

Hamilton Southeastern Schools

Junior High School Handbook

2021-2022

STUDENT SCHOOL DAY

Morning Tardy Bell:	9:15 AM
Afternoon Dismissal:	4:00 PM

ATTENDANCE & ABSENCES

A parent call to the school is required for each student absence. Parents should call the school by 10:00 a.m. each day the student is absent or arrives late to school. There is a 24-hour voice mailbox available at each building. If a parent forgets to call the day of absence, a note or call from the parent should be registered the first day following the absence.

Walking To/From School

The school does NOT recommend that students walk to and/or from school. Students who walk to and/or from school must have a permission note from a parent/guardian on file with the front office. Bicycles, scooters, skateboards, rollerblades, etc. are not permitted. These items are not to be on school grounds at any time.

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 9:15AM bell has rung, the student 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 may receive progressive intervention(s) followed by disciplinary consequences. 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.

Hamilton County Schools Attendance Program **Attending Class Equals Success (ACES) Program**

ACES is a proactive program sponsored by the Hamilton County Prosecutor's Office. Its purpose is to promote good school attendance by enforcing the legal obligations of compulsory school attendance noted in Indiana Law. Students may be referred by HSE Schools to the *Hamilton County Deputy Prosecutor for the City of Fishers* for participation in the program for being truant from school or having unexcused absences. **Students with absences without a doctor's note that exceed 8 days per semester or 16 days per school year are considered unexcused and may also result in a referral to the ACES program.**

Make-Up Work

Check CANVAS for assignments when absent. On a student's second consecutive day of absence, parents may call the school and request that make-up work be collected for pick-up by the parent. These requests must be made by 9AM in order to be processed that day. For every day the student has an excused absence, the student has one (1) day to complete the make-up work. Students absent less than two (2) days will receive make-up work from the teacher upon return to school. Exceptions can be made at the discretion of the teacher.

Teachers will work with students regarding make-up work and missing assignments; however, the student is ultimately responsible for requesting make-up work from teachers upon the student's return to school.

At the discretion of the teacher, make-up work will be assigned prior to or following a known absence from school. For each day of absence, the student will be allowed one day to complete assignments. Each student will have equal time as the student's classmates to complete assignments.

Medical / Dental Appointments

All absences for medical and dental appointments require written verification from the doctor or dentist for the absence to be medically excused. **The written verification is to be turned in to the main office when the student returns to school.**

Truancy

Students who miss school under the following circumstances will be considered truant:

1. Leaving school premises during the school day without parental knowledge or notification of school authorities.
2. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
3. Repeated unexcused absenteeism after acquisition of the 16th absence during the course of a year.

All days of truancy are considered unexcused. Truant students will receive disciplinary consequences.

Habitual Truancy

Repeated instances of truancy during the course of a semester will result in the student being identified as engaging in "habitual truancy."

A Juvenile Truancy Report will be filed with the Hamilton County Prosecutor's Office or through the ACES Program.

Early Dismissal

Students who must leave school early due to an approved excused absence are to bring a note from a parent or guardian explaining the reason for the early dismissal and the exact time the student will need to leave school. The note is to be turned in to main office personnel prior to period one. At that time, the student will be issued an early dismissal pass, which will allow the student to leave class at the assigned time to wait at the office to leave school. All students leaving school prior to regular dismissal are to sign out on the approved early dismissal form located at the school office. **PHOTO IDENTIFICATION IS REQUIRED TO SIGN STUDENTS OUT FROM SCHOOL.**

Extracurricular Participation

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one half-day on the day of the event (at least **3 full academic** class periods).

Telephone

Students may only use school phones during the school day with permission from teachers or office secretaries. **Cell phone calls and or texts to or from parents/guardians during the school day may be disruptive and violate cell phone usage rules.** Students may use school phones in the office to contact parents or guardians. School phones are also available for students attending after school activities free of charge.

Student Messages / Deliveries

Parents should refrain from calling in or sending messages to their students during the school day. In order to reduce disruptions, messages will be delivered only in cases of emergency. Flowers, balloons or gift deliveries of any kind are

not to be sent to students during the school day. Deliveries will not be accepted.

Visitors

All Visitors Must First Register in the Main Office!

Students are not to bring visitors to school. Some events are open to the public, such as athletic events. Other events, such as dances and parties, are not open to the public. Parents are always welcome but are encouraged to make an appointment to see a teacher or the principal. Parents wishing to visit their child's classes should contact the teacher or guidance counselor for an appointment and register with the school office upon arrival. **A background check must be completed and approved and the anti-bullying video must be viewed before visiting your child's class.**

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.

Withdrawal from school

To withdraw from school, a student must see the student's guidance counselor so that records and transcripts can be completed for school to which the student is transferring. All school materials and books must be returned and all fees paid before records will be forwarded. Parents or guardians must sign a release form before any records can be sent to another school corporation.

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 obey all school and classroom procedures. Failure to meet expectations may lead to disciplinary action. 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.

Hamilton Southeastern Schools has adopted a plan, when it is deemed necessary for the safety of the student, other students, or other individuals, for the restraint and seclusion of students. The plan is available via the HSE web-site under Board Docs policy J10.00. <http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=8CYJMS4DE57B>

- Please be aware that pursuant to Indiana law, Hamilton Southeastern Schools is notified by local law enforcement agencies when a student enrolled at Hamilton Southeastern Schools is arrested or detained for allegations of delinquency which would be a crime if committed by an adult.
- Please be aware that if a student is suspended and/or expelled for activity which would be a crime if committed by an adult, Hamilton Southeastern Schools may advise the appropriate law enforcement agencies regarding the suspension and/or expulsion within forty-eight (48) hours. The following information, when applicable, will be given in writing to a designated juvenile officer within the appropriate law enforcement agency:
 - a. Name, age, address, and gender of the student;
 - b. The nature of the offense, or activity allegedly committed and the circumstances immediately surrounding it, including the time, location and property involved;
 - c. A description of the method of apprehension; and
 - d. Any instruments of physical force used

However, notwithstanding the above, the results of random drug tests administered by Hamilton Southeastern Schools will be held in the very strictest confidence and will not be shared with law enforcement agencies.

IMPORTANT! Students who engage in fighting or any other illegal activity may be arrested.

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 expected to follow all rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Behavior that is disruptive to classroom instruction, the educational environment, or the order and purpose of hallways is prohibited.
4. Conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is prohibited. Urging other students to engage in such conduct is also prohibited.

5. Students are expected to show respect to all school personnel and fellow students and are to refrain from fighting or other aggressive or violent acts including the use of obscene language/gestures. Images or language that create a hostile or intimidating environment based on any protected class or marginalized group is prohibited.
6. 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, he or she 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.
7. Physical conduct of a sexual nature is prohibited. This includes Public Displays of Affection (PDA) which includes, but is not limited to, holding hands, hugging, and/or kissing.
 8. Engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature is prohibited.
 9. 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.
 10. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person is prohibited.
 11. The use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, herbal incense, K2, "Spice", synthetic 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 is prohibited. Possessing drug paraphernalia is prohibited. Misuse of prescription medication is prohibited; possessing or using prescription medication for an unintended purpose or in an unintended manner is prohibited. Use of inhalants is prohibited; sniffing, inhaling, or otherwise ingesting any substance when it is not the intended use of the substance is prohibited. The possession or use of tobacco or nicotine delivering devices such as "vapes", electronic cigarettes and nicotine patches is prohibited. Engaging in the selling of a controlled substance and/or look-alike substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is prohibited.
 12. The use, possession, or transmission of 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 is prohibited. 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 his/her 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 described in Indiana Code.
 13. Any behavior or symbolism denoting gang membership or affiliation is prohibited. 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 may be subject to disciplinary action. 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

14. Cameras, toys, electronic games, laser pointers, balloons, or other distracting items are prohibited.
15. **All electronic devices (cell phones, iPods, etc.), excluding iPads, are to be turned off and put away during the school day.** Teacher discretion may be used to permit the use of electronic devices in the classroom. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by parent or guardian. The school is not responsible for any lost or stolen items.
16. **Students may not use any device to photograph or record the activities [audio or video] of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded. Students may not surreptitiously photograph or record anyone or distribute captured content that violates school policies and/or causes harm. Students who violate this expectation may face appropriate disciplinary consequences.**
17. Bicycles, scooters, skateboards, rollerblades, or shoes that contain rollers/wheels, etc. are prohibited. These items are not to be on school grounds at any time.
18. Selling or trading items at school, unless directly related to a class activity supervised by school staff, is prohibited.
19. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member.
20. Students are expected to turn in all original work for school assignments. Cheating, plagiarism, or any other dishonest means of academic gain is prohibited.
21. Stealing or attempting to steal school or private property is prohibited. Students guilty of theft may be reported to local law enforcement agencies. Knowingly being in possession of stolen items is prohibited.
22. Vandalism, which includes causing or attempting to cause damage to school or private property, is prohibited.
23. Students are expected to attend all classes and be on-time and prepared with appropriate materials.
24. Students are to only be in supervised areas throughout the school day and during school functions.
25. When in the hall during class time, students are to possess a hall pass or office request.
26. 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. Failure to do so constitutes truancy.
27. Students are expected to walk, not run, in the building.
28. Students are to leave backpacks in lockers after arriving to school. Backpacks, book bags, tote bags are not to be carried during the school day without approval.
29. In addition to numbers 1 through 28, 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.

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.

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.**

Friday Extension / Saturday School

Friday Extensions are conducted from 4:00-6:00PM. Saturday school is conducted from 8:00-11:00 A.M. Students complete schoolwork assigned by teachers or the Administration.

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.

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, meet school expectations, 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.

DIRECTORY INFORMATION / FERPA

The Family Educational Rights and Privacy Act ("FERPA") ensures that personally identifiable information of students in school records are kept confidential. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. **Please consider this notice as a general notification.**

Hamilton Southeastern Schools considers "Directory Information" to be:

- Student's name
- Grade level
- Photographs
- Dates of attendance
- Address
- Email Address
- Participation in officially recognized activities or athletics
- Age
- School
- Honors and awards
- Enrollment status
- Phone numbers
- Teacher of record

This Directory Information is used for a variety of purposes such as yearbook or student newspaper, printed programs for extracurricular activities, news releases to the local media, corporation publications, and interviews with local news media. It can also be used on the corporation website, corporation videos, podcasts, and interviews with local news media for broadcast on TV or radio. In the case of high school students, information can be released to colleges.

Please know that you have the right to request that the school not disclose any or all directory information. Please consider very carefully your decision to request the school not to disclose directory information. This information is typically used in news stories about our students' achievements and classroom activities, honor roll lists, the yearbook, and school directories, and school and corporation newsletters. **Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.**

To request that the school not disclose directory information, please notify your child's school in writing within 14 days of the start of the school year or within 14 days of enrolling your child. Otherwise, your student's directory information may be released without further permission.

Also, please note that United States armed forces recruiters also have a right to a student's name, address and phone number unless the student's parent or the adult student specifically requests in writing that this information is not released to the armed forces recruiters.

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.

STUDENT SERVICES

School Counseling Services

School Counseling services are available to help each student be successful. Often a counselor helps students with educational program planning, study habits, personal and home concerns, social questions, career plans and decision making. Students are encouraged to come to the School Counseling office and talk with a counselor regarding any concerns they might have. Students should feel free to discuss their interests, plans and difficulties with a counselor.

In addition to student counseling services, other counseling activities include parent/teacher conferences, scheduling and standardized testing.

Tutoring

For a list of private, outside tutors, contact the guidance department.

MEDIA CENTER / LIBRARY SERVICES

The purpose of the library is to provide a variety of materials and services to assist staff and students in the teaching-learning process.

An orientation program acquaints all new students with the library. Students wishing to check out or return books during passing period may do so without a pass. The student who enters during instructional time should have a signed corridor pass, with the student's full name, and the time of day marked on it. All students will sign in as they enter the library.

Students are responsible for the books they check out. **If a book is damaged or lost, the student must pay for repair, or the current replacement cost of the book.** If the book is out of print, then the cost of a book covering the same materials will be charged.

The Library is a materials center for research and reference work, to satisfy reading interests beyond textbooks, and for serious browsing. Most books may be checked out for a three-week period. The library is open to all students from 8:50am – 4:15pm. An online catalog of the library's resources and Internet access are available for research along with limited access to word processing programs.

Personal interests, including email, should be explored at home. Classroom management rules, posted in the library, apply to all students from classrooms and study halls. The librarian reserves the right to temporarily exclude a student who abuses his or her library privileges.

The library homepage has resources for students. The link can be found from the school website under Academics > Media Center.

STUDENT COMPUTING RESOURCES AND INTERNET ACCESS CONSENT

Hamilton Southeastern Schools desires to fairly and consistently address the issues that arise with student technology usage. While it is recognized that students have freedom of expression, it is not absolute. In the interest of preserving school order and safety, the HSE School Board has established a policy (I05.03) and guidelines (I05.3.1) for technology usage. The goal of these guidelines is to inform students, parents, and educators how the Board of School Trustees and the school corporation will define student conduct with respect to the use of technology that could result in denial, suspension or expulsion. Indiana State statute, Indiana Criminal Code, and U.S. Supreme Court decisions are used in establishing these guidelines.

Computing resources and Internet access is provided to facilitate communications in support of research and education both curricular and extracurricular. To maintain eligibility to this access, students and parents must be in support of, and consistent with, the educational objectives and policies established by Hamilton Southeastern Schools.

The use of any technology resources in Hamilton Southeastern Schools is a privilege, not a right, and it is subject to regulation and monitoring. Violation of any school rules and corporation policy may result in denial and disciplinary actions. Students and parents will be informed about disciplinary action to be taken in cases of misuse and/or abuse of technology.

Situations which will be considered in determining if an individual has violated the technology usage policy are as follows:

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 I05.03 and Guidelines I5.3.1.

Students should not have any expectation of privacy with respect to files stored on school-based computing equipment. Hamilton Southeastern Schools reserves the right to monitor Internet access or other network or computer-related activities, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare

responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities.

The Corporation recognizes the need to educate students regarding appropriate behavior on social networking and internet application including cyber bullying awareness and response.

Hamilton Southeastern Schools makes no warranties of any kind, neither expressed nor implied, for the computing resources and Internet access it provides. Hamilton Southeastern Schools will not be responsible for any damages students suffer, including, but not limited to, loss or corruption of data resulting from delays or interruptions in Internet or computing services. Hamilton Southeastern Schools will not be responsible for the accuracy, nature, or quality of information stored on portable media, hard drives, file servers, or other computing resources; nor for the accuracy, nature, or quality of information gathered through corporation-provided computing resources and Internet access.

Hamilton Southeastern Schools will not be responsible for personal property used to access corporation computers or networks or for corporation provided computing resources and Internet access. Hamilton Southeastern Schools will not be responsible for unauthorized financial obligations resulting from corporation-provided access to computing resources and the Internet.

Students utilizing corporation-provided computing resources and Internet access are responsible for good online behavior similar to the good behavior expected in a classroom or other area of school. Students' use of corporation or personal technology including computing resources, internet access, and communication devices is subject to the conditions as found in Guidelines I05.3.1 and student handbooks. Inappropriate use of such technology may result in disciplinary action.

Families should be aware that some material accessible via the Internet may contain items that are tasteless, illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While Hamilton Southeastern Schools' intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Any Hamilton Southeastern Schools device used by students will have an Internet filtering process in place when accessing the Internet through HSE school corporation network. Nevertheless, the HSE School Board recognizes that no current technology will prevent all abuses or improper use.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media, computing, and information sources. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Hamilton Southeastern makes the corporation's complete Technology Usage Policy I05.03 and Guidelines I05.3.1 available online on the HSE's website (www.hse.k12.in.us) for review by all parents, guardians, and other members of the community. Parents and guardians also are provided the option of requesting alternative activities not requiring computing resources and/or Internet use for their minor children by contacting their school principal in writing within 14 days of the start of the school year or enrolling your child.

Use of personal computing devices

Hamilton Southeastern Schools (HSE) permits student to bring personal laptops or other computing devices to school for academic purposes.

- HSE accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- HSE's technology department will not provide technical support for any personal laptop or other computing device.

Hamilton Southeastern Schools Student Office 365 Accounts

Hamilton Southeastern Schools has the ability to create Office 365 accounts for all students to allow for collaborative sharing using our custom implementation. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy.

Students will be assigned a **hsestudents.org** account. This will be considered the student's official Office 365 account until such time as the student is no longer enrolled in Hamilton Southeastern Schools. The naming convention will be Skyward Name Key (excluding spaces) followed by @hsestudents.org (i.e. harrijef000@hsestudents.org). All students will have access to the features within Office 365 including but not limited to, Mail (email), OneDrive (cloud storage), Word, Excel, PowerPoint, etc.

Conduct

Students are responsible for good behavior just as they are in a traditional school building. Students should inform their teacher of inappropriate use. Any disciplinary actions taken pursuant to the Board Policy shall incorporate the procedural due process rights of the student and/or parent as provided by law, Board policy, and the Student Rights Handbook. Please refer to Board HSE Procedure: I05.3.1 Technology Usage Guidelines URL: <http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=86X5PF6D71E7>

Access Restriction

Access to and use of student Office 365 account is considered a privilege accorded at the discretion of Hamilton Southeastern Schools. The district maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or school board policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and application of necessary consequences.

Security

Hamilton Southeastern Schools cannot and does not guarantee the security of electronic files located on any of its technology or on Microsoft systems. Although a powerful content filter is in place, the school board cannot assure that users will not be exposed to non-educational material. We encourage parents and students to review Office 365's privacy policy.

Privacy

Hamilton Southeastern Schools reserves the right to access and review content in the student's Office 365 account at any time. Hamilton Southeastern Schools complies with all state and federal privacy laws. Parents are encouraged to know how to access their student's Office 365 account.

If a parent wishes for their child(ren) to not have access to Mail (email), please contact the Director of Educational Technologies (jharrison@hse.k12.in.us) in writing within 14 days of the start of the school year or enrolling your child. However, these students will still retain access to the other features within their Office 365 account.

CLINIC 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.

Hamilton Southeastern School Corporation prefers that all long-term prescriptions and controlled substance medications be brought to school by the parent/guardian. All medications must be kept in the clinic and administered under the supervision of the school nurse. Students are not to self-administer medication, except as allowed by law. All medications should be sent in a sealed envelope. The sealed envelope needs to contain the following information:

-Student's name	-Pill count
-Parent's name	-Medication name
-Parent's Phone #	-Medication dosage

If prescription medication is to be taken for a short term (ten days or less), it must be accompanied by the following:

1. A written note from the parent/guardian specifying dates, times and dosage to be given.
2. Medication must come in the original prescription container labeled with child's name and instructions.
3. If it is an oral medication, send the exact amount of medication that will be used at school.
4. A written order from the physician if sample medication is provided.

If prescription or non-prescription medication is to be taken for a long term (more than ten days), it must be accompanied by the following:

1. A physician's order on a prescription pad or their signature on an official Student Medication Guidelines form, available from your school nurse.
2. A written note from the parent/guardian specifying dates, times and dosage to be given or completion of an official Student Medication Guideline form.
3. Medication must come in the original prescription container labeled with the child's name and instructions.

If non-prescription medication (cold medicine, cough syrup, Tylenol, Advil, et cetera) supplied by the parent/guardian and given less than ten days, it must be accompanied by the following:

1. A written note from the parent/guardian specifying dates, times, and dosage to be given.
2. Medication must come in the original container labeled with the child's name.
3. Please provide single doses only or the exact amount of medication that will be used at school.

No medication, including over-the-counter drugs, or herbal supplements, is to be in a student's possession during the school day with exception for emergency medications as deemed by your doctor. Appropriate doses of Tylenol or

Ibuprofen may be administered by the nurse if indicated on the student's completed health form. Parents/guardians should refer to the Clinic Service Handbook which is available on the HSE web site for more detailed information on all health policies and procedures.

CAFETERIA & LUNCH SERVICES

The management and operation of the food services program is the responsibility of the Director of Nutrition and Food Services and the building principal. Food service personnel in each building will be directly responsible to the school cafeteria manager, and to the Director of Nutrition and Food Services.

Food Service Prices

The food service program will not be open to the general public. School employees and authorized visitors including senior citizens may participate in the food services program at adult prices. Vending machines other than those in the cafeteria may be operated after school hours for student use.

Free and Reduced Lunch

Children, eligible for free or reduced-price meals, will be determined by the criteria established by the Child Nutrition Program. It will also provide breakfast in accordance with provisions in Indiana Code.

Each school annually will notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school, and will seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

No Charge/Student Debt

All students, adults, and employees of Hamilton Southeastern Schools must pay by cash/check daily or prepay into their food service account through e funds for all purchases. Students will be provided with a regular breakfast and/or lunch daily regardless of the account balance.

Once a student's account shows insufficient funds an email will be sent to the parent/guardian or the student will be given a note to take home stating that payment is due. In addition, the food service manager will make a courtesy call to notify the parent/guardian, making certain that they are aware payment is due.

The cafeteria manager will bring any outstanding student balances of negative \$20.00 or more to the attention of the Director of Nutrition & Food Services who will send a letter to the parents requesting payment be made. If the account remains negative \$20.00 or more and no payment is received by the end of the semester the matter will be turned over to a collection agency. Up to \$8.35 in processing fees along with collection fees may be added if the balance remains outstanding at the end of the semester.

Food Purchasing

The Director of Nutrition and Food Services is authorized to purchase food and supplies under the director's direction in accordance with the requirements of state law.

Use of Surplus Commodities

Hamilton Southeastern Schools receives surplus commodities through the State School Food and Nutrition Office. All rules and regulations for their use as prescribed by the State will be followed.

Food Sanitation Program

To comply with health department guidelines, Hamilton Southeastern Schools will provide only food prepared in an inspected kitchen. **Outside drinks or commercially-prepared/vendor-prepared foods, including fast foods, are not permitted on school property during meal time without prior approval by the building principal/designee.**

School kitchens will not be used unless a food service employee is on duty in the kitchen. Arrangements for the use of a kitchen will be made through the school cafeteria manager subject to the approval of the Director of Nutrition and Food Services.

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.

BOOKSTORE SERVICES

In addition to handling all rental textbooks, the bookstore sells the expendable materials and workbooks required. Other school supplies such as pencils, notebooks, etc., are also available for purchase. The school's treasurer manages the bookstore. Students depositing money or requesting payment to be made from extracurricular accounts should do so through the sponsor of the activity.

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.”

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. Payments and 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 or 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.

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 funds fee. Loss, theft, or “beyond use” damage fees will be assessed by the school and collected at the end of each semester or year.

If a student leaves Hamilton Southeastern Schools, Material 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.

Lost Textbooks

Occasionally, students misplace textbooks. The lost book is usually found within a period of time. In the meantime, however, the student does not have the book, which is needed for class. In these cases, the student should contact the treasurer in the bookstore. A new textbook will be issued to the student when the student pays the treasurer the replacement cost of the lost book. If the lost book is found, the treasurer will issue a full refund.

Lost Workbooks

Due to the consumable nature of workbooks, refunds cannot be issued when lost workbooks are found. The school has no desire for a student to be without required books. The procedures noted above allow students to replace lost materials, and for the school to maintain financial accountability.

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, educational function, or which are forbidden by state law or school rules.

The student's use of lockers 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 insure 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's use on school premises remain the property of the school corporation 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 approved by the principal of the school. Unapproved locks **will** be removed and disposed of.

The principal or other 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 suspicion that a search is warranted.

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 locker 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 access any locker other than the one to which the student has been assigned.
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 a locker.
8. Students should not pre-set lockers to open or tamper with the locking mechanism.

The student is responsible for proper maintenance of the locker assuring that no damage is done to it. Students may be assessed a charge if it becomes necessary to repair damages attributable to student misuse.

Protection of Property

Do not “set” your lock or share your locker. Do not bring things of great value to school. Do not bring large sums of money to school. Secure all personal property in locked hallway lockers or locked PE lockers during the school day. Athletes are to lock all belongings in athletic lockers during practices and contests. Print your name, in ink, in or on all your items including clothing, electronics, books, tablets, and gym clothes, coats, shoes and folders for which

you are responsible.

GRADES

Grades are a representation of academic performance. They become a part of the permanent school record. Grades are issued each nine (9) weeks. Mid-term grades are posted on Skyward and parents without computer access will be given a copy of their child's mid-term report, provided they let the guidance office know. The following is the corporation-wide grading scale.

A+	100%	C+	77-79%
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

Honor Roll

Each nine (9) weeks the honor roll is determined for two categories. The high honor roll consists of the names of all students who earned no grade lower than an "A-". The honor roll consists of the names of all students who earn "A's" and "B's" with no grade lower than a "B-". Any grade below a "B-" disqualifies a student from Honor Roll membership.

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 but is not limited to additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject.

The Student's Role

1. The student should clarify with the teacher **before leaving class** any questions pertaining to the instructions-the purpose, due date, and procedures.
2. The student should:
 - Take home any materials and information needed to complete the assignment.
 - Set aside a special time to do assignments.
 - Find a place conducive to learning and free from distractions.
 - Organize assignments for completion in a reasonable length of time.
 - Keep an assignment notebook or log.
 - Check completed assignments carefully and return all completed work.
 - Take advantage of study help.
 - Follow school expectations for obtaining and completing missed assignments.

CURRICULUM

Student Schedules

Several factors are considered in creating schedules for students. Students must receive a sound base of academic knowledge. They must learn certain fundamental skills. Students need to explore new learning experiences. Students need to be able to think effectively. Students need to feel comfortable and secure. Curriculum must meet state guidelines regarding instructional requirements.

Team Teaching

Teachers may be teamed for the purposes of curriculum coordination and student individualization. Each team of teachers will have a common group of students.

Growth Period

A fifteen to thirty minute period takes place each day. This period will be used for Social/Emotional Learning lessons, equity lessons, Character Education/Advisory activities, academic enrichment, academic remediation, and general academic assistance purposes. In addition, activities focus on topics such as character education, study skills, organizational skills, test taking skills, and more.

Wellness (Physical Education combined with Health)

All Wellness students must purchase a physical education uniform (shorts and t-shirt), to be worn in class. Eighth graders may use their old uniforms if they wish. New uniforms will be sold the first week of class.

PLEASE NOTE: Students are not permitted to wear jewelry (including earrings) during PE class. Students should not have their ears or other body parts pierced during the grading period(s) they have Wellness class.

All students are required to participate in wellness education. To be excused from participating, a student MUST have a doctor's note stating why the student 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 parental note may be used. However, a parental note will only be good for one day. The student MUST have a doctor's note to continue to be excused from physical education class.

Students who do not actively participate in physical education 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 any active extra-curricular functions such as athletics, intramural activities, etc. (Per HSE Board Policy J8.2.1)

Science Dissection

Participation in hands-on science is important to learning science, and students are encouraged to participate in dissection activities that are part of the curriculum. Schools will provide alternative activities for students who have objections to animal dissections.

Student Leadership Opportunities

Students will have opportunities to participate in several leadership-building activities. These activities include groups such as student council, Honor Society, class officers, peer tutors, office aides, library aides, and more. By being an active part of one or more of these activities, students develop their abilities to positively influence their school community.

Enrichment Opportunities

Within the outlined schedules, enrichment programs and activities are also provided. These staff developed enrichment activities extend the scope and design of what we normally see as typical classroom activities.

All seventh graders are offered a chance to participate in our award-winning outdoor education program. With over 95% participation since its formation, students attend a three-day, two-night camp experience near Lafayette, Indiana. Under the direction of teachers, camp personnel, and specially selected high school counselors, our students complete a wide assortment of environmental and ecological activities.

High School Credit Courses

Please visit our website for information regarding high school courses in junior high or contact our guidance department.

Online/Correspondence courses

In order for an online or correspondence course to count for high school credit, students in junior high must have approval from the guidance department or principal **prior** to enrolling in the course. Even with this approval, completion of the course does not excuse students from the requirement of demonstrating readiness proficiency prior to enrollment in subsequent advanced courses.

Special Activities

Within the subject areas there are also activities that provide exciting, in-depth learning experiences. The environmental simulation, egg drops, CPR, social studies debates and simulations, research papers, computer assisted learning, and Rube Goldberg contests are only a few of the activities that should help to answer the age-old question, "What did you learn at school today?"

Safety and Prevention Education

In partnership with the Fisher's Police Department, Student Resource Officers teach a safety and prevention curriculum as part of the wellness curriculum. The curriculum focuses on a wide variety of topics from digital citizenship to drug prevention to personal safety and more.

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.**

EXTRA-CURRICULAR OPPORTUNITIES

Participation in the extracurricular programs is strongly encouraged. These programs provide our students with leisure time activities, physical development, leadership experiences, intensified educational experiences, and promote fun with fellow students and teachers. In order to participate in extra-curricular activities (including all clubs, athletic teams, yearbook, academic teams, musical groups, theatrical presentations, et cetera), a student must maintain standards for academic and behavioral eligibility as established by the school.

Extra-Curricular Participation Attendance

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one-half day (**3 full academic** class periods) to be eligible to participate in an event that afternoon or evening.

Extra-Curricular Offerings

Fall

7th and 8th grade football
7th and 8th grade volleyball
Boys and Girls
Cheerleading
Boys & girls tennis
Girls Golf

Winter

7th and 8th grade boys basketball
7th and 8th grade girls basketball
Wrestling
Cheerleading

Spring

Boys and girls track
Boys golf

Music Related Organizations

Various extra-curricular bands, choirs, and orchestras

Drama

Play
Musical

Leadership-Learning Clubs

Student Council
Yearbook
Student News
Honor Society

In addition to those listed above, our morning and afternoon club programs may exist to provide additional experiences. Clubs vary from year to year based upon student interest.

EXTRA-CURRICULAR / ATHLETIC ELIGIBILITY

The purpose of eligibility requirements for participation in extra-curricular activities is one of ensuring the academic well being of the individual student. Such a policy should reflect the intention of placing a top priority on the academic purpose of the school. It should not have as its intent the limitation of participation by students in these activities. To this end, the following policy has been established:

1. A student must maintain academic eligibility. See the next section for specific details of the academic eligibility policy.
2. Students must be in attendance at school a minimum of one-half day (**3 full academic** class periods) to be eligible to participate in an event that afternoon or evening. The coach or sponsor may require participation on a weekend or vacation day (although never on a Sunday).
3. Absences from practices/contests: Students who choose to participate in an extra-curricular activity are expected to make a commitment to his/her activity/sport, coach/sponsor, and teammates and attend all practices and

contests/events. A student participant who misses a practice or contest due to a reason that allows for an excused absence from school, or to participate in another *co-curricular* school function (not *extra-curricular*), shall be excused. The student participant shall inform the coach/sponsor of the reason for his/her absence. There will be progressive consequences for unexcused absences. Excessive unexcused absences could result in dismissal from the team/activity.

4. Any **7th grade** student reaching his/her 15th birthday prior to or on the scheduled date of the last contest in a sport will be ineligible to compete in that sport. Any **8th grade** student reaching his/her 16th birthday prior to or on the scheduled date of the last contest in a sport will be ineligible to compete in that sport.
5. The following are consequences common among all extra-curricular participants during their club or sports season.
 - a. Any inappropriate behavior that does not result in a formal referral and/or detentions will result in progressive consequences for the student participant according to the coach's/sponsor's established rules.
 - b. A formal referral to the assistant principal which results in reprimand or one period of in school reassignment, or the acquisition of up to two detentions may result in a coach-imposed penalty. This penalty may be short of contest suspension (e.g. extra conditioning, losing starting spot, etc.). The acquisition of a third detention may result in a one-contest suspension. Detentions beyond three may result in additional contest suspensions and eventual removal from the team/activity.
 - c. Assignment of ISR suspension. Students are not allowed to attend practice or a contest on a day they serve ISR or Saturday School.
 - d. Additional assignment of ISR or Friday Extension / Saturday school may result in a multiple-contest suspension or could result in removal from the team or activity for the balance of the season.
 - e. Any offense resulting in out-of-school suspension may result in removal from the team or activity for the balance of the season.
6. Each head coach or sponsor is responsible for informing all team or activity members of team or activity rules and eligibility.
7. The loss of eligibility applies to practices as well as games or performances.
8. It shall be the duty of the individual coach or sponsor to confirm the eligibility of those students participating in their program.
9. A student who withdraws from a sport that makes cuts to establish the team is ineligible for participation in another sport during the time the team he or she withdrew from is in progress. A student who withdraws from a sport that does not make cuts to establish the team must withdraw before the first 10 school days of the season to be eligible to join another sport that season.
10. Participants violating School Conduct Rules regarding substance abuse, on or off campus, will be removed from the team or activity for the remainder of the season.
11. Participants under "House Arrest" for law violations will not be allowed to participate in extracurricular activities during the arrest period.
12. The use of social media on and off campus by a student considered to be in violation of school expectations or which reflects discredit upon the school may result in discipline including suspension or removal from the activity, group, leadership position, or team.

ACADEMIC ELIGIBILITY DETAILS

Any student-athlete receiving more than one "F" at the end of any 9 week grading period will be declared ineligible for the remainder of that season and any season that occurs during the next 9 week grading period.

Any student-athlete with more than one "F" at midterm of any grading period or on any weekly grade check after midterm will be placed on probation. When on probation athletes are permitted to practice, but are NOT permitted to compete in interscholastic contests until probationary status is lifted.

A 7th grade student-athlete's 2nd semester grades or the average of their 3rd and 4th 9 weeks grades will carry over and determine eligibility for the start of their 8th grade year. Two or more "F's" would make the student ineligible for fall sports.

During the time of Academic Probation, the student will be required to participate in mandatory study tables.

ATHLETICS

Student-athletes are representatives of the student body, the school, and the community. Every student-athlete's conduct is under scrutiny and evaluation not only during the student's athletic season, but at all times. The coach, in consultation with the Athletic Director, Principal, and Assistant Principal may implement penalties up to and including dismissal from the team for behavioral misconduct.

Students are encouraged to participate in the athletic program. Each coach establishes individual rules and regulations, within the ECA/Athletic eligibility guidelines. Each coach will establish a definite end of practice time so that parents may make appropriate transportation plans.

Athletic Eligibility Requirements

- A. The student must be academically eligible (see above section for details).

- B. The student must have an **IHSAA physical form** on file with the athletic director prior to participating. The physical examination must be ***on or after APRIL 1ST in order to be valid for the following school year.***
- C. The student must have an **emergency medical form** completed and given to the coach before participating.
- D. The student must have a completed **sports medicine athlete authorization form** on file with the AD prior to the first contest of the season.
- E. The student and parent must both sign a **concussion acknowledgement form** and turn it into the coach before participating. All of these forms are available under the “documents and forms” tab on our athletic website. Per Indiana Code 20-34-7, a student athlete who is suspected of suffering a concussion may not return to play until the student athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries and receives a written clearance to return to play from the health care provider who evaluated the student athlete.
- F. A student-athlete must participate in at least 10 organized practices before being allowed to compete in contests. A student-athlete may be considered eligible to participate in an immediately following season’s sport contest After 5 organized practices, with approval from the Athletic Director.
- G. The student must be an amateur in the sport in which they wish to participate (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards, gifts, or honors from colleges or their alumni; have not signed professional contract).

Awards

Coaches are to submit an official awards list to the athletic director before the end of the season. Awards will be presented according to the following guidelines:

- Each athlete, manager or cheerleader who completes the season in good standing will receive an award. Such a student at the conclusion of the first season of participation at the junior high school will receive a letter.
- Each season thereafter will result in the student receiving a pin. Any student, who becomes ineligible for academic or for disciplinary reasons, will not receive an award.

Athletes that do not turn in their school owned equipment at the end of a season will have their awards withheld until all equipment is turned into the assigned coach. Lost equipment must be paid for before the student athlete can be eligible for another sport.

Cheerleaders Riding Team Buses

Cheerleaders may ride team buses when accompanied by the cheerleader sponsor or her/his designee. Cheerleaders are to sit in the front of the bus.

Cutting

When it is necessary to cut students from a team, the coach will give fair and equal treatment to all students trying out for the team. Cutting students from a team will take place when it is in the best interest of the team as a whole to limit the number of team members. If an athlete tries out for a sport and is cut from that team, then that athlete has 2 weeks to go out for a non-cut team.

Late Roster Additions

All new additions to a team roster must be cleared with the athletic director before being allowed to compete.

Practice

Students who have late afternoon practice are not to remain in the building waiting for practice to begin unless under the direct supervision of a coach or sponsor.

Spiked Shoes

Spiked shoes should only be worn on the athletic fields. Athletes are to refrain from wearing them in the building, bus, gym, etc.