments.
19. Students are to refrain from stealing or attempting to steal school or private property. Students guilty of theft may be reported to local law enforcement agencies. Students are not to knowingly be in possession of stolen items.
20. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
21. Students are expected to attend all classes and be on time prepared with appropriate materials.
22. Students are to only be in supervised areas throughout the school day and during school functions.
23. Students can leave school grounds during the school day only with permission of parents and school officials and after signing out in the front office.
24. Students are expected to walk, not run, in the building.
25. Flowers, balloons or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.

26. Students are to leave backpacks in lockers after arriving to school. Backpacks, book bags, or tote bags are not to be carried during the school day.
27. In addition to numbers 1 through 27, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may be attending classes or other school functions.

Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE website under Board Docs policy

J10.00. <http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=8CYJMS4DE57B>

CONSEQUENCES

Detentions

Detentions are assignments to supervised study areas usually before school, during lunch, or after school hours. A detention may be from fifteen minutes to three hours, at the discretion of school personnel. Transportation to and/or from the detention must be arranged by the student and parent. Adequate time will be allotted to the student to make these arrangements. If the student is unable to serve the detention on the date assigned, a parent must contact the teacher or administrator who issued the detention. Failure to report may result in further disciplinary action.

In-School Reassignment

In-school reassignment (ISR) is a method of school discipline where the student is placed in the ISR room instead of attending regular classes. Classroom assignments will be provided to the student to complete for full credit. Students placed in ISR remain in that atmosphere from one (1) class period, up to five (5) full days, and are under the direct supervision of an adult aide. If the student becomes uncooperative or fails to follow the rules established for the ISR classroom, suspension out of school will substitute for in-school reassignment. **Students are not allowed to attend or participate in any after school activities on the days they are assigned to ISR.**

Suspension

Suspension is assigned in response to serious rule infractions, refusal to comply with a lesser disciplinary penalty, or chronic misbehavior. During a suspension, the student is in the care of parents and should not be present on school grounds. **The only exception is a pre-arranged authorization by the building principal or his/her designee with the understanding that the parent must escort the student while on school grounds.** Students are expected to make up all work missed during days of suspension. Suspension may be imposed for up to 10 days.

Alternative to Suspension / Hamilton County OSS Program

Students suspended from school may be required to report to the Hamilton County Circuit Court at 8:00 A.M. on the initial day of suspension, and from there be assigned to complete schoolwork at the Hamilton County Juvenile Service Center during each day of suspension. Students will not be allowed to return to school until the assigned days of suspension have been served.

Expulsion

Expulsion is the denial of school attendance to a student for a period in excess of ten (10) days. Students are normally expelled for one (1) or two (2) semesters. Expulsion is recommended for offenses of a serious nature, or for the persistent violation of school rules. Should a student reach this point, the principal or assistant principal will recommend expulsion of the student to the Superintendent of Schools. All suspensions and expulsions are conducted under due process of law.

Alternative to Expulsion

Students who have been expelled from school for the possession, use, or transmission to another person, of a controlled substance, alcoholic beverage, or intoxicant of any kind may have their expulsion reviewed and rescinded if the concerned student requests readmission following rehabilitation in an appropriate professional rehabilitation program. The student must also provide certification that he/she is free from drug and alcohol related problems at the present time and present a genuine desire to return to school and to conform and achieve in the school environment.

Possession of Firearms

Possession, use, handling, or transmission of any firearm on school property immediately before, during and immediately after school hours and at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; or traveling to or from a school activity, function or event will result in a one (1) year expulsion from school. A firearm is considered any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive. The prosecutor's office will be informed of any violation of this nature.

Mandatory Drug Testing

Administrators have the authority to require a student to submit to a chemical test of the student's breath or urine if the Administration has reasonable suspicion to believe the student, while at school, attending or traveling to and from a school activity, is using or under the influence of alcohol, marijuana, or a controlled substance. Failure to produce a test sample after a reasonable period of time, or the student's willful refusal to submit to the chemical test, or a positive test result will allow the Administration to proceed with appropriate disciplinary action.

Tobacco Free Schools

The Board of School Trustees declares all school buildings and grounds, including athletic facilities to be smoke-free environments. Staff, students and members of the public are expected to observe this restriction at all times. Notices will be posted indicating that Hamilton Southeastern Schools buildings and grounds are smoke-free.

Student Searches

The principal or another member of the administrative staff may search the person of a student during a school activity if reasonable grounds for the search exist.

Video Surveillance

The Board of School trustees authorizes the use of video cameras on corporation property to assist in protecting the health, welfare, and safety of all staff, students, and visitors and to safeguard corporation facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent or his/her designee.

Recorded information from these camera ("security videos") showing identifiable students will be treated as an "educational record" and will not be produced outside the corporation except pursuant to a subpoena, court order, or release in accordance with the Family Educational Rights and Privacy Act (FERPA", 20 United States Code 1233 (g), 34 CFR Part 99.)

For the purpose of this policy restrooms and locker rooms shall be considered a "private area" of the facility and shall not be equipped with video security equipment. The term "non-private area" shall therefore mean any area on school corporation property not meeting the definition of a "private area".

All speech and conduct in the non-private areas of the school corporation facility is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have legitimate expectation of privacy with respect to his or her conduct or speech in the non-private area of a school corporation property.

By this policy, the Board does not mandate or warrant that every non-private location in every school corporation facility will be equipped with security video equipment, nor that the security video equipment will record specific conduct or expression.

Secret Societies/Gang Activity

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or properties on school grounds that disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidation, and/or related activities of such groups which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Criminal Organizations

Hamilton Southeastern Schools prohibits criminal organizations and criminal organization activity. "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

For more details, HSE's Criminal Organization Policy is available via the HSE website under Board Docs policy **J05.11**

Appearance

The appearance and dress of any student is the primary responsibility of both the student and the parent. Students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate for the educational environment, a conference will be held, and the student will be asked to make a modification.

The following are examples of clothing or items that are considered to be inappropriate:

- Clothing and/or any adornment displaying messages or images not appropriate for school. Examples would be messages containing profanity; sexual innuendo; references to drugs, alcoholic beverages, tobacco products, or violence; or messages that incite hate towards other students or student groups.
- Clothing that is designed to reveal bare midriffs, buttocks, torso, undergarments, or the lack of undergarments.
- Brimmed hats or unapproved masks; hooded clothing must be worn with the hood down. Culturally and religious based head coverings are permitted.
- Heavy and/or long coats.
- Strapless tops; tank-tops must fit tightly under arms.
- Any item that might cause a concern for student safety.
- Unsafe (or lack of) footwear.
- Unapproved face painting, eyewear, costume apparel, spray painted hair, etc.
- Headphones/earbuds in the hallways throughout the day.
- Blankets or pillows.
- Signs, flags, or non-educational items that the school can reasonably forecast will substantially or materially disrupt the school environment.

Students who violate the dress code may face disciplinary action.

Student Services

Counseling Services

Guidance counseling services are planned to help each student obtain the most out of the school program. All students are encouraged to use the counseling service regarding any concerns they might have. Often a counselor helps students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, and decision making. Students should feel free to discuss their interests, plans, and concerns with their counselor. The counselors will also make classroom presentations on topics of interest to all students that will enhance the development of proper school and social growth. At times during the year, some students may be invited to become members of small groups that meet on a regularly scheduled basis with a counselor. Students may also be asked to attend individual sessions whenever a counselor feels he/she can be of assistance to the student. Students may arrange to meet the counselor by completing a request form from the classroom teacher.

In addition to student counseling services, other counseling department activities include parent-teacher conferences, scheduling of students into classes, standardized testing, and special education program and testing coordination.

Media Center

The purpose of the media center is to provide a variety of materials and services to assist staff and students in the teaching-learning process. The media specialist will orient all students on proper media procedures at the start of the school year. Students will attend the media center for instruction and to check out materials on a regularly scheduled basis. The media specialist will also be available at other times for individual or group use throughout the school day. When using the media center during class time, individuals must have a pass from the classroom teacher.

Students are responsible for all materials checked out of the media center. Fines are charged for overdue books. Students must pay the current replacement cost for lost books.

Technology Usage

The use of any technology resources in Hamilton Southeastern Schools is subject to regulation and monitoring. Students utilizing corporation-provided computing resources and Internet access must first have the permission of Hamilton Southeastern Schools' professional staff and must work under the supervision of professional staff. Students utilizing said resources are responsible for good online behavior similar to the good behavior which is expected in a classroom or other area of school.

Violation of any school rules and corporation policy may result in denial and disciplinary actions. A student shall not create or otherwise access technology content that:

- Violates any school rule, including any student discipline rule and any school policy;
- Causes or is likely to cause a substantial and material disruption to the school;
- Is a "true threat";
- Is considered as lewd, vulgar, indecent or plainly offensive;
- Generates a legitimate educational concern; or
- Is considered an unlawful activity.

Details and definition to the above situations are found in HSE Technology Usage Policy I5.3 and Guidelines I5.3.1. These items can be accessed on our website (www.hse.k12.in.us).

Photographing of Students and Personnel

Students may not use any audio or video devices to photograph or record the activities of other students or district personnel while on school property or a school-sponsored activity unless authorized in advance by the staff member supervising the activity and with the consent of the individual(s) being recorded. At the time of registration, families may request to opt out of photo and video events. Students who violate this expectation may face appropriate disciplinary consequences.

Clinic/Health Services

Clinic facilities are provided for ill or injured students. Clinic facilities and the service of the clinic staff are not to be abused. If a student visits the clinic too frequently, the parent will be notified.

Students who are sick and wish to contact parents to come get them are to use the phone in the clinic. Using a cell phone to contact parents violates cell phone usage policies. Students may wait for transportation in the clinic for a limited time. Parents should make every effort to see that their child is picked up promptly when called. Students should know how to reach a parent in the event of illness or accident.

After any illness, your child must be symptom free for 24 hours before they can return to school. Symptom free would include fever, vomiting and diarrhea. Children with a temperature over 100° are to be excluded from school for 24 hours.

To report to the clinic, a student must obtain a hall pass from his/her current teacher.

Insurance

Hamilton Southeastern Schools do not insure students for personal injury or for loss or damage to their property. Each family should obtain its own insurance to cover such risks.

Walking or Bicycling to/from school

Students may walk or ride their bike to and from school only when accompanied by a parent or guardian.

Student Sales/Food Fundraisers

Sale of non-commercial, unpackaged “homemade” food items is prohibited due to food safety and sanitation regulations. Only commercially prepared food items not offered in the cafeteria may be sold to students as fundraisers. The fundraisers involving food items may not be sold during the time the cafeteria is in operation.

Parent Organization

The **PTO** is the school’s parent support group. The PTO is an extremely active organization. Activities include social activities for students including dances, fundraising, teacher appreciation and other activities that help to support our students. Meetings are held on a monthly basis.

Student Lockers

All lockers made available for student use on the school premises are the property of the school corporation. These are made available for student use in the storing of school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function which are forbidden by state law or school rules.

The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure it is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation. They are subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker except with a lock provided by or approved by the principal of the school in which the locker is located. Unapproved locks shall be removed and destroyed.

The principal, another member of the administrative staff, or a teacher may search a desk, locker, or other storage area on school premises when the person conducting the search has reasonable cause for a search.

The principal, or another member of the administrative staff acting under the direction of the principal, may search a student during a school activity if a reasonable cause for search exists.

Students will be assigned individual lockers for storing school-related materials and belongings. The locker combination will be issued to each student. The following guidelines should be followed by students concerning lockers:

- 1) Each student should memorize the combination.
- 2) No student is to disclose the combination to another student.
- 3) Each student should keep the locker locked to ensure the security of property. The school is not responsible for items lost or stolen.
- 4) A student should not have access to another student's locker.
- 5) No material should be attached to the locker door without the principal's approval.
- 6) Tape should not be attached anywhere on the locker.
- 7) Students should use magnets to attach materials to the inside of the locker.
- 8) No student should keep books or any other belongings in another student's locker.

The student is responsible for proper maintenance of the locker. Students may be assessed a charge if it becomes necessary to repair damages attributable to student abuse.

Calls/Texting

Calls and texts can only be made with teacher permission by students. Calling for homework, books, lunches, permission to go home with a friend, etc. are not generally acceptable reasons to use the school phones. It is important to keep classroom interruptions to a minimum. Students will not be called out of class for telephone calls but messages will be delivered when needed.

Textbook Rental and Fees

The term "textbook" means "systematically organized material designed to provide a specific level of instruction in a subject matter category, including a book, hardware that will be consumed, accessed, or used by a single student during a semester or school year, computer software and digital content."

1. Textbook Rental Fee Statements are available on Skyward Family Access in late August under the Fee Management tab. Fee Payments are due by the due date. Payment arrangements may be made online via eFunds by the due date. A link to eFunds can be found on Skyward Family Access under the Fee Management tab of the district and school websites under the "Quick Links" tab. If you do not have internet access you may contact your child's school to request a paper statement.
2. Up to \$8.35 in processing fees along with collection fees may be added if the balance remains outstanding after the due date, without payment arrangements being made. All returned checks will result in a \$20.00 non-sufficient fee. Loss, theft, or "beyond use" damage fees will be assessed by the school and collected at the end of each semester or year.
3. If a student leaves Hamilton Southeastern Schools, no refund of fees aggregating \$20.00 or less will be made unless there are extreme circumstances. Refunds over \$20.00 will be processed through normal procedures. Materials and Consumable fees will not be refunded and will be collected at full price unless the materials or consumables have not been issued or used. Textbook Rental Fees will be prorated based on number of days the student is enrolled in school.

Returned Check Policy

According to HSE Board adopted policy, all returned checks will result in a \$20 non-sufficient funds fee.

Fundraising Policy

Hamilton Southeastern Schools' Fundraising Policy states that no student will be required to participate in any fundraising activity as an expectation for team or club membership nor penalized for not participating in a fundraising activity.

Grades

Grades are an evaluation of a student's level of mastery of our standards and curriculum. They become part of the permanent school record. Grades are issued each nine (9) weeks. Mid-term grades are posted on Family Access in Skyward and parents without computer access will be given a copy of their child's mid-term report, provided they let the office know. Related Arts classes: Art, Music, and Physical Education record grades one time per semester.

Grading Scale – A district wide grading scale was adopted by the Hamilton Southeastern Schools on October 12, 2009.

A+	100	C+	77 – 79	Special Area and band/orchestra grades are issued each semester. The scale is as follows: E = Excellent S = Satisfactory N = Needs Improvement
A	93 - 99	C	73 – 76	
A-	90 - 92	C-	70 – 72	
B+	87 - 89	D+	67 – 69	
B	83 - 86	D	63 – 66	
B-	80 - 82	D-	60 – 62	
		F	59 and below	

School Pictures/Yearbook

Individual pictures will be taken by a selected company in the fall. Students will be offered packages on a prepaid basis. Yearbooks will be offered in the spring on an advance order, prepaid basis.

Volunteers

Schools are very fortunate to have many community members who are willing to give of their time and talents. Volunteers are an important part of our efforts to provide a quality education. All volunteers are required to have a criminal history background check completed through SafeVisitor and on file before spending time in the school as a volunteer. When entering our building to help us, please sign in at the office.

Policy on Parents and Doctor Notes for Physical Education

As a vital part of our curriculum, all students are required to participate in physical education. Attire for physical education should include clean, non-marking shoes and appropriate clothing for physical activity. To be excused from participating, a student MUST have a doctor's note stating why he/she/they cannot participate and for how long the student will be excused. If a student is injured and is waiting to go to a doctor, a parent note may be used. However, a parent note will only be good for one day. The student MUST have a doctor's note if he/she/they is to continue to be excused from physical education class.

Students who physically do not participate in physical education class will be responsible for everything taught in class on an informational/knowledge/intellectual basis. Any student with an excused absence/non-participation day in physical education is not permitted to participate in active extracurricular functions. This includes sports camps, intramural athletics, and the travel basketball team.

Please keep in mind that teachers are not physicians. When notes are being written to our teachers, please be specific. Terms such as "limited activity", "some activity", "not too much activity" and "do what they feel like" are very ambiguous and open to varied interpretation. Therefore, any notes which are not specific will be interpreted as no physical activity.

A student must participate to earn at least a satisfactory grade in physical education. Prolonged absence from physical education, without a doctor's excuse, could jeopardize the student's grade. Therefore, all communication for excused participation from physical education should be made with the physical education teacher. Parents who wish to discuss a particular situation may contact their student's physical education teacher.

Recess

Recess supervision is provided by responsible school personnel. For every child's safety and the school's liability, parents may not accompany students to recess. Recess will be held outdoors whenever possible. Precipitation, sunshine, cloud cover, wind chill, temperature, etc. are all considered when a decision is made for indoor recess. In general, recess will be held indoors when it is raining, or the temperature/wind chill falls below 15 degrees Fahrenheit. Conversely, if 90 degrees Fahrenheit or higher heat index (relative humidity and temperature) is reached, the school will take special precautions for any outdoor activity and teachers will use extreme caution while monitoring students at recess. In addition, students will be provided ample amounts of water before and during recess; Recesses will be shortened or may be moved indoors at the discretion of the principal or designee; Children will be watched/monitored carefully for necessary action. These temperatures are based on recommendations from

the American Academy of Pediatrics and National Oceanic and Atmospheric Administration. Students will not be allowed to use recess time to work on homework.

Emergency Procedures

Fire Alarms / ALICE procedures

At the sound of the fire alarm, students are to shelter in place and await further instructions. If warranted, ALICE procedures will be enacted. If evacuation is warranted, students are to leave the building via the route posted on signs in each classroom. Students are to exit the building quietly, being attentive to staff members' instructions. "911" emergency telephone service is available on all school phones.

Storm Warnings & Other Emergencies

In the event of severe weather conditions or other emergencies, a weather emergency will be announced. At this signal, students are to proceed with their teachers to the designated safe area. Signs identifying these safe areas are posted in each classroom. Students are to follow teachers' instructions when they arrive in the safe area. Instructions include facing the wall and getting into a doubled-up position on knees and elbows.

Power Outage

In case of a power outage, all students and teachers are to remain seated. Movement within the classroom/building may result in injury. Since the public address system will not be functioning, messages will be delivered from the office. The principal, assistant principal, counselors, secretaries, custodians, and teachers on preparation periods will deliver messages and assist in communications. If the fire alarm is sounding, teachers should follow the fire drill procedure.

Safe Schools Initiatives

The HSE Safe Schools Coordinator may initiate "Safety Audits" in cooperation with local law enforcement to test Safe School Plans and Procedures. The "audit" is targeted towards staff and administration. Student involvement is minimal and great care is taken not to alarm students.

Emergency School Closings and Delays/Emergency Notification System

When inclement weather or other emergencies arise that affect normal school operations (emergency closings, early dismissal, late start), parents can obtain information by listening to local T.V. stations, radio stations, or accessing the district's website for updated information. In addition, the district will send out a district wide emergency notification instant alert that you should receive via phone or text, depending on how you registered. **DO NOT CALL** the school office since that telephone line needs to be available for emergencies. Please discuss emergency plans with students in case of emergency early dismissal from school. If school is cancelled, all after school activities (e.g. extracurricular activities, tutoring, scheduled evening programs, AAU, et cetera) will also be cancelled. Any exception to this will be communicated via the school website or emergency notification system.

When school is closed all conferences and meetings with office and staff personnel will be cancelled and rescheduled at the earliest convenience.

No Smoking on School Grounds

The HSE School Board has declared all school buildings and grounds, including athletic facilities to be smoke-free environments. Staff, students and members of the public are expected to observe this restriction at all times. Notices will be posted indicating Hamilton Southeastern School buildings and grounds are smoke-free.

Asbestos Inspection

The Hamilton Southeastern School Corporation has undergone inspection for asbestos in its buildings. With our extensive renovation projects and our new building construction, we have eliminated asbestos from all of our buildings. Copies of our plan and documentation of re-inspections are on file in each building and in the Central Office.