



# 2023-24 Student Handbook

## HAMILTON SOUTHEASTERN HIGH SCHOOL



### **MISSION**

*Hamilton Southeastern Schools, as a forward-thinking school district, provides excellence in education and opportunities to ensure the success of each and every student, to become a responsible citizen and to positively influence an ever-changing world community.*

### **C.A.R.E STATEMENT**

#### **CHARACTER. ACCEPTANCE. RESPECT. EDUCATION.**

*Hamilton Southeastern Schools is committed to providing each student with learning experiences that are deep and relevant, and encourage the development of each student's unique identity. HSE Schools will meet each student where they are and make the dignity of each individual a priority, while respecting all students and teachers' diverse backgrounds and beliefs. HSE supports all students as they foster relationships with character, acceptance, respect, and education for all.*

## **HSE Non-Discrimination Statement:**

It is the policy of the Hamilton Southeastern Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1), (IC 20-33-1), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 educational amendment), and Section 504 of the Rehabilitation Act of 1973.

Hamilton Southeastern School Corporation will not discriminate or tolerate any form of discrimination in its educational or employment activities for any reason or on any basis prohibited by applicable federal and state laws, including race, color, religion, sex, sexual orientation, gender identity, national origin, age or disability. This includes but is not limited to a characteristic, trait, belief, practice, association or other attribute. Hamilton Southeastern Schools will foster a culture and environment that does not marginalize, treat unfairly or disrespect any member of our school community and will recognize the uniqueness and individuality of all students, educators, staff and administrators, so they have an opportunity to succeed.

Inquiries regarding compliance with, Section 504, or the Americans with disabilities Act should be directed to [Amy Selby](#), Director of Exceptional Learners, Hamilton Southeastern Schools 13485 Cumberland Road, Fishers, Indiana 46038 or the Office for Civil Rights, U.S. Department of Education, Washington D.C.

Inquiries regarding compliance with Title IX and Title VI and VII of the Civil Rights Act 1964 should be directed to [Jimmie Lake](#), Chief Operations Officer, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038, the Office for Civil Rights, U.S. Department of Education, Washington D.C.

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## BELL SCHEDULE AND CALENDAR

Royal Day		Blue Day																												
Period 1	8:30 - 9:57 (87) Pledge/Announcements (4)	Period 5																												
Period 2	10:05 - 11:28 (83)	Period 6																												
Period 3 (& Lunch)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">11:28 - 1:29</td> </tr> <tr> <td style="color: red;">A Lunch</td> <td style="text-align: center;">11:28 - 11:58</td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">12:06 - 1:29 (83)</td> </tr> <tr> <td colspan="2" style="height: 15px;"> </td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">11:36 - 11:58 (22)</td> </tr> <tr> <td style="color: red;">B Lunch</td> <td style="text-align: center;">11:58 - 12:28</td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">12:33 - 1:29 (56)</td> </tr> <tr> <td colspan="2" style="height: 15px;"> </td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">11:36 - 12:28 (52)</td> </tr> <tr> <td style="color: red;">C Lunch</td> <td style="text-align: center;">12:28 - 12:58</td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">1:03-1:29 (26)</td> </tr> <tr> <td colspan="2" style="height: 15px;"> </td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">11:36-12:59 (83)</td> </tr> <tr> <td style="color: red;">D Lunch</td> <td style="text-align: center;">12:59-1:29</td> </tr> </table>	11:28 - 1:29		A Lunch	11:28 - 11:58	Class	12:06 - 1:29 (83)			Class	11:36 - 11:58 (22)	B Lunch	11:58 - 12:28	Class	12:33 - 1:29 (56)			Class	11:36 - 12:28 (52)	C Lunch	12:28 - 12:58	Class	1:03-1:29 (26)			Class	11:36-12:59 (83)	D Lunch	12:59-1:29	Period 7 (& Lunch)
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Class	11:36-12:59 (83)																													
D Lunch	12:59-1:29																													
Period 4	1:37 - 3:00 (83)	Period 8 (Pathways Period)																												





# HSE ACADEMIC CALENDAR 2023-2024

## AUG 2023

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## SEPT 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## OCT 2023

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## NOV 2023

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## DEC 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## JAN 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## FEB 2024

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

## MAR 2024

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29











## APR 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## MAY 2024

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## KEY

	Royal Days (Per 1-4)		Gray Days (Per 5-7 and Pathways)
	Teacher Only Days		No School for Students or Staff
	eLearning/Staff PD Days		October 11 – PSAT
	Final Exam Days		March 7 - SAT School Day
	Day of Service		Flex Days

# School Services

The administrators are available for conferences with students and/or parents/guardians regarding any problems that might arise. The goal of the administration is to help students in any way possible to have a successful and positive experience at Hamilton Southeastern High School.

## Textbook and laptop rental/student course fees:

The term "Curricular materials" means systematically organized material designed to provide a specific level of instruction in a subject matter category, including: (1) books; (2) hardware that will be consumed, accessed, or used by a single student during a semester or school year; (3) computer software; and (4) digital content. These items have historically been referred to as "textbooks."

1. Generally speaking, the district is no longer charging textbook rental fees for curricular materials that are necessary for the implementation of educational standards for our students.
2. Fees and charges that are still applicable include: (1) pre-school charges and fees; (2) field trips; (3) extra-curricular activities; (4) lost, stolen, or significantly damaged district hardware, textbooks, etc, and (5) AP and Dual Credit testing fees.
3. Payments for applicable fees and charges can be made via eFunds. A link to eFunds can be found on Skyward Family Access under the Fee Management tab of the district and school websites under "Quick Links" tab. If you do not have internet access, you may contact your child's school to request a paper statement.
4. Up to \$8.35 in processing fees along with collection fees may be added if the balance remains outstanding after the due date.
5. All returned checks will result in a \$15.00 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.
6. 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.
7. **Seniors are required to pay prior course fees and any other school fees prior to commencement exercises unless the student has received an administrator exemption due to financial need.**

## Bookstore Services

In addition to handling all textbook rentals, the bookstore sells expendable materials required by teachers. Other school supplies such as pencils, notebooks, paper, folders, etc. are also available for purchase. The bookstore hours are 8:30am - 3:05pm.

## Building Service Personnel

Building service personnel are very important people in our school system. Be considerate and appreciative of their efforts. Please help maintain our school environment by using proper waste cans, not writing on desks, etc. to help make our school a cleaner, better place.

## Cafeteria Services

Students spend their entire lunchtime in the cafeteria to avoid distraction to the classes still in session. Students are not to go to lockers, Guidance Office, or classroom areas without permission during lunch hours. **Hamilton Southeastern High School operates as a closed campus with exceptions. No one may leave the school building for lunch.** A student may, however, choose to bring their own lunch. Students are not to go to the cafeteria for food except during their scheduled lunch times. Students may deposit money into their cafeteria account to eliminate the need to bring cash to school every day. An online payment option is available on [Family Access](#) via eFunds under "District Links." **Charging meals is not permitted by Hamilton Southeastern Schools.**

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**

Eligibility 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.

The building administrator may complete an application for the student known to have financial assistance if the household does not apply.

### **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 eFunds 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 becomes negative, 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.

### **Food Purchasing**

The Director of Nutrition and Food Services is authorized to purchase food and supplies under their 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. No food from "fast food" establishments may be brought into the cafeteria area by any individual for consumption.

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, un packaged "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.

### **Insurance**

Hamilton Southeastern Schools does 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.

### **Lockers**

1. All locker and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to Indiana Code. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. **UNAPPROVED LOCKS WILL BE REMOVED AND DESTROYED.** Students should not "set" or tamper with locks.
2. A member of the administrative staff, a teacher, or a school resource officer, may search a locker or other storage area on school premises. A student locker is the property of the school corporation and therefore may be searched without reasonable suspicion. A student has no expectation of privacy in the locker or its contents. 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, or which are forbidden by state law or school rules (i.e., dangerous materials, weapons, illegal drugs or alcohol). Students are to use lockers and locks that are assigned to them by school officials. Trading or sharing locks or lockers is prohibited.

## Lost and Found

Articles found should be turned in to the secretary in the Attendance office. Unclaimed articles are recycled at the end of each semester.

## Media Center (Library)

The Library Media Center offers a welcoming environment with the goal of developing self-motivated and proficient users of information technologies, enthusiastic readers, and life-long learners. Print and electronic resources for research, reference, and reading are available. Material may be borrowed for a three-week loan period with the option to renew. Computers, printers, copy machines, a scanner, and study areas are available for student use throughout the day. The online catalog, research databases, and selected websites can be viewed via the Library Media Center webpage at <https://HHS.hseschools.org/academics/library-media-center>. There is also a Library Media Center course on the learning management system where students can find links and passwords to digital resources, as well as resources to support a variety of classes. Students may obtain a pass to the Library Media Center during study hall or instructional time, or drop in during lunch.

## Messages/Deliveries

**Only emergency messages and deliveries from a parent/guardian will be delivered to students.** Messages received by telephone or delivered in person will be sent to an administrator who may forward the message to the student. Students should not expect to receive messages from employers concerning work schedules. If a parent/guardian drops something school-related off to a student, the parent/guardian should inform the student to pick it up in the main office. **The school will not accept flowers, balloons, gifts, or commercial food deliveries of any kind for students. Food delivery personnel will not be allowed to enter the building. The school will not be responsible for any fees incurred for unapproved food orders.**

## Office/School Day

1. School begins at 8:30 AM each day. School dismisses at 3:00 PM each day.
2. Hamilton Southeastern High School operates block schedule, with 4 periods per day. Classes are approximately 82 minutes long with 10-minute passing periods.

## School Events

School events are listed on the web page: <https://HHS.hseschools.org/>

## Student Assistance Program

An intervention team is composed of teachers, school counselors, and administrators to provide a variety of options in helping students who are experiencing academic, behavioral, or social difficulties. Please contact your school counselor for help in this matter.

## School Counseling Services

1. Counselors are available throughout the school day. Students should sign up in the guidance reception area if they desire to see a counselor or they can email their counselor. Urgent problems take priority. Students should feel free to discuss problems such as classes, grades, course selection, vocational or college opportunities, or items relating to social and emotional issues.
2. Students will be assigned to a counselor alphabetically by the last name of the student.
3. College (public, private and proprietary), trade representatives, military and ROTC representatives will be visiting HHS College and Career Academy (CCA) throughout the year to meet with prospective students. Representatives will be contacting the CCA in advance to schedule the visit. Guidance will make announcements during the week preceding the visit, and students are encouraged to sign up using [Naviance](#) prior to the visit.
4. Representatives of the armed services may meet with students in the cafeteria during the lunch periods. Representatives must contact the CCA in advance to schedule the visit. Each branch of the armed services may visit no more than once a month.

## Change of Address and/or contact information

Any time a student moves and/or contact information changes, please contact the Guidance Office with required proof of residency documents and/or updated contact information. Examples of proof of residency can be found [on the district website under enrollment procedures](#).

# Enrollment

## Virtual Learning

A virtual instruction option is available for students in grades 9-12. Students participating in this virtual option will remain enrolled students of their respective high school but will receive instruction from Indiana Online which is a division of the Central Indiana Education Services Center (CIESC).

Students or families interested in attending Indiana Online for their instruction should contact the student's guidance counselor. The guidance counselor and administration will determine the appropriateness of this placement. If a student is approved to participate, they must complete an Expectations and Requirements form as well as all required paperwork and return these documents to their counselor.

The Expectations and Requirement for virtual learners are as follows:

1. Students participating in the virtual learning program must actively participate in class & follow the directions of the teacher.
2. Students are not permitted to participate in any in-person school club, team, or event. The student may participate virtually if that option exists.
3. When required, students will have to participate in on-site assessments or lab experiences for the course, class, district, or the state. No appeals will be given for state standardized tests (WIDA, SAT, ISTEP, ILEARN, etc.).
4. The commitment is for the semester.
5. If the student has not previously been successful in a virtual format for a previous semester it may not be an option for your student to participate or remain in the virtual program for future semesters.
6. Families who do not have legal residency within HSE's boundaries are ineligible to remain in the virtual program for second semester.

Unless approved by building administration, a student will be expected to be a full-time student. Students may not move from in-person instruction to virtual after August 19<sup>th</sup> of first semester or January 16<sup>th</sup> of second semester without approval from building administration.

## Immunization Policy

At the time of enrollment, in any grade, it is the responsibility of the parent/guardian of a student to provide proof of proper immunization in accordance with current Indiana law. On their first day of attendance, a student without proof of proper immunization is considered in violation of Indiana law and will not be allowed to attend school unless the Superintendent or their designee determines that the student qualifies for a waiver or extension as allowed by applicable law. A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required. A waiver may be granted due to religious, or health reasons as allowed by law. Each school will maintain an immunization record of its students. Each school will annually file a written report to the State Board of Health as required by law.

## Students Transferring to HHS

1. Students moving into Hamilton Southeastern Schools will be accepted as transfer students.
2. The following information is needed to enroll:
  - a. proof of residency
  - b. birth certificate
  - c. immunization record
  - d. current grades or transcript at the time of withdrawal from the previous school.
  - e. In cases where students live with only one parent due to divorce or separation, proof of physical custody may be required. Students in special education programs must provide a copy of the student's most recent IEP and the results of the student's most recent educational evaluation. Once the required enrollment information is gathered, the parent/guardian and student must make an appointment with the appropriate school counselor for an enrollment conference
3. A student enrolling only for the second semester will not be scheduled for a full year class unless they have taken the first semester at their previous school.
4. For a variety of reasons, a student may wish to enroll in a different/higher level course. Reasons might include exposure to or knowledge of subject content attained prior to high school, in the workplace, or within the family environment. With the approval of the instructor, a student may take a placement test to see if a more advanced level course is appropriate. Credit may be earned only for the studies successfully completed at the secondary level.

5. Students who transfer will be ranked with their class the semester following two full semesters of attendance at Hamilton Southeastern High School.
6. Transfer students interested in athletics should make an appointment with the athletic director to complete the IHSAA transfer forms.

### **Withdrawal**

1. A student anticipating withdrawal from school should have a parent/guardian contact the School Counseling Department at least one day before the final attendance day. On the final day of attendance, the student must obtain a withdrawal form from the Guidance office. Signatures from appropriate staff must be obtained. This allows teachers to be notified and to release grades earned at that time. An official withdrawal form can then be carried by the student to the new school. All obligations (book rental, library, textbooks returned) must be completed before a transcript will be sent to the receiving school.
2. Hamilton Southeastern High School will forward educational and health records to a school where a student intends to enroll upon request.

### **Late Enrollment**

Students who have been enrolled in another school corporation will be accepted as transfer students whenever the family moves to Hamilton Southeastern Schools. Proof of residency, transcripts, current grade information, birth certificate, and health records must be provided before an incoming student will be enrolled. A student enrolling only for a second semester will not be scheduled for a full year class unless they have taken the first semester. Students enrolling after 15 days may not get credit for a course if the student has not been enrolled in that course at a previous school.

### **Admission of Foreign Exchange Students**

The Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign exchange students as members of the student body of this corporation. Students will be accepted from foreign countries each year subject to the approval of the building principal and the Superintendent. A minimum of sixty (60) days' notice from the sponsoring agency or family prior to enrollment of a student is deemed necessary to properly accommodate the student. The agency must be an Indiana State Board of Education approved program. Foreign exchange students must adhere to all school regulations and must reside in housing of a sponsoring family. Such foreign exchange students will be considered resident students for the period they remain with the approved family residing in Hamilton Southeastern Schools District. The number of foreign exchange students will be limited to five (5) students per semester. The planned length of stay for a foreign exchange student is to be no less than one (1) semester and no longer than two (2) semesters. Foreign exchange students who spend one school year at Hamilton Southeastern High School are required to take one semester of United States History, one semester of United States Government, and two semesters of English. A Hamilton Southeastern High School diploma will not be issued to a foreign exchange student. Foreign exchange students interested in athletics should make an appointment with the athletic director to complete IHSAA transfer forms.

### **Residency Requirements**

Resident students are those whose legal settlement is within the corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within Hamilton Southeastern Schools. Any question in regard to a student's legal settlement must be directed to the office of the superintendent (317) 594-4100.

### **Student's legal settlement not in attendance area:**

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.

### **Hamilton Southeastern Fishers Academy**

The Hamilton Southeastern Fishers Academy uses non-traditional programming to support students as they work towards completion of graduation requirements. Enrollment at The Academy is determined by a committee comprised of administrators, school counselors, and other school personnel. Students enrolled at The Academy must adhere to all policies and guidelines as outlined in the student handbook.

## Four-Year Plan

Each student enrolling as a freshman should complete a four-year plan based on the student's goal for post-secondary options and/or future career goals.

## Fully Enrolled Student

Students must be enrolled in at least six (6) credit courses. There is no provision for part-time status. If a student's withdrawal from a class, by choice or by disciplinary reason, results in less than the six (6) required classes, they may be expected to withdraw or be dismissed from school under the due process procedure. Note: Seniors who take at least four college level courses in a semester may qualify for the *Senior Flex Schedule*.

## Class Schedules

1. Counselors will meet with students early in the second semester to assist in selecting classes for the next year. The HHS course catalog is accessible online for student reference.
2. Students should work with their parent/guardian and their counselor to select their courses carefully. The selections made will play a critical role in the student's future options in further education and in career choices.
3. Questions regarding schedules should be directed to the student's counselor.

## Schedule Change Request Procedure

Students and parent/guardian should carefully consider all course requests prior to meeting with their school counselor to schedule courses for an upcoming school year. Students leaving for summer vacation should consider course requests made at the time of scheduling as final for the entire 2023-2024 school year.

Schedule changes after **June 1** will be administratively granted under the following circumstances:

- Administrative error in scheduling (i.e. original student requests were not entered correctly)
- Need to balance class sizes
- Student failed a second semester class or summer school class in a required subject
- Students with seven classes may drop one class for a study hall during the first **eight days** of the semester with a parent/guardian written request and provided that class is not an Honors, dual-credit, or AP course
- Documented physical or mental condition requires a modification in the schedule
- Special education considerations
- Student is academically misplaced in the course (has not completed pre-requisites, new enrollee misplaced)
- Administrative discretion

**Students may not change their schedules due to instructor preference or the order of classes.** (Approval of all schedule change requests is subject to consideration involving maximum and minimum class size.) Except under very special circumstances, any student who withdraws from a class after the second week will receive a "WF" (Withdrawal Failure) as a semester grade for that class.

\*Year-long and semester classes are included in this policy.

Students enrolled in dual credit courses in which college credit may be granted, must research and consider the application of credit at other universities carefully prior to scheduling. Changes in college entrance status will not be considered in granting schedule change requests.

## Online Courses and Summer School Enrollments

1. To take online courses or summer school courses for credit, students must have prior approval by the Guidance Department or principal.
2. Grades for online courses **MUST** be received by May 15 if they are to be counted toward graduation eligibility.
3. A maximum of four (4) credits from online courses or summer school classes taken from institutions other than Hamilton Southeastern High School may apply toward graduation.

## Grading Philosophy

Hamilton Southeastern High School will report pupil progress using methods that are comprehensible to parents/guardian and students. The method used will be a fair measure of students' intellectual and creative achievement. The school corporation believes that progress is the very foundation of education and recognizes the school's obligation to provide reports of students' advancement through the system.

## Grading Scales

The classroom grading scale used at Hamilton Southeastern High School is shown below:

100	A+	73-76	C
93-99	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-	59 and below	F
77-79	C+		

Grades at .50% or higher will be rounded up to the next full point (ex. 59.50% rounded to 60%). Final semester grades will be determined by counting the semester work as **85 percent** and the final exam grade (or culminating activity as approved by the building principal) as **15 percent**.

**Note:** Specific subject-wide exceptions may be made with administrative approval. Any exceptions to the semester grade computation will be communicated in the teacher's syllabus.

## Grade Point

To calculate a cumulative grade point, the semester final grade of each class is assigned a point value as indicated below. This total is then divided by the number of credits attempted, with the results being carried out three decimal places. This calculation is done for each student after every semester. The grading system at Hamilton Southeastern High School is shown below.

A+	=	4.33	}	points	Excellent
A	=	4.00		points	
A-	=	3.67		points	
B+	=	3.33	}	points	Above Average
B	=	3.00		points	
B-	=	2.67		points	
C+	=	2.33	}	points	Average
C	=	2.00		points	
C-	=	1.67		points	
D+	=	1.33		points	Below Average
D	=	1.00		points	
D-	=	0.67		points	
F	=	0		points	Failure
W/F	=	0		points	Withdrawal/Failure
I	=	0		points	Incomplete

## Formula for Calculating GPA of Weighted Courses

Honors, Advanced Placement (AP) and dual credit courses to a four-year university will receive weighted grades. For students who have taken Honors courses, their GPA is adjusted upward using the following formula: .096 multiplied by the number of semester Honors courses passed divided by the number of semesters of high school completed. This quotient is then added to the GPA. All AP classes will carry a weight of .143, unless otherwise noted in the Curriculum Guide, which will be multiplied by the number of semester AP and IB courses passed divided by the number of semesters of high school completed. Both quotients will be added to the GPA.



## Cumulative Grade Point Averages Example

G.P.A. is computed using the semester grades. This would be the grade point average with **no** grade weighting.

Algebra 1	A-	1 x 3.67 = 3.67
Physical Education	B	1 x 3.00 = 3.00
World History	B	1 x 3.00 = 3x.00
Biology	B	1 x 3.33 = 3.33
Study Hall	0	0
English 9 Honors	A	1 x 4.00 = 4.00
Health	A-	1 x 3.67 = 3.67
	<b>GPA</b>	20.67 / 6 = <b>3.445</b>

### Grade Weighting

**This student has 1 credit, English 9 Honors, which is weighted.**

Divide by the number of semesters completed

Add that to the total unweighted G.P.A.

$$0.096 * 1 = 0.096$$

$$0.096 / 1 = 0.096$$

$$3.445 + 0.096 = \mathbf{3.541}$$

**New G.P.A. for the student**

### Class Rank

The cumulative grade points of all the students in each class are listed in order from highest to lowest. This ranking is done each semester after the grade points are calculated. Although rankings are not posted, they can be requested through the guidance office.

### Grade Reports

1. Beginning with the 2019-2020 school year, final semester grades will be determined by counting the semester work as 85 percent and the final exam grade (or culminating activity as approved by the building principal) as 15 percent.
2. Midterm benchmarks and quarterly grade updates will be available to students and families in Skyward.

*Note: Specific subject-wide exceptions may be made with administrative approval. Any exceptions to the semester grade computation will be communicated in the teacher's syllabus.*

### Graduation Competencies Waiver Requirements

Students graduate using the Graduation Pathways waiver student may receive a waiver from the Postsecondary-Ready Competencies

- (1) If:
- a. the student was unsuccessful in completing the postsecondary readiness competency by the conclusion of the senior year, including a student who was in the process of completing a competency at one school that was not offered by the school to which the student transferred;
  - b. the student attempted to achieve at least **three** separate postsecondary readiness competencies; each attempt must be done in good faith and as a true potential demonstration of achievement.

**OR**

- (2) If a student transfers to a school during the senior year from a non-accredited nonpublic school or an out-of-state school and the student:
- a. attempted to achieve at least one postsecondary readiness competency **and**
  - b. was unsuccessful in completing the attempted competency.

To receive a waiver from the Postsecondary-Ready Competencies, the student must:

1. maintain at least a "C" average or its equivalent throughout the high school career in courses required to graduate;
2. maintain a school attendance rate of at least 95% with excused absences not counting against the rate;
3. satisfy all other state and local graduation requirements beyond the postsecondary readiness competency requirements;

**AND**

4. demonstrate postsecondary planning (approved by school principal), including:
  - a. college acceptance;
  - b. acceptance in an occupational training program;

- c. workforce entry; **or**
- d. military enlistment.

## Academic Recognition

### ACADEMIC DEAN'S LIST

The Dean's List will be compiled each semester. To attain the Dean's List a student must have a 3.33 or higher weighted current semester GPA. The Dean's List will be posted on the [HHS website](#).

### ACADEMIC DISTINCTION

Academic Distinction Lists will be compiled at the end of each semester and posted on the HHS website.

Based on the student's Cumulative GPA, the following categories will be used for academic recognition:

Summa Cum Laude	4.30 and above
Magna Cum Laude	4.00 - 4.29
Cum Laude	3.67 - 3.99

Seniors achieving the designation of Summa Cum Laude of the senior class after seven semesters will be honored at an award banquet in the spring. Seniors achieving any of these three distinctions after the seventh semester will be recognized at graduation.

## Class Ranking

1. A student who transfers will be ranked with their class the semester following two full semesters of attendance at Hamilton Southeastern High School.
2. Every year the graduating senior with the highest cumulative grade point is recognized as the class valedictorian. The student with the next highest cumulative grade point is named salutatorian. These awards carry a special medallion to be worn over the graduation robe. Students eligible for consideration of this honor must have been enrolled in Hamilton Southeastern High School for the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> semesters of high school and must be a fully enrolled student during the 8<sup>th</sup> semester.
3. Eighth-semester grades are used to establish final class rank and cumulative GPA. These are requested by colleges even after acceptance.

## Incompletes

Incompletes will only be given with permission from the principal or designee.

## School Code Number for College Forms: 151045

This is the ETS (Educational Testing Service) number to be used for the SAT and ACT applications from Hamilton Southeastern High School. It may also be requested on college applications.

## Scholarships and Awards

1. The Guidance Department provides scholarship and financial aid information to all seniors. Scholarships will be announced. Students can visit the HHS website, Naviance, or the Guidance Office for more details. Students are also encouraged to utilize [Naviance](#) for scholarship searching.
2. Each year several organizations offer awards and scholarships to graduating seniors. Most of these are presented at Senior Awards Night.

## Graduation Ceremony Policy

1. To be eligible for graduation, a student must meet all requirements set forth by the Hamilton Southeastern Schools and the State of Indiana.
2. A student who is under suspension, expulsion, or exclusion at the time of graduation or one who receives a disciplinary penalty for acts which took place after exams were completed may not participate in commencement ceremonies.
3. Graduating students **MUST** attend commencement practice to qualify for the commencement ceremony.

## Sixth or Seventh Semester Graduation

It is advisable to complete four (4) years of high school. Graduation may be achieved after six or seven semesters if all forty-two (42) required credits have been completed. This must be planned when the classes are being selected for the student's final year of high school. A form requesting sixth or seventh semester graduation must be filed with the student's counselor. This form must be signed by both student and parent/guardian in the spring prior to the student's final year. A sixth or seventh semester graduate may participate in end of the year senior activities. Participation in graduation exercises requires attendance at the scheduled graduation practice. Seventh semester graduates are not eligible for Valedictorian or Salutatorian honors given at the end of the year. Sixth semester graduates will be ranked with their cohort (junior class) and are eligible for Senior Academic Distinction but not Valedictorian or Salutatorian.

### **Permanent School Records (Transcripts)**

An academic record is kept on file in the Guidance Office for each student showing the final grade for each semester in every class taken while in high school. The total number of absences each year is recorded, along with the cumulative grade point at the end of each semester. These facts are utilized whenever recommendations are required by colleges or prospective employers.

### **Course Auditing to Improve a grade**

Students who wish to retake a course in order to improve a grade may do so to replace a grade lower than a C-minus. Students must do so in consultation with their counselor and may be referred for an evaluation by our academic departments and approval of the principal.

If a student receives a grade lower than a C- in an advanced, honors, or AP course, that student should continue to progress through the natural sequence of courses. If the student is interested in replacing that grade to qualify for the Academic Honors Diploma, the student may—with administrator approval—take the regular version of the class, if available, they have previously taken at the Honors level (earning a D+ or lower). The second grade, if a C- or higher, can be used for the Honors Diploma requirements.

When a student retakes a course, the transcript will indicate that the student took the course twice, with the higher academic grade earned appearing on the transcript and an “R” (for Retake) replacing the lower academic grade. This means the higher grade will be associated with the credit and factored in the student’s GPA, while the lower grade will not be included in the calculation of the student’s GPA.

### **Dissection**

Participation in hands-on science is important to learning science, and students are expected to participate in dissection activities that are part of the curriculum. Schools will provide alternative activities for students who have objections to animal dissections. Students need to understand that by nature, the alternative activities will not be able to provide the same laboratory experience, although the alternatives will allow the students to master the same concepts.

### **Study Hall**

Students are to bring study materials to all study halls. Students should conduct themselves in a manner appropriate to normal classroom time.

### **Student Aides**

Students scheduled as student aides must have all “C’s” or above. Any grade of “D” or “F” will result in the student being placed in study hall. Semester grades take precedence over those from a nine-week grading period. Teachers are asked to have only one student aide per period; special exceptions can be made with administrator approval.

### **ACADEMIC CONCERNS PROCEDURE**

The HSE School Board of Trustees has established a formal procedure (K04.01) for all public concerns and complaints, including academic concerns. The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning an individual student, a teacher or other employee should first be addressed to the teacher or employee.
2. Unsettled matters related to problems or questions concerning individual schools should be directed to the building principal by completing the Public Complaints Form and sending it to the building principal.
3. If the concern(s) remain unsettled, after the employee’s building principal has had the opportunity to address the concerns, then the concern(s) may be directed to the Superintendent or the Superintendent’s designee. The request should be accompanied by the previously completed Public Complaint Form.
4. If the concern(s) are not settled satisfactorily by the Superintendent or the designee, it may be brought to the Board of School Trustees. In addition to the previously completed Public Complaint Form any additional questions and comments submitted to the President of the Board in letter form will be brought to the attention of the entire Board.

# Health Services

1. A student health facility is available for students who become ill or injured while at school and for help in management of ongoing health problems. A student will be required to have an updated health card in Skyward at the beginning of each school year.
2. To report to the clinic, a student must obtain a hall pass from the current teacher or the teacher whose class they are about to attend. Students are not to report to the clinic during passing periods unless prior arrangements have been made. The clinic may be visited before and after school and during the student's lunch period. The clinic is open from 7:30 a.m. – 3:00 p.m.
3. Students will not be allowed to remain in the clinic for the entire period unless they have an elevated temperature or show obvious signs of illness. A student who spends the entire period in the clinic will be considered absent from class that period.
4. Students who need to go home due to illness will be allowed to do so, if picked up by parent/guardian or if written (fax or email) or verbal permission from the parent/guardian is received.
5. For more detailed information about student health, please refer to the [Health Services page](#) on the HSE Website.
6. Any student who has the following verifiable symptoms due to illness will be sent home from school:
  - a. A temperature of 100° F or greater
  - b. Vomiting
  - c. Diarrhea
7. Parents/guardian must provide the transportation home for the student. **The student must remain free of fever/vomit/diarrhea for 24 hours before returning to school.**
8. Injury/Illness - When a student returns to school following a fracture, severe injury, prolonged illness or medical procedure, parent/guardian must provide a doctor's note for any activity restrictions. The note should include specifications for the students return to school including:
  - a. Extra time between classes
  - b. Restricted attendance
  - c. Assistance with books
  - d. Any Physical Education class restrictions MUST specify length of time for restrictions (beginning and end dates)

# Communications

## Announcements and Bulletin Board Use

All posters must have administrative approval before being displayed. Approved posters should be affixed to administrator- designated locations. Announcements are made weekly and are available to students and staff on the HHS website. They are broadcast from the media distribution center and are posted on the electronic bulletin board. Activity announcements must carry the approval of the sponsor. They are also available on the school website: <https://HHS.hseschools.org/>

## Emergency Information

When emergencies arise which necessitate the cancellation or delay of school, several radio stations, television stations, and corporation website will carry the announcement. Based upon circumstances, the Skylert system may be used to notify parent/guardian in an emergency situation.

## Publications

The *Sceptre* and the *Orb* are the school publications produced by students with the assistance of a faculty adviser. Students should take the beginning journalism class in order to work on the staff of one of the publications.

## School Volunteers

Volunteers must have on file their limited criminal history background checks. Forms for limited criminal history checks can be found on the HSE District website <https://www.hseschools.org/services/other/school-safety/visiting-and-volunteering>. Volunteers are expected to comply with all rules and regulations set forth by Hamilton Southeastern Schools. The background check needs to be updated every 3 years. All costs associated with the safe-visitor background check are the responsibility of the volunteer.

## Visitors & Guests

The Board welcomes the active interest of parent/guardian and citizens in public schools and invites the community to visit. However, since schools are a place of work and learning, certain limits must be set on visits to help provide for the safety of students and staff. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

- Anyone who is not a regular staff member or student of the school is considered a “visitor”
- Any visitor to the school must report to the main office, sign in, show proper identification, and obtain a visitor badge upon arrival and sign out prior to leaving the building
  - Those who wish to observe a classroom while school is in session must arrange such visits in advance with the teacher and obtain a limited background check <https://www.hseschools.org/services/other/school-safety/visiting-and-volunteering> so that class disruption may be kept to a minimum
- Teachers are not available to use class time to discuss individual matters with visitors
- Students are not permitted to have visitors in the cafeteria during lunch

## Work Permits

Indiana law requires all persons who are employed under age 18 to obtain a work permit. Schools are no longer involved in the facilitation of students’ work permits. Students will obtain a work permit directly through the Department of Workforce Development. Students can find all pertinent information at this website: <https://www.in.gov/dol/2398.htm>

## **\*\*Disclaimer:**

Southeastern Media Network is a school-based news organization comprised of Student Media, Journalism, Sports Journalism, and Digital Media classes, which create and contribute content to various news outlets, including HSE News, HSETV, Southeastern Sports Network, the Sceptre yearbook, the Orb newsmagazine, and related social media and digital platforms. The purpose of SMN is to help keep the school, staff, and local community aware and informed of happenings within HSE High School, including day-to-day events and student life, promotion of clubs, teams, activities, and student involvement, to share student opinions and voices, and more. School-sponsored news organizations are guided by a “for students, by students” ethos that informs all content decisions. The views expressed within SMN are not a reflection of HSE High School or of the Board of School Trustees. SMN follows state and national standards to strive to provide fair and accurate information, while helping to teach a new generation of journalists and informed citizens in all aspects of the media and communications fields. In coverage of school events and promotion, and to help instill an informed status within the community, students and their likeness will be used in dissemination of information and events through the named publications above.

# Extra-Curricular Activities

## Purpose

Social development and extracurricular activities of students are vital parts of the total educational program at Hamilton Southeastern High School. Students who become involved in extracurricular activities find school more interesting, challenging and fulfilling. Some activities such as homecoming and the prom are designed strictly for fun. Others, such as athletics, the musical programs and theatrical productions, as well as academic contests, are intended to develop interest, talents, leadership, and organizational abilities.

## Extracurricular Academic Standards Policy

The School Board believes that the participation in extracurricular activities contributes substantially to the education of students, a sense of community in the school, and for some, a strong motivation to remain in school and earn a diploma in four years.

Extracurricular activities should supplement and enhance the educational process and not become the primary focus of that process.

## Extracurricular Academic Standards Procedure

Students participating in extracurricular activities must comply with these procedures. Semester grades take precedence over those from a nine-week grading period. The coach or sponsor of the specific activity will be responsible for verifying eligibility as well as monitoring grades during the period of the sport/activity. A negative change of grades in any individual class will receive prompt attention by the coach or sponsor and additional academic assistance will be given when necessary. Demonstrated effort by the student to meet minimum standards will be taken into consideration in determining continued eligibility. That schedule will be approved by the school administration and reported to classroom teachers involved. In addition to the above, any student serving in or running for an elected position who commits an illegal, immoral or offensive act on or off of school property, may not be able to serve as an elected official for 365 days from the date of the infraction.

## Activities and Clubs

A comprehensive list of clubs and extracurricular activities can be found at the HHS website: <https://HHS.hseschools.org/student-life/activities>

## Social Media

The use of social media on and off campus by a student considered to cause a substantial disruption to the educational (including extracurricular) environment may result in discipline including suspension or removal from the activity, group, leadership position, or team.

## Student Organizations/Meetings

All school rules of conduct will be enforced per the Student Handbook. Any member who is suspended from school may forfeit membership. Each organization will schedule meetings.

## Dances

Dances are held periodically and are sponsored by various clubs and organizations. A student violating rules and regulations that apply to school dances will be subject to appropriate discipline. It is understood that obscene dancing, as determined by staff, will result in the removal of the offending person(s) from the dance. The following are guidelines set up for the safety of students and to help with the planning of such events:

1. Only current Hamilton Southeastern High School students in good standing and their approved guests may attend. (Note –
2. guests may not be permitted to attend some dances)
3. Guests of HHS students must be current high school students, high school graduates, or equivalent.
4. No Jr. High students or adults 21 or older are allowed to attend HHS dances. HHS administration reserves the right to limit guests at some dances to students in the HSE district.
5. If tickets are sold for the dance they are non-transferable. Students are to purchase their tickets in the time allotted by the sponsor of the function.
6. Students and guests shall bring a picture ID with them to the function.
7. Students shall have the proper paper work filled out for a guest before the purchase of tickets.
8. Students will not be admitted to the dance without their ticket.
9. Prom tickets may be purchased by current juniors, seniors, and seven semester graduates.
10. Supervision will be provided at all dances.

## Academic Extracurricular Memberships

### National Honor Society

The National Honor Society chapter of Hamilton Southeastern High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall.

Students in the 11<sup>th</sup> or 12<sup>th</sup> grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.33. A history of leadership experiences and participation in school or community service is required. Eligibility does not guarantee acceptance. A majority vote of the Faculty Council is necessary for selection. Applications are available for those students that have completed a minimum of three semesters at HHS. Applications are reviewed one time per year. Due dates vary from year to year, however, are typically between the months of February and March. Those students who meet this criterion should complete the application for membership which can be picked up in the Guidance Office.

Following notification, a formal induction ceremony is held at the school to recognize newly-selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects.

### Student Council / Student Government

The purpose of the Student Council / Student Government is to formulate and express the opinions, recommendations and suggestions of the student body to the administration, faculty and the Board of Education and support philanthropic and community service projects on behalf of the student body through funds raised from social activities. Council membership is open to all students with a C or better grade average.

#### **\*\*\*Eligibility for Class Officers/Student Council/Student Government Members:**

A student selected to one of these positions is expected to possess qualities such as leadership, academic and personal responsibility, and the desire to be a good student representative. The selected students should conduct themselves accordingly. Therefore, the following guidelines have been established for eligibility to seek and hold these positions:

- Grades: The student must have, at the time of elections, and must maintain during tenure of office, a C or better grade average
- Conduct: The student must have no record of suspension the semester prior to or during tenure in office. This includes suspensions due to attendance problems. The student must not discredit the school nor reflect a disruptive influence on the discipline, good order, morale, or educational environment of the school. The student must abide by other guidelines listed in the student handbook
- Students selected to these positions may be required by the sponsor(s) to sign a form indicating agreement to abide by these guidelines
- Students not meeting the requirements of this position may be removed by the sponsor and/or administration



# EXTRACURRICULAR ACTIVITIES RULES & CONSEQUENCES\*\*

TYPES OF VIOLATION	OCCURRENCE	ATHLETIC PENALTY
Unauthorized Possession of Fishers High School property from team/club/organization/group	1 <sup>st</sup>	Occurrence: Suspension from <b>team/club/organization/group</b> until property is returned.
	2 <sup>nd</sup>	Occurrence: Suspension from <b>team/club/organization/group</b> until property is returned; may also face disciplinary action.
Possessing (incl. paraphernalia), admission of use, or being under the influence of tobacco (including e-cigarettes and/or vaping products)	1 <sup>st</sup>	Occurrence: Suspension from <b>team/club/organization/group</b> for the equivalent of 25 percent of the contests for one season, or for the first season they satisfactorily complete; mandatory meeting with and support from the school social worker (students must engage in this support before returning from suspension); subject to increased random drug testing; probation two semesters.
	2 <sup>nd</sup>	Occurrence: Suspension from <b>team/club/organization/group</b> for one calendar year (365 days), and completion of drug education course with follow-up from the school social worker; (this must be completed before returning from suspension); subject to increased random drug testing; probation two semesters. **
Possessing (incl. paraphernalia), admission of use, or being under the influence of alcohol or a controlled substance	1 <sup>st</sup>	Occurrence: Suspension from <b>team/club/organization/group</b> for the equivalent of 50 percent of the contests for one season, or for the first season they satisfactorily complete; enrollment in drug education course with follow-up support from the school social worker (student must be enrolled before returning from suspension); subject to increased random drug testing; probation two semesters  ** Failure to complete the drug education course may result in a reinstatement of suspension.

**ECA/extracurricular Appeals Process:** The student has a right to due process. Per Board Policy K04.00, students & parents/guardians who disagree with the building-based consequence may initiate an immediate appeal using the following process.

**\*\* Student Appeals Process:**

1. The student has a right to due process. Per Board Policy K04.00, students & parents/guardians who disagree with the building-based consequence may initiate an immediate appeal to the principal of the school using the approved Public Complaint Form. The Public Complaint Form is located on BoardDocs. The Public Complaint Form can be submitted via email or in-person to the principal of the school. Within 2 business days of the notice of appeal, the principal will send written notice via email of their findings to the following: the student, their parent/guardian, and the ECA program directors/sponsors. A hard copy (USPS) of the findings will be mailed to the student and their parent/guardian.
2. Per Board Procedure K04.01, if the concern(s) remain unsettled after the principal has had an opportunity to address the concern, then the concern(s) may be directed to the Superintendent or Superintendent's designee. The request should be accompanied by the previously completed Public Complaint Form. The Public Complaint Form can be submitted via email to the Superintendent of HSE Schools or in-person at the HSE Administration Building (13485 Cumberland Road). Within 2 business days of the notice of appeal, the Superintendent or Superintendent's designee will send written notice via email of their findings to the following: the student, their parent/guardian, and the principal. A hard copy (USPS) of the findings will be mailed to the student and their parent/guardian.
3. If the concern(s) are not settled satisfactorily by the Superintendent or Superintendent's designee, it may be brought to the Board of School Trustees. In addition to the previously completed Public Complaint Form, any additional questions and comments submitted to the President of the Board in letter form will be brought to the attention of the entire Board. The previously submitted Public Complaint Form and additional notes can be submitted via email to the Board President or in-person at the HSE Administration Building (13485 Cumberland Road). Within 2 business days of the notice of appeal, the President of the Board of Trustees will send written notice via email of their findings to the following: the student, their parent/guardian, the Superintendent, and the principal. A hard copy (USPS) of the findings will be mailed to the student and their parent/guardian. **Please note, the decision of the Board of School Trustees is final.**

**\*\*\* NOTE:** ECA program directors/sponsors can institute team procedures as long as they are (1) approved by building administration ahead of time, and (2) made clear to students and parents/guardians ahead of time.

# School Policies & Procedures

The following policies are Board-approved and are expected to be followed by all students.

## Attendance Philosophy

The primary responsibility for school attendance rests with the parents and student. The school will assist the parent/guardian and student in this responsibility. The cooperation of the student, parent/guardian, and school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

## Departure from Campus

Hamilton Southeastern High School operates as a **closed campus**; therefore, students are not to leave the building during school hours without the consent of the administration.

## Absence(s) from School

### 1. Reporting Absences – Call the Attendance Line – (317) 594-4195

- Parent/guardians are expected to notify the Hamilton Southeastern High School attendance office of any student absence. Parents/guardian can call the attendance line **(317) 594-4195** to report their student's absence before, or on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number.
- When an immediate dismissal is required, the parent/guardian **must** come inside of the building to sign the student out.
- It is helpful for the school nurse to know the nature of illnesses in their school to identify symptoms of others seen in the clinic. A doctor's permission to return to school may be required dependent upon the length and type of illness your child is experiencing. Medical documentation is strongly encouraged any time a student misses school due to a doctor's appointment
- If the attendance office does not receive a call, note, or FAX within two school days, the absence will be considered unexcused
- Please make early dismissal calls by 9:00 a.m. to enable the staff to facilitate your request
- If a student is receiving ongoing therapy or outpatient services, one-time documentation from the providing facility stating the beginning date, time each day, number of days a week and ending date should be sent to the attendance office at the beginning of the treatment
- Only legally emancipated students are allowed to call in and verify their own absences. These are students who receive no financial support from parents/guardian and who are not claimed as tax deductions by either parent/guardian, do not live with parent/guardian and have filed emancipation papers with the school

### 2. Limit on Absences

A student may not be absent from school for more than eight days each semester ***and not more than sixteen days per school year***. Both excused and unexcused absences count toward this maximum of eight days. After the eighth absence in a single class period, the school will notify and, if necessary, hold a conference with the student and parent/guardian. Continuation of school attendance after the eighth absence may be subject to the student complying with conditions (e.g. a doctor's note may be required) regarding any additional absences.

### 3. Extended Absences

Students who are absent from school for an **excess of 10 consecutive school days** may be subject to the following actions as each may be deemed appropriate by the School, all subject to further procedure in accordance with this Student Handbook and Indiana law: (i) the School may exit the student as an out of state transfer. The parent/guardian shall be responsible for enrolling the student where they are located and re-enrolling the student upon their return; (ii) at the election of the parent/guardian, the student may be exited as a transfer to Homeschooling; (iii) upon approval of the School, the extended absence may be excused if the trip is for education purposes in accordance with Ind. Code 20-33-2-17.5; or (iv) the extended absences may be reported as unexcused absences, which may subject the student to truancy or expulsion procedures and require the School to notify DCS or other entities as required by Indiana law.

Parents/guardians should provide the School with advanced notice of any planned extended absences sufficient to satisfy one of the above-referenced options. Failure to provide advanced notice may lead to the extended absence being declared unexcused, which may subject the student to truancy or expulsion procedures and require the School to notify DCS or other entities as required by Indiana law.

**4. Excused Absences include absence from school for the following reasons:**

- **Personal illness or injury**

Any student who is absent from school for five consecutive days due to illness must present a doctor's statement verifying that it is appropriate for the student to return to school. The school reserves the right to require a doctor's statement from students who are absent as indicated by the nature of the illness, such as communicable disease

- **Medical appointments**

Medical appointments should be scheduled before or after school to minimize the amount of school missed. Medical appointments should not be scheduled during semester exams.

- **College visitations**

A student may visit a college where they are considering enrollment during a school day if it is pre-arranged with the Attendance office. **The parent/guardian must call the Attendance secretary two school days prior to the visit.** Freshmen and sophomores will be allowed two (2) days for a college visitation. These two (2) days will not count against accumulated absences. **The college visit cannot be taken the day before or after a break unless preapproved by administration.** Should a student need additional college visitation days, those days will count as excused absences unless the absence limit of eight (8) days will be exceeded with the absence. The regulations also apply to appointments made by coaches for athletes attempting to make college teams. Juniors and seniors will be allowed four (4) college visit days per year which do not count as absences. Should a student make additional visitation days, those days will count as excused absences unless the attendance limit of eight (8) days will be exceeded with the absence. Failure to follow the above procedure will result in an unexcused absence

- **Mandatory military testing**

- **Witness in judicial proceedings**

- **Duty in National Guard**

- **Duty with Indiana Wing of Civil Air Patrol**

- **Exhibiting or participating in State Fair**

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/guardian 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 HHS.

- **Field trips**

Field trips are scheduled by teachers, with principal's permission, to broaden the experience of the curriculum. Students will be excused to go on field trips with written parent/guardian permission and a completed field trip form. Both of these must be completed no later than the day before the trip. Teachers should indicate on the field trip form if the absence will jeopardize the student's grade. Students are responsible for all work missed while on a field trip and should have the work completed upon their return to class, or as directed by the teacher. A sponsor may also refuse to take a student on a field trip if the sponsor believes the trip may be hazardous to the student. Under no circumstance are students to drive on field trips.

- **Verified automobile accident**

- **Verified court appearance(s)**

- **Religious observances**

If attendance is requested in writing by the student's religious leader, as described: The School Board desires to cooperate with those parent/guardian who wish to provide for religious instruction for their children but also recognize its responsibility to enforce the attendance requirements of the State. Upon the signed request of a student's parent/guardian, building principals will allow exception to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. A student must be properly registered and a copy of such registration must be filed with the principal. The time for release instruction or education may be arranged by the principal. The principal will also assume the appropriate continuance of the instructional program in the public school during such release times. No

solicitation for attendance at religious instruction will be permitted on corporation premises. No staff member shall encourage or discourage participation in any religious instructional program.

- **Approved assignment at an election poll or approved service as a legislative page**  
A student participating as a legislative page shall have a parent/guardian prearrange the absence from school at least 2 days in advance. The student must bring back a form signed by the legislature for whom they paged when they return to school
- **Family member in the military**  
Students of parent/guardian 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
- **Death in the immediate family**

**5. Make-up Work for Excused Absences – It is the student’s responsibility to arrange make-up work with each teacher.**

- For each day of an absence, the student has TWO (2) days in which to complete the make-up (e.g., a student has three days to make up work for a three-day absence). Exceptions can be made at the discretion of the teacher to give students extended time if needed. Generally speaking, teachers will announce major exams at least two days in advance. Therefore, if a student is absent the day before the exam and returns the day of the exam, the student will take the exam. The same would apply to an assignment given days in advance
- Exams and assignments may not be returned until all make-ups have been completed. Students will see their exams and be informed of their scores, but the teacher may retain the exam or assignment
- Homework may be requested when a student will miss three (3) days or more. The request must be made prior to **9 a.m.**, in order to receive assignments by the end of the day

**6. Activity Participation after Absence**

A student may not participate in extracurricular activities, practices, or after-school functions unless the student attends TWO (2) periods of that school day. Students absent all day, due to illness, may not participate in an extracurricular activity that day. If extenuating school or family circumstances result in a student’s failure to be present the required four completed periods, an exception can be made. Reasons may include: HHS approved college visit, HHS field trips, medical emergency, and funeral.

**7. Homebound Instruction**

The homebound program provides instruction to students unable to attend school because of physical handicaps or special health problems. For a student to be eligible for this program, the parent/guardian needs to provide the school with a physician’s written evaluation indicating that the student will be homebound for at least four (4) consecutive weeks. If this type of situation should occur, the student’s parent/guardian should contact a school counselor.

**8. Unexcused Absences**

Any absence from school or class not included as an excused absence is considered an unexcused absence. Unexcused absences include (but are not limited to) missing the bus, personal reasons, family vacations, oversleeping, participation in non-HHS extracurriculars, etc.

**9. Consequences for Unexcused Absence**

Students are expected to make up missed work. Make up work which includes late work, quizzes, projects, daily assignments, etc. will be graded in a fair and reasonable manner in accordance with the teacher’s classroom rules. Such consequences will be communicated by the teacher in writing to students in each class at the beginning of each semester. Unexcused absences may also warrant other disciplinary action, such as detention, suspension or expulsion, and may result in action taken under the compulsory school attendance laws.

**10. Tardy/Absence**

**1) Tardy to Blocks 1 & 5**

When a student arrives at school after the tardy bell, they should report directly to the first block of the day. If a student arrives late but within the first 15 minutes of class, they will be counted as tardy. A student more than 15 minutes tardy will be assigned an unexcused absence from class unless excused by administration or parent/guardian.

**2) Tardy to Blocks 2, 3, 4, 6, 7, & 8**

Students arriving more than five (5) minutes tardy to class will be assessed an unexcused absence from class unless the student presents an excused pass. Students must be inside the classroom before the bell rings.

**3) Consequences for Tardy to Class**

- On the fifth cumulative tardy, or the 1<sup>st</sup> time a student is seen by the dean for tardies, the student may receive a 1-hour detention and parents/guardians will be notified.
- On the sixth cumulative tardy, or the 2<sup>nd</sup> time a student is seen by the dean for tardies, the student may receive a 2-hour detention and parents/guardians will be notified.
- On the seventh cumulative tardy, or the 3<sup>rd</sup> time a student is seen by the dean for tardies, the student may receive two additional 2-hour detentions and parents/guardians will be notified.
- On the eighth cumulative tardy, or the 4<sup>th</sup> time a student is seen by the dean for tardies, the student may be considered insubordinate, parents/guardians will be notified, and progressive discipline will be applied.

**4) Passing periods and after school hours**

Students are expected to move expeditiously between classes. All students are to leave the building at the 3:00 bell unless attending an after school function or in designated supervised areas.

## 11. Vocational School Attendance

Juniors and seniors can arrange with the counselors to attend our off campus vocational and technical programs. Students who enroll must remain throughout the school year. If a student is suspended, expelled, or withdraws, their status also applies to their enrollment status at Fishers. Vacation periods for Hamilton Southeastern High School and the vocational schools do not always coincide. A student is required to attend the vocational school even if Hamilton Southeastern High School is on vacation and to attend Hamilton Southeastern High School even if the vocational school is dismissed.

The following rules apply:

1. Career Center students must enroll in three (3) classes at Hamilton Southeastern High School.
2. Career Center students are responsible for being aware of altered schedules at Hamilton Southeastern High School. When the schedule changes, the priority is to attend Hamilton Southeastern High School classes.
3. Vocational School Attendance - Half Days  
It is the student's responsibility to attend all classes, including Targeted Instruction (Period 5), at Hamilton Southeastern High School. A student may be dismissed to attend the off campus vocational program only with prior approval of the school counselor assigned to those students.
4. Students will attend HHS to complete state mandated testing.

## 12. Truancy

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

1. The willful non-attendance of a student from school without parent/guardian/custodial permission and school authorities'
  - a. permission.
2. All class periods of truancy are considered unexcused. Repeated occurrences of truancy during the course of the school
  - a. year will result in the student being identified as a "habitual truant." A student may be considered a "habitual truant" on
  - b. the third occurrence of truancy. A juvenile truancy report will be filed with the prosecutor's office and an Invalidation Form will be filed with the Bureau of Motor Vehicles.

Habitual tardiness may be considered truancy.

## 13. 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.**

## 14. Targeted Instruction & Employability

Attendance during Employability lessons are required for all students. Additionally, students who are requested by a staff member for Targeted Instruction are required to attend that staff member's session. As an academic period and part of the school day, attendance expectations are no different than any other period.

## Emergency Drill Policies

1. Fire and tornado drills will be conducted periodically throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event an actual emergency should exist.
2. As mandated by the state, students will be instructed in appropriate safety measures to be taken in earthquake or other emergency situations.

# Discipline

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others; education cannot take place unless there is an atmosphere of order and discipline. Students are expected to walk in the hallways while attending school. Students are expected to behave appropriately during all school activities or functions (on or off school property) or while traveling to or from school or a school activity. The school administration can use any form of reasonable discipline including time-out, detentions, Community Service, In School Suspension, Out of School Suspensions, and Expulsions; the unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made (HSE administration will not employ corporal punishment). 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.

## Section 1: Detentions

Detentions are assignments to supervised study areas before or after school hours. They serve as consequences for minor school infractions. A detention may be from one hour to three hours in length at the discretion of school officials. Students are responsible for their own transportation. Students will be given at least one day to make these arrangements. Detention times assigned by teachers or administrators will be served in an assigned room. Students assigned to the detention room will be expected to be there at 3:05 p.m. to serve the detention. Failure to successfully complete an assigned 1 hour or 2 hour detention may result in a Friday detention. Failure to successfully serve a Friday detention may result in additional detention time or a suspension. Arriving late to detention will not be allowed and will count the same as if the student skipped detention. There will be no talking or sleeping.

Students must bring and work with appropriate school materials. Failure to comply with any detention room policies will result in dismissal from detention and stronger disciplinary action. In the case of a school closing or cancellation, the detention will be rescheduled through the Dean's office. Any other arrangement must be made with the staff member who originally assigned the detention.

## Section 2: In-School Suspension (ISS)

In an effort to keep students in the school learning environment, Hamilton Southeastern High School incorporates an In-School Suspension program for certain rule violations. A student may be placed in ISS for one (1) to three (3) days. Students assigned to the ISS program:

1. Must report at the beginning of the school day (8:30 AM) to the Deans' office.
2. Will be responsible to collect assignments and bring all materials and books needed.
3. Are excluded from participation in any extracurricular activity during the suspension period.
4. An ISS placement counts as a suspension in reference to the habitual offender policy.

Students who are placed in ISS and choose to break the ISS rules will be dismissed from the program. This removal may result in an automatic multiple-day suspension from school.

The Redirection Center was created in response to the latest research on adolescent trauma and behavior modification. Our aim was and is to reduce suspensions out of school and provide opportunities for reflection and education within our building to aid developing teenagers in making better decisions. Our RDC Facilitator walks students through various stations where they reflect on the choices made to result in a consequence, make an academic success plan, complete outstanding work they'll be missing from class, participate in community service, and discuss how to capitalize on the goals they've set for themselves during their time in the RDC. Students are less likely to repeat negative behaviors when they believe they're supported and encouraged by their school community. The Redirection Center is another example of our institutional commitment to provide our students multiple opportunities to reach their full potential.

## Section 3: Community Service

Hamilton Southeastern High School may offer the opportunity for students to participate in a community service program in lieu of serving an in or out of school suspension. The parent/guardian must agree and sign a community service contract for the student to qualify for participation in the program. For each day of suspension the student will complete four (4) hours of community service. The student will have one week to complete each four (4) hours of community service. Unsuccessful completion of community service may result in out-of-school suspension and placement in the OSS program. This will also result in disqualification from the community service program for the remainder of the school year. Participation in the community service program will count as a suspension in reference to the habitual offender policy.

#### **Section 4: Friday Detention**

At the discretion of the school administration an assignment of Friday detention may be given in lieu of an In-School Suspension, suspension, or any other disciplinary action. Students assigned to Friday detention are to report to the designated area so that they can be given an assigned seat by 2:40 p.m. Students arriving late will not be admitted to Friday detention. Friday detention sessions will be held in a designated area and students will not be allowed access to any other area of the building. Dismissal for students will be at 5:40 p.m. Failure to report on time, violation of Friday detention regulations, or other inappropriate behavior that results in the failure to successfully complete Friday Detention may result in out of school suspension. Absences not verified by a physician will not be accepted. Other emergency situations (to be determined by the school administration), which could cause absence from Friday detention, must be taken care of by 3:00 p.m. the preceding day. The following regulations will be observed:

1. Students are responsible for having appropriate materials for studying for the duration of the detention. There will be no excuse for not having enough materials to keep the student occupied. Students are responsible for bringing their school books, notebooks, pen or pencil, etc. Students will not be able to go to their lockers during Friday detention.
2. Students may be required to complete work that will be assigned by the Friday detention personnel.
3. If a session of Friday detention is canceled, because of inclement weather or anticipated inclement weather then the student is expected to attend the next regularly scheduled Friday detention session.
4. The last Saturday of the month may be scheduled as a possible detention time.

#### **Section 5: Suspension/Expulsion**

1. A student may be suspended or expelled from school for misconduct, substantial disobedience, sexual behavior on school grounds, or unlawful activity. Types of activities which may result in suspension or expulsion include, but are not limited to: disobedience of school authorities; fighting; use of profanity; abusive, rude or disrespectful language; gambling, theft, and habitual misconduct; vicious, immoral or illegal conduct; persistent violation of school rules; continuous and willful refusal to accomplish reasonable school tasks within the student's capability; truancy; forged passes; vandalism; possession, consumption, sale or use of alcoholic beverages, intoxicants, or controlled substances (or look alike substances); hazardous or unauthorized use of vehicle; possessing firearms or weapons; any activity that may reasonably be considered an interference w/ school purposes or an educational function.
2. State Law now allows the principal to suspend a student for a maximum of up to ten days at any one time. The School Board has adopted a policy which authorizes administrative personnel to be allowed to use this option. The length of suspension will be determined by school authorities and will reflect the offense. Parents or guardians will have custody and responsibility for the student while under suspension. A suspended student may not appear on school property or attend a school sponsored activity.
3. Any of the reasons for suspension can result in a request for expulsion. An expulsion is the denial of school attendance for more than (10) days and may be for up to two semesters. It can only be imposed by the superintendent of schools upon the recommendation of the principal.
4. The "Due Process and Pupil Discipline" law in the Indiana Code is a process of dealing with students who exhibit behaviors that interfere with the normal school process. It is a protection for both the student and the school. The Board endorses these procedures and feels that they are a fair and equitable means of dealing with problems of a severe nature.
5. In addition to items listed above, a student may be suspended or expelled for engaging in an 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 and to protect persons or school property. This includes any unlawful activity meeting the above criteria which take place during weekends, evenings, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. The discipline imposed by the school on the student for such activity would be in addition to any other consequences that may arise as a result of police investigation.

#### **Section 6: Probation of Students**

Any student who has been involved in an infraction of school rules may be placed on behavioral probation by the school principal or their designee, in addition to, or in lieu of, other disciplinary action. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place. During the probation period, the student may be denied the privilege of participation in or attendance at all extracurricular activities. If the student is further involved in an infraction of school rules during the probationary period, they will be subject to whatever disciplinary action is set forth in the probationary agreement. The parent/guardian will be notified by the principal, or their designee, that the student is being placed on behavioral probation, including the length of the period, the terms of the probation, and the possible consequences of suspension/expulsion if the student is found in further violation of school rules during probation.

#### **Section 7: Electronic Devices**

Electronic Devices – Students are required to have an electronic device that meets or exceeds HSE Schools BYOD guidelines. Teacher discretion may be used to restrict the use of electronic devices in the classroom for particular classroom activities. 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. Confiscated items (when released by school officials) must be picked up by parent or guardian. Cell phones, Smartwatches, and AirPods/headphones are not to be used by students in the classroom and silenced unless explicitly stated otherwise by the teacher, substitute teacher, or administrator. Students using their cell phones or headphones inappropriately and/or against classroom procedures may be subject to progressive discipline. No picture taking or video recording is permitted in locker rooms or restrooms. **The school is not responsible for any lost or**



stolen items.

### Section 8: Classroom Rules

Student behavior will be governed by the classroom teachers' regulations. Individual classroom rules are given to all students by the classroom teacher at the beginning of the school year (or new semester, if appropriate.) It is the student's responsibility to read the rules and to conduct themselves accordingly.

### Section 9: Academic Dishonesty

Academic dishonesty, such as but not limited to cheating, plagiarism, copying or photographing someone else's work or assessments, distributing your own work or someone else's work to other students, or allowing other students to copy or photograph your work, or using AI-generated work without the express consent of a teacher, is considered a serious offense by the faculty and staff of Hamilton Southeastern High School. Any student who commits academic dishonesty for the first time may lose all credit for that assignment and parents/guardian will be notified by the teacher and/or a school official. A student committing academic dishonesty for a second time, in the same class, will be notified by the teacher, seen by the Dean, and may be withdrawn from that class with a failing grade (WF). Please refer to individual teacher syllabi for further clarification.

### Section 10: Turnitin.com

Building policy requires ALL major papers be submitted to a turnitin.com drop box (typically in [Canvas](#)). This electronic review service assists the instructor in identifying originality of thought. It is possible an instructor will require additional assignments (journal entries, drafts, creative writing, etc.) be submitted to a turnitin.com drop box at their discretion. Instruction on how to use the turnitin.com drop boxes in Canvas has been made accessible to all students, and students should understand it is their responsibility to ask their individual instructor any questions that may arise with the use of this service.

### Section 11: Student Dress

Hamilton Southeastern Schools students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. The appearance and dress of any student is the primary responsibility of both the student and the parent/guardian. HSE 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 the buttocks, torso (**the body apart from the head, neck, arms, and legs**), **midsection of the body**, undergarments, or the lack of undergarments
- Masks (*Note: personal protective equipment is acceptable*)
- Heavy and/or long coats
- Strapless tops or spaghetti-straps
- **Hats or hoodies: Hoods will be in the down position and hats will be off unless given permission by a staff member for that instructional period.**
- Any item that might cause a concern for student safety
- Blankets and pillows
- Students are not permitted to carry 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.

## Section 12: Student Parking & Driving

Application for parking lot facilities and driving privileges may be made by any student who finds it necessary to drive to and from school. All vehicles must be registered and have parking tags displayed. The privilege of driving on school property and the use of parking lot facilities will be withdrawn whenever a driver operates their car in a manner that is illegal and/or threatens the welfare of people and/or property. This includes violations while driving to and from school. The following regulations apply to all drivers and passengers. Failure to abide by these regulations may result in the withdrawal of driving and parking privileges on school property. Students who lose vehicle registration tags will be charged for a replacement.

1. All vehicles and operators must be properly licensed.
2. Cars that are driven to school must be registered at the Dean's office during the first week of school. The school permit should be displayed and affixed using the adhesive provided on the back of the sticker in the lower corner of the passenger windshield; parking tags should not be taped to the windshield. If more than one car is driven on a frequent basis, a registration form should be completed for each car.
3. All students are expected to park in the designated parking spaces for students.
4. Students must bring all items for the entire day from their car. Access to vehicles is not permitted during the day. An administrator must approve any exception. Students are to enter the building promptly upon arriving at school.
5. Loitering in or near cars while on school property is prohibited. Drivers will not make their cars available to other people for purposes of loitering.
6. Cars should be parked in designated parking areas, (within the designated space), upon arrival at school and should remain there until the driver's dismissal time.
7. When the school buses begin to leave the school at dismissal time, all traffic will stop and buses will be given the right-of-way.
8. The school does not carry insurance which covers students' automobiles. The school cannot assume liability for damage and/or theft.
9. The speed limit on school grounds is **15 MPH**.
10. The privilege of bringing a student-operated motor vehicle onto school premises is hereby **CONDITIONED** on **WRITTEN CONSENT** by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination, without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff may request that a law enforcement officer search a motor vehicle on school premises. The school will conduct routine inspections of student parking lots and of the exterior of student vehicles on school property. The interior of a student's vehicle may be inspected with or without the student's consent any time a school authority has reasonable grounds to initiate such search.
11. Any prohibited item found in a student's car is subject to the same consequences as student possession within the building.
12. Automobile mechanical problems are not an excuse for tardiness or absence from school.
13. Driving privileges may be denied as a disciplinary measure when deemed appropriate by school officials.
14. Any student who wishes to drive to or from school or school related events must consent to participate in the Hamilton Southeastern High School Student Driver Drug and Alcohol Random Testing Program. Any student who refuses will not be permitted to drive. Student drivers will be subjected to a random chemical test to determine if the student has consumed or is under the influence of alcohol and/or other illegal drugs and substances as defined by Indiana law.
15. Unauthorized or unregistered vehicles may be towed at the owner's expense.
16. Failure to properly register a vehicle or to properly park in designated parking spaces will result in progressive discipline.

## Section 13: Drug Education & Random Screening Policy Random Drug Testing of Athletes

When a student makes an attempt to be on an athletic team at Hamilton Southeastern High School they have declared themselves an athlete for that school year. Attempting to be on a team includes going through a tryout or attending a practice. Any student involved with Hamilton Southeastern High School athletics must have a "Random Drug Testing Form" completed, signed by the athlete and parent and/or guardian, and be on file in the Athletic Director's Office. If an athlete is 18 years old they do not have to have a parent/guardian signature. When a student declares themselves an athlete their name will go into the drug testing pool for the random testing. Their name will remain in the testing pool until the end of the school year.

## **Student Athlete & Student Driver Drug & Alcohol Random Testing Policy Purpose**

1. A student athlete who has consumed alcohol or uses illegal drugs presents a real and substantial danger to their own health. Drugs or alcohol may mask the pain that an athlete may feel, thus causing the athlete to overexert their body. Drugs or alcohol may reduce one's motor coordination or alter one's mood to the degree that participation in student athletics is unsafe for the individual athlete as well as those around them. Athletics and its related activities are an important aspect of life at Hamilton Southeastern High School yet safety must take precedence.
2. Many students choose to drive to and from school and school related activities. Driving can be a hazardous activity and a driver who consumes alcohol or uses illegal drugs is more likely to be involved in an accident or mishap than a driver who does not.
3. Hamilton Southeastern High School has a responsibility to its student athletes and student drivers to make efforts to ensure that they are drug and alcohol free and engage in their respective activities in a safe and responsible manner. Because illegal drug or alcohol use does not always manifest itself in observable ways, Hamilton Southeastern High School has instituted this policy of random testing for student athletes and student drivers. The purpose of this policy is to protect student athletes and drivers and those around them.

## **Policy**

Any student who wishes to participate in athletics or drive to or from school or school related events must consent to participate in the Hamilton Southeastern High School Student Athlete and Student Driver Drug and Alcohol Random Testing Program. Any student who refuses will not be permitted to participate in such activities. Student athletes and drivers will be subjected to a random chemical test to determine if the student has consumed or is under the influence of alcohol and/or other illegal drugs and substances as defined by Indiana law.

## **Test Procedures**

The school administration will implement a procedure for the method of random selection of students involved in the program as well as procedures to be used in the collection and testing of samples.

## **Consequences of Positive Test Result**

A student who tests positive for drug and/or alcohol use or refuses to submit to a chemical test when requested to do so will be subject to the following:

### **1. First Offense**

The student will be allowed to select one of the following two (2) options:

- **Option 1:** Immediate suspension of driving privileges for a period of six (6) weeks. Additionally, athletic consequences will be implemented in accordance to the **HHS Athletic Rules and Penalties**. During this six (6) week period the student must complete, at the student's expense, a drug education program approved by the school administration. The student shall also be subject to additional unscheduled drug tests. If a student selects this option and does not complete the approved education within the specified timeframe or fails a drug test during the six (6) week period then the second option shall be imposed.
- **Option 2:** The student will not be permitted to drive to or from school or school related activities for a period of 365 days and athletic consequences will be implemented in accordance to the **HHS Athletic Rules and Penalties**.

### **2. Second Offense**

If the student fails a second random test during their high school career, then the student will not be permitted to drive to or from school or school related activities for a period of 365 days. Additionally, athletic consequences will be implemented in accordance to the **HHS Athletic Rules and Penalties**.

### **3. Third Offense**

If a student fails a third random test during their high school career that student will permanently forfeit driving privileges for the remainder of their high school career; athletic consequences will be implemented in accordance to the **HHS Athletic Rules and Penalties**

### **4. Refusal**

A student who refuses to submit to a chemical test when required to do so shall be subject to consequences outlined above. If the student is unable to complete the chemical test, the student shall be required to return to the testing location within two (2) hours to provide the required specimen. If the student is still unable to complete the chemical test they shall be deemed as having refused to take the random drug test.

### **Altered Chemical Test**

Any chemical test determined to be altered in any way may result in the same penalty as Refusal (see #4 above).

### **Parental Notification**

If a student tests positive for drug and/or alcohol use the student and their parents/guardian will be notified in a timely manner.

### **Legitimate Explanation**

Within twenty-four (24) hours of being informed of a positive test result, the student may present evidence to the test administrator that the positive test result was caused by the legitimate use of a prescription or non-prescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded, and any record of the positive result shall be expunged.

### **Independent Analysis**

A student who receives a positive result will be permitted to retain an appropriately licensed laboratory to conduct an independent chemical analysis. This will be at the student's expense. If such a request is made, the laboratory used by the school will forward the chemical specimen directly to the laboratory of the student's choice. The student will be charged for the storage, handling and mailing of the chemical sample. The student will not be permitted access to the sample until it has been tested by the independent laboratory. If it is found that the student had access to the sample prior to it being tested by the independent laboratory then any result from that laboratory will be disregarded. The laboratory of the student's choice shall employ the current and most accurate methods for detection of the drugs previously found to be in the specimen. If the laboratory records a negative result, the student's record will reflect that result and the suspension imposed will be revoked. Any results obtained by the laboratory of the student's choice must be in the possession of the school within seven (7) days of the initial test results or they shall be disregarded. No employee, officer, or agent of the laboratory selected by the student shall in any way be associated with the student or any member of the student's family. If such an association exists then any negative test results from that laboratory shall be disregarded.

### **Voluntary Drug Testing**

Parents /guardian have the right to voluntarily enter their student into the random drug testing program. The student and parent/guardian will sign a form indicating they approve of the following conditions if their student has a positive drug test. The student must complete, at the student's expense, a drug education program approved by the administration. The student must provide to school officials documentation of successful completion of the program.

### **Section 14: Learner's Permit or Driver's License Denial/Revocation**

Any student identified as a habitual truant, who is suspended from school for a second time during the school year, who withdraws from school for reasons other than financial hardships, or who is expelled from school will face the following consequences with the Indiana Bureau of Motor Vehicles:

1. Any student identified as habitually truant will be denied a learner's permit or driver's license until the age of 18. The Principal, Assistant Principal, School Counselor, or Dean will conduct an annual review of the student's attendance record in order to determine whether attendance has improved to the degree that the student may become eligible to be issued a license or permit.
2. Any student withdrawing from school or quitting school for a reason other than financial hardship will be denied a driver's license or learner's permit until age 18. Financial hardship status will be determined at the exit interview.
3. Any student suspended from school for a second time during the same school year will be denied a permit or license for 120 days or have the same revoked for 120 days.
4. Any student expelled from school will be denied a permit or license (or have same revoked) for 120 days or until the end of the semester during which they return to school whichever is longer.

### **Section 15: Emergency Drill Regulations**

A student who deliberately sets a false alarm or telephones a false emergency will be subject to disciplinary action and may be subject to prosecution.

### **Section 16: Display of Affection**

Public displays of affection other than holding hands, walking arm in arm, and brief hugs are not acceptable for school or school activities. Conferences will be held with students who do not abide by this expectation and suspensions can be applied to persistent violators.

## Section 17: Bullying

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.

**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 their 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/guardian; or engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

**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.

**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.

**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 do not 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.

**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.

**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.

**Parental Involvement:** Parent/guardians are encouraged to be involved in the process of minimizing bullying. Parent/guardians should report suspected acts of bullying to an appropriate school official. In addition, parents/guardian of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parent/guardian 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/guardian 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.

**Reporting to IDOE:** Each school within the school district will record and report to the district lead administrator or their 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 or two or more of the above categories). The corporation lead administrator or their 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.

**Legal Citations:** *IC 5-2-10.1-12, IC 20-20-8-8, IC 20-26-5-34.2, IC 20-30-5-5.5, IC 20-33-8-0.2, IC 20-33-8-13.5, IC 20-34-6-1, IC 21-39-2-2.1*

### **Section 18: Sexual Harassment Policy & Non-DISCRIMINATION statement**

Employees or students of Hamilton Southeastern Schools will not engage in any activity to harass an employee or student through conduct or communications of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who are subject to the control of school authorities.

Hamilton Southeastern School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, sex, national origin, age, religion, disability in the programs or activities which it operates or the employment therein or admission thereto. The School strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

The district's full non-discrimination & anti-harassment procedure can be found on the HSE Webpage.

#### **Types of Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee or when made by any student to another student\* when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
4. Denial of an employment or educational opportunity occurs directly because an employee or student refuses to submit to unwelcome requests for sexual favors made by a supervisor or teacher.
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

\*In the case of student-to-student concerns, initial concerns and complaints will be dealt with at the building level and treated as disciplinary problems until it is determined that there is a pattern of harassment that is sexual in nature.

### **Unwelcome Conduct of a Sexual Nature**

Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by their conduct or verbal objection, that it is unwelcome. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### **Examples of Sexual Harassment**

Sexual harassment, may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

### **Sanctions for Misconduct**

A substantiated charge against an employee in the school corporation may subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge. A substantiated charge against a student in the school corporation will subject that student to disciplinary action including, suspension and/or expulsion consistent with the Student Conduct Code.

### **Reporting**

Any person who alleges sexual harassment by any employee or student in the school corporation will use the complaint procedure as outlined in policy J8.11.1.

### **False Reporting**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual, will be subject to disciplinary action consistent with school policy and the Student Conduct Code. Legal Reference: 42 U.S.C. 2000

## **Section 19: Substance Abuse Policy**

### **IT IS A VIOLATION TO:**

1. Provide to another, possess, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, or stimulant, or any intoxicant, narcotic, depressant, hallucinogen or substance representing a drug (such as but not limited to spice, K2, synthetics, herbal incense, etc.) Beverages such as non-alcoholic beer will be treated as a look-alike substance representing a drug. It is also a violation of the disciplinary code of Hamilton Southeastern Schools to possess any of the above substances unless as a result of a valid prescription while on the school grounds at any time, or at any school-sponsored activity at any location including a school bus. It is also a violation of this code to sniff or inhale or otherwise ingest any other substance when that is not the intended use of the substance.
2. Possess a raw material, instrument, device, or other object that they intend to use for
  - introducing into their body a controlled substance,
  - testing the strength, effectiveness or purity of a controlled substance, or
  - enhancing the effect of a controlled substance, on school premises at any time, or at any school sponsored activity at any location including the school bus. Use, by a student, of medication prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe said medication for that student, if said use is in accordance with the directions provided by said health care provider, is not a violation of this rule. Aspirin/Tylenol will be given **only** if the appropriate parent/guardian permission form is on file. Any student, who is unsure if possession, use or providing another person with any particular substance would violate this rule, should contact the principal, assistant principal or the school nurse before possessing, using or providing said substance
3. The intent to acquire or purchase illegal substances, drugs, or look-alike drugs.

In accordance with Public Law, Hamilton Southeastern High School will inform law enforcement agencies, in writing, when violations involving controlled substances (e.g. drugs) occur within the school environment.



## **Disciplinary Actions for Violation of the Substance Abuse Policy**

At the request of parents/guardians, the principal will consider alternatives to expulsion for first time offenders only and under the following conditions:

1. Parents/guardian who elect to enter their child into an approved drug/alcohol abuse program will do so at their own expense. (An approved program must be certified by the Division of Addiction Services, Indiana Department of Mental Health.)
2. If the program is a residential program, the school corporation will readmit the student to classes upon completion of the program. If the program is one that remediate the student on evenings and/or weekends the student will be readmitted to school after the five (5) day suspension upon proof of enrollment in the program.
3. Should the student not complete the requirements of their program, they will immediately be expelled for the duration of the original expulsion period proposed.
4. Driving privileges may be denied as a disciplinary measure when deemed appropriate by school officials.

Students committing a second offense of possession and/or use of drugs/alcohol or students committing the providing and/or selling of drugs/alcohol will be expelled following due process procedures.

### **Section 20: Reasonable Suspicion**

The administration shall 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 the student, while at school, is using or under the influence of alcohol, marijuana or a controlled substance (as defined by Indiana law).

Reasonable suspicion may arise from the following:

1. A student's conduct, physical appearance and/or odor indicates the use of alcohol, marijuana, or a controlled substance.
2. Possession of a vape, drug paraphernalia, alcohol, marijuana, or a controlled substance.
3. Reliable information communicated to an administrator indicating a student is presently using, possessing, 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 disciplinary action up to and including the recommendation for expulsion as outlined in the student handbook. (i.e. but not limited to chronic sleeping, erratic behavior). Additionally, a student possessing synthetic urine or any type of masking agent intended to alter a drug screen will be subject to disciplinary action up to and including the recommendation for expulsion.

### **Section 21: Items Prohibited in School**

#### **Firearms, Look-alikes, or Destructive Devices on School Property**

Firearms or resemblance to 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.

A firearm or destructive device is any weapon that is capable of, designed to, or that may readily be converted to expel a projectile by means of an explosion.

#### **Deadly Weapons on School Property**

Deadly weapons are prohibited on school property. This does not apply to law enforcement officers performing their official duties. Under 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.

A deadly weapon is any device, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, that is readily capable of causing serious bodily injury. Under Indiana law an animal can be a deadly weapon. Serious bodily injury creates a substantial risk of death, or causes serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus.

#### **Other Items Prohibited on School Property**

A student may not possess any of the following, at any time on school property or at school related activities:

- Tobacco or tobacco products
- Alcoholic beverages or alcoholic containers
- Materials capable of making an explosive
- Incendiary devices, including lighters and matches
- Flammable liquids or gases

- Nicotine delivering devices or nicotine products (such as but not limited to electronic cigarettes, nicotine patches, vapor pens, etc.)
- Vape delivery devices and/or vape fluids
- Synthetic urine or any type of masking agent intended to alter a drug screen

*\*\*Except as approved either by a teacher in connection with a class assignment, project, or demonstration or by the building principal, a student may not possess in a school building:*

- Knives, laser pointers or any other object that is readily capable of causing injury
- Look-alike firearms such as, but not limited to, Airsoft guns or BB guns
- Animals\*\*
- Explosives, including all fireworks, model rocketry engines, smoke bombs, stink bombs and similar devices

**\*\*ANIMALS:** Per Board Policy, animals are not permitted on school property unless approved by the building principal. Animals can be prohibited from school for various reasons including possible attacks, allergies, and communicable diseases.

## **Section 22: Lost/Stolen or Confiscated Items**

**The school is not responsible for any lost or stolen items.** Any item on school premises or brought to a school function that is considered inappropriate, misused, or prohibited may be confiscated by school personnel.

## **Section 23: Chemical Substances**

Any inappropriate use of a chemical substance, including but not limited to, chemical spray, Mace, or pepper spray is prohibited on school property, at any school related function, and/or at any extracurricular activity. Students violating this policy will be subject to disciplinary action.

## **Section 24: Student Safety**

Students are not permitted to ride scooters, skateboards, rollerblades, etc. to school. These items are not to be on school grounds at any time. Those students who ride a bicycle to school must keep it locked to the bicycle rack located on the south end of the building near Door 18.

## **Section 25: Protecting Students through Cooperation with Law Enforcement**

Hamilton Southeastern Schools is committed to protecting students from individuals not associated with the school corporation and recognizes its responsibility to cooperate with law enforcement agencies and the Office of Family and Children or its successor in function.

When such agencies request permission to interrogate a student at school, the principal must ensure that the agency has informed the parents, when appropriate, obtained the parent/guardian consent for minors after the parent/guardian and student have had meaningful consultation, and the student knowingly and voluntarily agrees to an interrogation.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student on school premises, the principal's representative will be present throughout the proceedings. The principal will also verify that the student has been informed of their right to refuse to answer questions, to be informed that anything they say may be used against them in court, to consult with their parent/guardian, and be advised by legal counsel.

No student will be released to an agency, other than a law enforcement agency or child protection agency without proper warrant or written parent/guardian permission, except in the event of an emergency or for the protection of life or property as determined by the principal.

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. If a student is suspended and/or expelled for activity which would be a crime if committed by an adult, Hamilton Southeastern Schools, may notify the appropriate law enforcement agencies if merited. The following information, when applicable, will be given in writing to a designated juvenile officer within the appropriate law enforcement agency:

1. Name, age, address, and gender of the student;
2. The nature of the offense, or activity allegedly committed and to circumstances immediately surrounding it, including the time, location and property involved;
3. A description of the method of apprehension; and
4. 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.

The Superintendent or their designee will prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

## **Section 26: Student Searches**

The principal or another member of the administrative staff, acting under the direction of the principal, may search the person of a student during the school day if the principal has reasonable grounds for a search of that student. The School Board authorizes the use of handheld magnetometers when such use is authorized by law.

## **Section 27: Photograph/recording of Students & Personnel**

Students may not use any device to photograph or record (including audio or video) the activities of other students or district personnel while on school property, including school buses, 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 use any device to record themselves or other students violating school policies, and students may not disseminate recordings of such content.

Students who violate this expectation may face appropriate disciplinary consequences.

## **Section 28: Inappropriate Conduct**

Any conduct that causes a disruption within the school environment is prohibited. Such conduct includes, but is not limited to:

- Intentionally or recklessly injuring another person except for self-defense or reasonable action taken on the reasonable belief that it was necessary to protect some other person
- Intentionally or recklessly damaging property belonging to someone else
- Using threats or other conduct or statements intended to intimidate another for any purpose
- Using obscenity, profanity or inappropriate language (verbal, written, or electronic communications)
- Falsifying school related documents (i.e. phone calls, permission slips, passes, etc.)
- Gambling
- Engaging in pranks that could result in harm to another person or to property belonging to someone else
- Using, being under the influence of or being otherwise impaired by alcohol, drugs or any controlled substance
- Disseminating maliciously false, sexually suggestive, or defamatory statements about any student or staff member or immediate family
- Violating any state or federal law
- Engaging in academic dishonesty, including cheating, plagiarism, and wrongfully using or distributing test material to others
- Surreptitiously photographing or recording anyone, or distributing captured content that violates school policies and/or causes harm.
- Engaging in bullying, “cyber” bullying or hazing on school grounds immediately before or during school hours; immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or school activity, function or event; or using school property or equipment provided by the school
- “Sexting” - The use of a portable communication device to contain or transmit inappropriate and sexual content. Engaging in “sexting” may lead to school and legal consequences
- Occupying school property intending to wrongfully deprive others from entering, leaving, or using it
- Taking or using someone else’s property without that person’s permission
- Intentionally disrupting or interfering with a school activity
- Engaging in sexual behavior
- Substantially disobeying the directions of teachers, coaches or administrators having supervision of the student if the disobedience constitutes and interferes with school purposes or a school activity
- Without good grounds, accusing another student or a staff member of sexual harassment or of violating a school rule or state or federal law
- Interfering with or obstructing an investigation by school officials of a violation of this policy
- Not reporting to school officials a plan or scheme to violate this policy
- Images or language that create a hostile or intimidating environment based on any protected class or marginalized group; this includes racist, sexist, and homophobic comments or other microaggressions.
- Violating a rule that the student’s building principal establishes and the Board of School Trustees approves
- Entering an area that is off limits, or not being in your assigned area
- Being in a bathroom stall with another student
- Selling food or other items outside of official, school-approved fundraisers

**Attempt to Conspire** – A student may not attempt to engage, assist others in engaging, or conspire with or encourage others to engage in any conduct described above.

Violators will be subject to reasonable disciplinary action and, for more serious offenses such as drugs, fighting or causing harm to others, may be referred to the appropriate law enforcement agency.

Any conduct that causes a disruption within the school environment is prohibited. Such conduct may receive a discipline infraction and includes, but is not limited to:

Disrespect to Faculty and Staff: Respect of staff is expected at all times. Any behavior (verbal, written, or digital) with the intent to harass, ridicule, humiliate, intimidate, harm or **disrespect, such as, insults, abusive language/ profanity, threatening remarks, posturing, obscene gestures, and any verbal assaulting of a staff member are not aligned with our school's vision and grounds for discipline actions.** (REVISED 7/18/23)

### **Section 29: Student Expression**

One of the basic purposes of education is to prepare students for responsible self-expression. Students have a right to free expression as long as they do not substantially interrupt the educational process.

#### **Student Rights**

1. Students have the right to free expression of ideas and to participate in the publication of such ideas.
2. Students have the right to express their opinions as long as they do not infringe upon the rights of others through personal attacks or obscenities.

#### **Student Publications**

The educational policies and procedures governing student publications shall be followed. Faculty advisors will monitor style, grammar, format, and appropriateness of materials. Students will be directed by faculty advisor and/or building principal to judge literary value, news worthiness, propriety, and to recognize and edit material considered obscene, libelous, slanderous, or apt to incite students to commit unlawful acts, violate school regulations, or to disrupt school operations. Student journalists are responsible for determining the content of their publications. They are subject to state law and the policies of the Board. Procedures for distribution of all publications shall be cleared with the principal.

#### **Student Protests, Demonstrations, and Strikes**

Students who individually or with others willfully disrupt the routine and daily schedule of the school or a school-sponsored event by encouraging an individual or group to violate an existing school policy, regulation, or administrative decision will be subject to disciplinary action as appropriate.

### **Section 30: 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.

Per Indiana Code, "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**

**Section 31: Destruction of School Property**

A student who causes damage to or loss of any school property will be required to reimburse the school for such damage or loss. Appropriate disciplinary action may be imposed as well. Damaged or lost instructional articles may be replaced by the student responsible for them. The individual school price list will be used in establishing replacement fees based on the list price and depreciation schedule.

**Section 32: Student Identification Cards**

Student identification cards are necessary to conduct business in all areas of the school. Students are required to have a valid identification card with them at all times and present that card to any staff member upon request. Failure to present an identification card on request may result in disciplinary action. Identification cards may also be required for extracurricular events. Cards which are altered, lost, or damaged must be replaced. Original identification cards will be free to students. Replacements must be purchased by students.

**Section 33: Student Passes**

Students in the hall during a class period must have a signed pass from an authorized individual classroom teacher, secretary, etc. Students may not go outside the building unless that pass is written by or approved by an administrator. Students who forge a hall pass, possess a forged hall pass, are out of assigned area or enter a restricted area without permission will face disciplinary consequences.

# Athletic Procedures

## Section 1: Philosophy

Hamilton Southeastern High School expects its student-athletes to have such attributes as dedication, self-sacrifice, and the sincere desire to be the best athletes possible, 365 days of the year. Student athletes should promote respect, foster pride, and inspire excellence. All of those involved with any part of the athletic program should conduct themselves in a manner which sets an example for the younger people in our community. They should have a thorough understanding of the rules, regulations, requirements, and standards which make up our athletic program. Participation in athletics is a privilege. The responsibilities of the student-athletes are greater than those of other students.

Information regarding the NCAA college athlete eligibility guidelines can be found at: <https://web3.ncaa.org/ecwr3/>

## Section 2: General Policies

### Absence from School

Athletes must attend two full periods of the regular school day to participate in practice, athletic contests, or attend an awards program scheduled for that day. If extenuating school or family circumstances result in a student's failure to be present the required two complete periods an exception can be made. Reasons that may be considered would include: HHS approved college visitations, HHS field trips, medical emergencies, and funerals. If an athlete is suspended from school for any reason including in-school suspension, they are not eligible to participate during that suspension. Additionally, upon return to school, an athletic suspension may be imposed.

### Age

A student cannot be 20 years of age prior to or on the scheduled date of the IHSAA State Finals in their particular sport.

### Amateurism

The athlete cannot have: participated under an assumed name; accepted money or merchandise directly, or indirectly for athletic participation; accepted awards, gifts, or honors from colleges or their alumni; signed a professional contract.

### Athlete Defined

A student is considered an athlete for one year (365 days) from the time they submit a completed IHSAA Physical Form to the Athletic Office. When a student submits an IHSAA Physical, they are declaring their intentions of being an athlete for another full year. When a student is considered to be an athlete, they will be held accountable for the rules, guidelines, and policies of this handbook. Consequences for violating club/ academic team rules do not take the place of athletic consequences for teams sanctioned by the IHSAA.

### Conduct and Character

The athlete must not bring discredit upon the school, or a disruptive influence on the discipline, good order, morale or educational environment of the school. A more detailed listing of rules established by Hamilton Southeastern High School can be found in the table of rules and consequences in the athletic section.

### Enrollment

The athlete must be fully enrolled, as defined in the *Curricula* section, no later than the 15th day of the current semester.

### Grades

The athletes must meet IHSAA academic standards and be passing at least 70 percent subjects for the preceding grading period. Semester grades take precedence over those from a nine-week grading period. At the nine weeks, athletes enrolled in credit recovery courses must have 50% work completed and passing in order to count towards eligibility.

### IHSAA Eligibility Rules

Hamilton Southeastern High School is a member of the Indiana High School Athletic Association (IHSAA). We are required to abide by the rules it has set to govern high school athletics. This is a general summary of some of the rules which most often affect high school athletes. A more detailed account of IHSAA rules can be accessed at [www.ihsaa.org](http://www.ihsaa.org).

### **Illness and Injury**

The athlete must present written verification from a physician stating that they are physically fit to participate after being absent five or more consecutive days. Per the IHSAAA bylaw 9-14, "Return to Competition After Injury," an athlete missing 8-14 days is required to attend 4 practices before returning to competition. If more than 14 consecutive practices are missed, the athlete must attend 6 practices before returning to competition.

### **School Transfers**

An athletic transfer from their prior school must be completed through the Athletic Director's office of Hamilton Southeastern High School before any type of athletic participation. The athlete must not have transferred from a school to HHS for athletic purposes as a result of undue influence or persuasion by any person or group.

### **Team Awards Programs**

The award program is an extension of the athletic season and all athletes are expected to attend. Student athletes are expected to communicate an absence from the awards program with the head coach.

### **One Sport per Season**

In general, an athlete is allowed to participate in ONLY ONE sport during a season. Exceptions require approval of both coaches involved and the Athletic Director.

### **Participation, Practice & Games**

The athlete must not participate as a member of any similar team, during the same season; or in an IHSAA sponsored sport not under the direct supervision of their school.

### **Physicals/Participation Forms**

A completed IHSAA physical form (Consent and Release Certificate) must be on file with the athletic office before the athlete begins conditioning for their intended sport. Athletes must also complete online consent forms located on the athletic website.

### **Quitting a Team**

Once an athlete begins practice in a sport and their team membership is terminated by either the athlete, or the coach, for a reason other than being "cut" due to lack of ability - they are ineligible to practice or participate in another sport during that season. This may be appealed to the Athletic Director. An exception will require mutual consent of both coaches involved and the Athletic Director. Any athlete who quits a team may not try out for a sport of the next season until the team they quits finishes their respective season. This restriction includes pre-season conditioning as well.

### **Social Media & Electronic Communication**

The use of social media, on or off campus, by a student that causes any substantial disruption to the academic or athletic environment may result in discipline including suspension or removal from the activity, group, leadership position, or team.

### **Unsportsmanlike Conduct**

If an athlete is ejected or disqualified from a contest for any unsportsmanlike conduct there will be a conference with the Athletic Director, head coach, and athlete involved. Each case will be handled on its own merits with no precedent for discipline being set by any case.

## **Section 3: Types of Athletic Awards**

### **Varsity Letters**

A chenille varsity letter will be awarded to any athlete fulfilling a varsity letter requirement. Only one letter will be given during the four years.

### **Numerals**

Chenille numerals indicating the year the athlete will graduate will be given to all athletes the first time they earn a varsity letter.

### **Sport Emblem**

An emblem symbolizing the sport for which the athlete fulfilled a varsity letter requirement will be given once in each varsity sport. Any replacements must be purchased through the Athletic Department at the athlete's expense.

### **Service Bars**

A bar emblem will be given each time an athlete fulfills a varsity letter requirement.

### **Letter Jackets**

Jackets are not given as awards. Hamilton Southeastern High School-style jackets will be available through local sporting goods stores. (Store locations available from the Athletic Department)

### **Replacement Awards**

Any replacement awards or chenille numerals must be purchased through the Athletic Department at the athlete's expense.

### **AWARD SERIES FOR A SINGLE SPORT**

1. 1st Varsity Letter:
  - Letter, Sport Emblem, & Bar
  - Certificate - recognizing a first varsity letter
2. 2nd Varsity Letter:
  - Bar
  - Certificate - recognizing a second varsity letter
3. 3rd Varsity Letter:
  - Bar
  - Award - recognizing third varsity letter
4. 4th Varsity Letter:
  - Bar
  - Award - recognizing fourth varsity letter

### **AWARD SERIES FOR COMBINED TOTAL LETTERS**

1. 8 Total Varsity Letters - "Senior Award"
  - a. An award recognizing this accomplishment
2. 12 Total Varsity Letters:
  - a. An award recognizing this accomplishment and recognized on the Wall of Fame

### **Special Awards Conference**

#### **Champions**

Team members for conference champions may purchase chenille patches for their particular sport. The Athletic Department will not fund these awards; these awards will be funded by the athlete or the program.

#### **IHSAA Sectional Team Champions**

Each team member will receive a 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA SECTIONAL CHAMPION." These awards are funded by the athletic department. Individual sectional champions, or their associated program, may choose to purchase their own award recognizing this accomplishment.

#### **IHSAA Regional Team Champions**

Each team member will receive a 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA SECTIONAL & REGIONAL CHAMPION." These awards are funded by the athletic department. Individual regional champions, or their associated program, may choose to purchase their own award recognizing this accomplishment.

#### **IHSAA Semi-State Team Champions**

Each team member will receive a 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA Sectional, Regional, & Semi-State Champions." These awards are funded by the athletic department. Individual semi-state champions, or their associated program, may choose to purchase their own award recognizing this accomplishment.

#### **IHSAA State Finalists & Champions**

Each team member, or individual winner/qualifier, will receive a 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA State Champions," "IHSAA State Finalist,"

#### **Rings**

Any team that is an IHSAA "State Champion," or "Runner-up," will have the opportunity to purchase the ring the IHSAA offers to those groups. The same holds true for an individual "Champion," or "Runner-Up." Individually, an athlete must be in the top two places in the "State Meet." These awards will be funded by the



athlete or the program.

### **Hall of Fame**

Hamilton Southeastern High School recognizes student athletes who have received state recognition by being an Indiana All-Star 1<sup>st</sup> Team, All-State Player 1<sup>st</sup> Team, and/or individual IHSAA State Finalist or other criteria as determined by the athletic department. Individuals who earn 12 Varsity letters in IHSAA sports and/or varsity cheerleading will qualify for the Hall of Fame.

### **Removal from the Hall of Fame**

Hamilton Southeastern High School reserves the right to not recognize, or remove a person from the “Hall of Fame” if the qualifying member has committed an act to reflect discredit upon HHS. In the event an underclassman qualifies for the “Hall of Fame,” and they do not participate in that sport through their senior season, they may be removed from the “Hall of Fame.”

### **Varsity Letter Requirements Athletes**

Individual letter requirements will be determined by the sport’s head coach and communicated to the student at the beginning of the sport season. An athlete must complete the season in good standing.

### **Student Managers**

If a student is a manager for a varsity athletic team, the varsity coach will determine the requirement for earning a varsity letter.

### **Auxiliary Personnel**

Auxiliary personnel include people who work with the team primarily at games only. These participants will not qualify for awards through the Athletic Department. They will be recognized by their respective team and its coaching staff.

## **Section 4: Training Rules & Conduct Definitions,**

### **Explanations, & Penalties**

The following descriptions of terms, definitions, and explanations of the rules and penalties are established for the athletes of Hamilton Southeastern High School:

### **Probation**

This is a period of time when the athlete’s conduct is carefully supervised. It is the result of a violation of one of Fishers athletic rules. If an athlete is found to be in violation of an athletic rule while on probation, they will suffer the greater of the two penalties.

### **Number of Athletic Probations**

An athlete cannot be placed on probation more than two times during their high school career. If they are found in violation of an offense resulting in a third probation, they will not be allowed to participate in any type of athletics for the remainder of the high school career. When an HHS student is considered to be an athlete they will be held accountable for the rules and guidelines of this handbook. ([See Athlete Defined](#))

### **Individual Team Rules**

Each head coach will furnish their athletes with team specific rules and/or regulations at the beginning of the season which apply to that sport.

### **Nutritional Supplements**

Hamilton Southeastern High School does not encourage or endorse the use of any type of nutritional supplement. The use of products such as protein supplements, amino acid supplements, creatine, weight gain and/or loss products, etc. is a decision to be made by the student/athlete and their parents/guardians. Due to the potential health risks associated with the usage of nutritional supplements, this decision should be made in consultation with a physician.

### **Satisfactorily Completing a Season**

Those athletes assessed a penalty which would carry over to another season must “SATISFACTORILY COMPLETE” the season they are in. To fulfill this requirement, the athlete must satisfy all of the coach’s requirements which are expected of the other team members.

**Suspension for a Percent of a Season****1. Suspension for One Season (100%)**

If an athlete is excluded from 10 scheduled games and the season consists of 20 games, then 50% of the penalty has been satisfied. The remaining 50% must come from the next season they satisfactorily complete.

**2. Suspension for Less than One Season (example: 50%)**

If an athlete is excluded for one scheduled game and the season consists of 10 games, then 10% of the penalty has been satisfied. The remaining 40% must come from the next season they satisfactorily complete.

# ATHLETIC RULES & CONSEQUENCES

TYPES OF VIOLATION	OCCURRENCE	ATHLETIC PENALTY
Unauthorized possession of Fishers High School athletic property	1 <sup>st</sup>	Suspension from team(s) until property is returned.
	2 <sup>nd</sup>	Suspension from team(s) until property is returned; may also face disciplinary action.
Possessing (incl. paraphernalia), admission of use, or being under the influence of tobacco (including e-cigarettes and/or vaping products)	1 <sup>st</sup>	Suspension from team(s) for the equivalent of 25 percent of the contests for one athletic season, or for the first season they satisfactorily complete; mandatory meeting with and support from the school social worker (students must engage in this support before returning from suspension); subject to increased random drug testing; athletic probation two semesters.
	2 <sup>nd</sup>	Suspension from athletic team(s) for one calendar year (365 days), and completion of drug education course with follow-up from the school social worker; (this must be completed before returning from suspension); subject to increased random drug testing; athletic probation two semesters. **
Possessing (incl. paraphernalia), admission of use, or being under the influence of alcohol or a controlled substance	1 <sup>st</sup>	Suspension from team(s) for the equivalent of 50 percent of the contests for one athletic season, or for the first season they satisfactorily complete; enrollment in drug education course with follow-up support from the school social worker (student must be enrolled before returning from suspension); subject to increased random drug testing; athletic probation two semesters <i>** Failure to complete the drug education course may result in a reinstatement of suspension.</i>
	2 <sup>nd</sup>	Suspension from athletic team(s) for one calendar year (365 days), and completion of drug education course with follow-up from the school social worker; (this must be completed before returning from suspension); subject to increased random drug testing; athletic probation two semesters. **
Felonies, Misdemeanors, and Out of School Suspensions ( <i>for reasons not covered below</i> )	All	<p>When a student is charged with a felony or misdemeanor, or when a student receives an out of school suspension, there will be a three-step process for determining athletic consequences.</p> <p><b>Step 1:</b> The student-athlete has a right to due process. The athletic director will contact the student and their parents/guardians to discuss the process for determining athletic consequences. In this preliminary meeting with the student and their parents/guardians, the student is not required to share additional information about the situation; however, they will have an opportunity to provide any information they would like to share about the situation in question. <i>If the student is charged with a criminal offense, their legal counsel may have instructed them not to speak with anyone about the impending case unless their counsel is present. Students' constitutional protections will be honored.</i></p> <p><b>Step 2:</b> Within 7 days of that initial meeting, the athletic director will convene the disciplinary committee to determine an appropriate athletic consequence for the student. The committee shall consist of the following members: (1) <i>the Principal or designee</i>; (2) <i>an Athletic Director</i>; (3) <i>the student's school counselor</i>; (4) <i>the Chief Equity &amp; Inclusion Officer</i>; and (5) <i>the head coach of the student's athletic team/program.</i></p> <p><i>* Cases will be evaluated by the committee on an individual basis; the committee will consider what makes each case unique and how it relates to or differs from similar historical offenses. Potential suspension from the team may range anywhere from 0-100 percent of the season.</i></p>

**Step 3:** Within 2 business days of the disciplinary committee’s meeting, the athletic director will send written notice of the committee’s findings via email **AND** hard copy (USPS) of the student’s athletic consequence to the following: the student, their parent/guardian, and the athletic program’s head coach.

\* **“Athletic Probation”** is a period of time when the athlete’s conduct is carefully supervised. It is the result of a violation of one of FHS’ athletic rules. If an athlete is found to be in violation of an athletic rule while on probation, they will automatically receive the penalty for the second occurrence.

**\*\* Athletic Appeals Process:**

1. The student-athlete has a right to due process. Per Board Policy K04.00, students & parents/guardians who disagree with the building-based consequence may initiate an immediate appeal to the principal of the school using the approved Public Complaint Form. The Public Complaint Form is located on BoardDocs. The Public Complaint Form can be submitted via email or in-person to the principal of the school. Within 2 business days of the notice of appeal, the principal will send written notice via email of their findings to the following: the student, their parent/guardian, and the athletic director. A hard copy (USPS) of the findings will be mailed to the student and their parent/guardian.
2. Per Board Procedure K04.01, if the concern(s) remain unsettled after the principal has had an opportunity to address the concern, then the concern(s) may be directed to the Superintendent or Superintendent’s designee. The request should be accompanied by the previously completed Public Complaint Form. The Public Complaint Form can be submitted via email to the Superintendent of HSE Schools or in-person at the HSE Administration Building (13485 Cumberland Road). Within 2 business days of the notice of appeal, the Superintendent or Superintendent’s designee will send written notice via email of their findings to the following: the student, their parent/guardian, and the principal. A hard copy (USPS) of the findings will be mailed to the student and their parent/guardian.
3. If the concern(s) are not settled satisfactorily by the Superintendent or Superintendent’s designee, it may be brought to the Board of School Trustees. In addition to the previously completed Public Complaint Form, any additional questions and comments submitted to the President of the Board in letter form will be brought to the attention of the entire Board. The previously submitted Public Complaint Form and additional notes can be submitted via email to the Board President or in-person at the HSE Administration Building (13485 Cumberland Road). Within 2 business days of the notice of appeal, the President of the Board of Trustees will send written notice via email of their findings to the following: the student, their parent/guardian, the Superintendent, and the principal. A hard copy (USPS) of the findings will be mailed to the student and their parent/guardian. **Please note, the decision of the Board of School Trustees is final.**

**\*\*\* NOTE:** For offenses not listed on the “Athletic Rules & Consequences Chart, Head coaches can institute team procedures as long as they are (1) approved by the athletic department ahead of time, (2) made clear to student-athletes and parents/guardians ahead of time.

### **ALTERNATE PHYSICAL EDUCATION CREDIT**

Hamilton Southeastern Schools offers an alternative option for freshman, sophomore, and junior students to earn one of the two physical education credits. Students participating in HHS sports recognized by IHSAA, along with cheerleading, dance, and marching band, and those participating in non-HHS sports are eligible for this option. Students will need to complete two components to earn the physical education credit – coach’s form, and four quizzes. A student can apply for the opportunity by visiting the HHS website.

### **CREDIT THROUGH ONLINE ACADEMY**

Any freshman, sophomore, or junior student who has not participated in the Alternative Physical Education Credit may take one credit of Physical Education through Indiana Online Academy ([www.indianaonlineacademy.org](http://www.indianaonlineacademy.org)). The student will pay the cost of the course, and the high school will recognize the course for physical education credit.

### **REMAINING CREDIT REQUIREMENT**

The remaining required Physical Education credit must be earned by participating in a high school physical education class during the school year or a summer school class held at either Hamilton Southeastern High School or Hamilton Southeastern High School.

A student who has been granted a waiver from the first physical education credit and who is participating or training at least five days a week and who has demonstrated elite status beyond HSE Schools and State of Indiana (regional, National, or International levels), may qualify for a waiver from the remaining physical education requirement. Verification documentation from two outside sources is required. The student must document participation and complete the requirements for PE II (second physical education course) through the Indiana Online Academy. The student will pay any cost associated with the course and the high school will recognize the course for physical education credit.

# Commonly Searched Corporation Policies

A few of the more commonly searched corporation policies are included here. For a complete list of Hamilton Southeastern Schools Corporation Policies, [please visit BoardDocs](#) on the HSE Website.

## Drug Prevention Policy

Hamilton Southeastern Schools is committed to providing a drug and alcohol free learning environment. Drug and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students, and adversely affect the educational mission of the school corporation.

For these reasons, the unlawful manufacture, distribution, possession, use, or being under the influence of illicit drugs, alcohol or other controlled substances, on school premises or as part of any school-sponsored activities is strictly prohibited.

Disciplinary sanctions (in accordance with state and federal laws) will be imposed on students who violate the standards of conduct set forth in this policy. The following factors will be considered in the determination of said sanction:

- The potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to create addiction
- The degree and kind of involvement with drugs evidenced by the activities of the student offender; the number of other students affected by them; and their possible profit motive
- The number of previous times the student has been disciplined for drug involvement
- The overall disciplinary record of the student
- The student's willingness and desire to participate in an approved substance abuse program or to seek help from professionals, organizations, or other individuals qualified to provide services

## Family Education Rights & Privacy Act of 1976

For purposes of FERPA, "school official" includes: teachers, professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, school board members, members of committees and disciplinary boards, contractors, including online service providers, volunteers, or other party to whom the school has outsourced institutional services of functions.

Additionally for purposes of FERPA, "legitimate educational interest" means the school official needs to review an educational record in order to fulfill their professional responsibility. The responsibility for development, maintenance, and security of student records is a combined effort of the student, teachers, and the administrative personnel.

The parents/guardians of a student (age 17 or younger) have the right to inspect a student's permanent record and the right to a hearing concerning correction if they feel the record is in error. These rights pass fully to the student when they reach the age of 18.

A complete policy governing the collection, classification, and accessibility of data on permanent records has been adopted by the Board. A copy may be obtained upon request.

## Directory Information

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.

Hamilton Southeastern Schools considers "Directory Information" to be:

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

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/guardian 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.

### **After School Activities/Inclement weather – delays/closing**

The cancellation of after school activities will be determined on a case by case basis as weather conditions evolve. Parents/Guardians and students will receive communications via the school website, or emergency notification system.

### **NON-DISCRIMINATION & NON-HARASSMENT STATEMENT**

It is the policy of the Hamilton Southeastern Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1), (IC 20-33-1), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 educational amendment), and Section 504 of the Rehabilitation Act of 1973.

Hamilton Southeastern School Corporation will not discriminate or tolerate any form of discrimination in its educational or employment activities for any reason or on any basis prohibited by applicable federal and state laws, including race, color, religion, sex, sexual orientation, gender identity, national origin, age or disability. This includes but is not limited to a characteristic, trait, belief, practice, association or other attribute. Hamilton Southeastern Schools will foster a culture and environment that does not marginalize, treat unfairly or disrespect any member of our school community and will recognize the uniqueness and individuality of all students, educators, staff and administrators, so they have an opportunity to succeed.

This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment or discrimination. This policy applies to conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The immediate remedy for any act of discrimination shall be to end it, treat the individuals involved equitably, and, as much as practically possible, eradicate any effects of discrimination. The school corporation may impose discipline as appropriate.

If you feel you have experienced or witnessed a violation of the HSE non-discrimination policy, please [Click Here](#).

Inquiries regarding compliance with, Section 504, or the Americans with disabilities Act should be directed to [Amy Selby](#), Director of Exceptional Learners, Hamilton Southeastern Schools 13485 Cumberland Road, Fishers, Indiana 46038 or the Office for Civil Rights, U.S. Department of Education, Washington D.C.

Inquiries regarding compliance with Title IX and Title VI and VII of the Civil Rights Act 1964 should be directed to [Jimmie Lake](#) Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038 the Office for Civil Rights, U.S. Department of Education, Washington D.C.

## Hamilton Southeastern Schools Foundation

The Board of School Trustees of Hamilton Southeastern Schools recognizes the importance of the Hamilton Southeastern Schools Foundation, Incorporated in providing financial support for the educational purposes of the school corporation.

The Board will:

- encourage the community to support and participate with the Board of Directors of the Foundation;
- annually appoint an ex-officio member to the Board of Directors of the Foundation;
- operate within the policy guidelines of the school corporation while on school premises in fund-raising activities;
- ensure coordination, avoid confusion and duplication in developing proposals and making application for specially funded programs by having the corporation treasurer review and sign all proposals; and
- review and accept all grant proposals/donations as referred to in policy Public Gifts/Donations to Schools

## Hamilton Southeastern Schools Internet Use Agreement

***\*\*Please read this carefully\*\****

### 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 their 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
- **Social Media & Electronic Communication**
  - The use of social media, on or off campus, by a student that causes any substantial disruption to the academic or athletic environment may result in discipline including suspension or removal from the activity, group, leadership position, or team.

### 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. [harrjef000@hsestudents.org](mailto:harrjef000@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 appropriate, online 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/guardian 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:** 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/guardians 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/Guardians are encouraged to know how to access their student's Office 365 account.

If a parent /guardian wishes for their child(ren) to not have access to Mail (email), please contact the Director of Educational Technologies ([jharrison@hse.k12.in.us](mailto: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.



### **Student Computing Resources and Internet Access**

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/guardian, 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/guardians 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 subject to regulation and monitoring. Violation of any school rules and corporation policy may result in denial and disciplinary actions. Students and parents/guardian 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:

- a. violates any school rule, including any student discipline rule and any school policy;
- b. causes or is likely to cause a substantial and material disruption to the school;
- c. is a "true threat";
- d. is considered as lewd, vulgar, indecent or plainly offensive;
- e. generates a legitimate educational concern; or
- f. is considered an unlawful activity.

Details and definition to the above situations are found in HSE Technology Usage Policy I05.03 and Guidelines I05.3.1.

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 sites about cyber bullying. The Corporation recognizes the need to education 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 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/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 (<https://www.hseschools.org/>) for review by all parents, guardians, and other member of the community.

Corporation-provided computing resources and Internet access is designed for educational purposes only, curricular or extracurricular. It is impossible for Hamilton Southeastern Schools to completely restrict access to controversial materials, and HSE will not be held responsible for materials acquired on Hamilton Southeastern School's computing resources or over the Internet.

Students and parent/guardian understand and will abide by the Hamilton Southeastern Schools Technology Usage Policy I05.03 and Guidelines I05.3.1. And further understand that should they commit any violation, their access and /or privileges may be revoked and disciplinary action (up to suspension or expulsion) may be taken as deemed necessary by the Superintendent/designee. This may include legal action. There is no expectation of privacy in respect to the use of electronic information, resources, data files, or other records generated, stored, or maintained on Hamilton Southeastern Schools' computer resources. This also applies to the use of personal technology.

Parent/guardians may request 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.

#### **Hamilton Southeastern Restraint and Seclusion of Students**

Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE web- site under Board Docs policy J10.00. Here is the link to the board policy J10.00: <http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=8CYJMS4DE57B>

#### **Military Recruiters**

##### **Notice of Restriction to Release Student Directory Information to Military Representatives**

Release of Student Directory Information by Hamilton Southeastern High School to recruiting representatives of the various military services and academies is required by state and federal law. For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent/guardian or a student has the right to restrict the release of such information to the military recruiting representatives if the parent/guardian or student makes a written request that the directory information not be released to military recruiters without the parent's/guardian's written consent for such release.

#### **Student Photographs/Films/Videos**

##### **Media Interviews and Photographs**

Members of the public news media wishing to conduct interviews or take photographs at school during regular school hours in which students would (or could) be individually identified, need the prior permission of the central office administration.

Each year parents/guardians will be given the opportunity to indicate if they do not want public news media to interview or photograph their child at school.

#### **Using Schools or Students for Publicity Purposes**

Partisan, sectarian, or denominational doctrines may not be advocated in a public school during the hours the school is in session. This includes filming of campaign advertisements or other spots which advocate a certain position or opinion. This policy is not intended to limit the use of debates for instructional purposes, nor is it intended to limit the use of school facilities for organized debates.

#### **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 all Hamilton Southeastern School buildings and grounds are smoke-free.



**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 their designee.

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

For the purpose of these policy restrooms, locker rooms, and areas reserved exclusively for staff use 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 facilities is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have a legitimate expectation of privacy with respect to their 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.

# HAMILTON SOUTHEASTERN HIGH SCHOOL



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Fishers, IN 46037

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## **HSE Mission Statement:**

**United as Royals, we are responsible for exhibiting servant leadership with integrity and personal excellence to form a stronger community for the present and the future!**