HANDBOOK

DISTRICT: HAMILTON SOUTHEASTERN SCHOOLS
SCHOOL YEAR: 2026–2027
LEVEL: ELEMENTARY SCHOOL

Hamilton Southeastern Schools

ADOPTED BY THE HAMILTON SOUTHEASTERN BOARD OF TRUSTEES: JUNE 2026

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Adopted by the HSE Board of Trustees June 2026

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DISTRICT INFORMATION

Mission Statement

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

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 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.

Non-Discrimination/Equal Opportunity/Sexual Harassment

NON-DISCRIMINATION/EQUAL OPPORTUNITY POLICY: G02.01 AND A02.00
SEXUAL HARASSMENT PROCEDURE: J07.09.01

504 Coordinator

Inquiries regarding compliance with Section 504, or the Americans with Disabilities Act, should be directed to **Dr. Barb Walters**, 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.

Student Title VI and IX Coordinator

Inquiries regarding compliance with Title IX and Title VI, and Title VII of the Civil Rights Act of 1964 should be directed to **Christi Thomas**, Director of Student Services, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038, the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Staff Title VI and IX Coordinator

Inquiries regarding compliance with Title IX and Title VI, and Title VII of the Civil Rights Act of 1964 should be directed to **Ryan Taylor**, Assistant Superintendent, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038, the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Student Records (Notification of Rights Under FERPA and Directory Information)

EDUCATION RECORDS POLICY: J08.00
EDUCATION RECORDS PROCEDURE: J08.00

Fundraising

FUNDRAISING AND SOLICITATION POLICY: J06.02
FUNDRAISING PROCEDURE: J06.02

Hamilton Southeastern Education Foundation

HAMILTON SOUTHEASTERN SCHOOLS FOUNDATION POLICY: K08.00

Responsible Use of Technology and Internet Use

RESPONSIBLE USE OF TECHNOLOGY AND INTERNET USE POLICY: I05.03

Pest Control

PEST CONTROL POLICY: F10.00
PEST CONTROL PROCEDURE: F10.01

Suspecting A Disability

What to do if you suspect your child has a disability: Exceptional Learners Resources

Drug Prevention

DRUG PREVENTION AND RANDOM TESTING PROGRAM POLICY: J05.06

Asbestos Free Building

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

Returned Check Policy

According to the HSE School Board adopted policy, all returned checks will result in a charge equal to the penalty charge to HSE Schools for non-sufficient funds.

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.; (5) AP and Dual Credit testing fees; (6) returned check 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 the "Quick Links" tab. If you do not have internet access, you may contact your child's school to request a paper statement.
4. 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's exemption due to financial need.**

Transportation

Families can access specific bus expectations on the transportation webpage.

Food Services

Students spend their entire lunchtime in the cafeteria to avoid distractions to classes still in session. Students are not to go to lockers, the Counseling Office, or classroom areas without permission during lunch hours. **All HSE school buildings operate as closed campuses 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 via Skyward. **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 is not 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 Meals

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 the 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 a 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 Skyward 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 that 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, unpackaged "homemade" food items is prohibited due to food safety and sanitation regulations. Only commercially prepared food items not offered in the cafeteria may be sold to students as fundraisers. The fundraisers involving food items may not be sold during the time the cafeteria is in operation.

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.

Health Services

A full-time registered nurse is in each of the building's health clinic to assist students with health needs while at school. The goal of the school nurse is to provide care to students, manage students with medical concerns while keeping students in the classroom to continue learning. It is important for parents/guardians to complete necessary forms to

ensure the nurse can provide the care to support their student at school. Care cannot be provided to the student unless a consent to treat form and a health card on completed and on file.

All medications and treatments for students must take place in the school clinic unless a plan of care has been established with parents and the nurse. Medication can be prepared by the nurse to be administered during a study trip by the teacher. Students are not allowed to carry any medications, prescription or over-the-counter, on the bus or while at school. ·

Any student with the following symptoms will need to be picked up immediately to be taken home:

- Fever ≥100.4° F
- Vomiting
- Diarrhea
- Students may return after illness based on the criteria posted on the HSE health services webpage.
- A student who wants to be seen in the clinic must have a pass. No pass is required prior to the start of school, after school, or during the student's lunch period.
- Students will not be allowed to remain in the clinic for the entire period except at the discretion of the nurse. A student who spends the entire period in the clinic will be considered absent from the class during that period.
- Students who go home due to illness will be dismissed with verbal permission from a parent/guardian.
- Injury/extended illness- When a student returns to school following a fracture, severe injury, prolonged illness or medical procedure, parents/guardians must provide a doctor's note for any restrictions. The note should include the following if appropriate: Must specify length of time for restrictions (beginning and end dates)
    - Activity restrictions
    - Extra time between classes
    - Restricted attendance
    - Assistance with books
    - Any physical education class restrictions.

Please refer to the Health Services page on the HSE website for additional information on health policies and procedures.

School Safety

School Volunteers

Volunteers must have on file their limited criminal history background checks. Forms for limited criminal history checks can be found on the school safety page on the HSE Schools

website. 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 parents/guardians 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, obtain a visitor badge upon arrival, and sign out before 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 so class disruption may be kept to a minimum
- Teachers are not available to use class time to discuss individual matters with visitors

Emergency Information

When emergencies arise that necessitate the cancellation or delay of school, several radio stations, television stations, and the district website will carry the announcement. Based upon circumstances, ParentSquare may be used to notify parents/guardians in an emergency.

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 an earthquake or other emergencies.

Behavioral Threat Assessment

A behavioral threat assessment is a systematic process used to identify, evaluate, and address threats or concerning behaviors that may pose a risk to the safety of students and staff. The goal is to intervene early and provide support to prevent violence or harm. For additional information, please review Safety and Preparedness Policy E02.00.

Reporting Child Abuse

Indiana is a universal mandatory reporter state, meaning **all** residents, not just professionals, are required by law (IC 31-33-5) to report suspected child abuse or neglect immediately to the Indiana Department of Child Services (DCS) or local law enforcement. It is a felony for school officials to fail to report suspected child abuse to the proper authorities. School personnel will report suspected child neglect as well.

SCHOOL AND STUDENT SERVICES

Section 1: School Counseling

The school counselor is here to help students have a positive school experience. Our counselor talks with students individually or in small groups and provide classroom guidance for all children. Consulting with teachers, parents/guardians, and other school specialists, our counselor helps facilitate and address children's needs, as well as sponsors school-wide programs that promote a positive school climate and support the school's Social and Emotional education goals. In addition, our counselor serves as a liaison between parents/guardians, the school, and community resources.

Often, children face difficulties that may prevent them from working well in school. These could include upsetting events, such as divorce, job loss, a recent move, or a death in the family. Sometimes children have trouble adjusting to school or have difficulty with their friendships. Please let our counselor know if there is a situation in which we can help your child.

Section 2: School Enrollment Age Guidelines

Indiana Law requires anyone between the ages of seven and sixteen to attend school. Indiana Code sets the age requirement for school enrollment as follows:

Kindergarten – Age 5 on or before August 1st

Grade 1 – Age 6 on or before August 1st

Section 3: Walking or Bicycling to/from School

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

Section 4: Lost or Stolen 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 5: Deliveries from Outside Vendors

The school will not accept flowers, balloons, or gift deliveries of any kind for students.

Section 6: School Closing/Early Release

When Hamilton Southeastern Schools are closed for weather-related issues, the YMCA school care is closed as well.

Section 7: ParentSquare Communication App

Schedules change, buses run late, and emergencies occur. Hamilton Southeastern Schools has implemented an instant alert system, Parent Square, which can be utilized by district or individual building administrators, as needed. This system allows the school to notify parents/guardians of emergencies and/or changes to the school's regular schedule more quickly and conveniently. Parent Square brings critical and/or changing news directly to the intended audience, as parents/guardians can select how and where they receive messages. Please download the Parent Square app, which is available on both iOS and Android devices. Parent Square Directions link includes how to change languages.

Section 8: Emergency Phone Numbers

Upon registration of your child, you were asked to provide the school with the phone numbers of people who can be reached in cases of emergency. If these numbers change during the school year, please inform the school so that we will always have up-to-date information on file. Please make sure the people the school is to notify are willing to take responsibility for your child in case you cannot be reached.

Section 9: Building Visitors/Volunteers

Parents/guardians are welcome to visit or volunteer in classrooms with prior approval. All volunteers must have an approved background check on file, and visits must be scheduled with the teacher at least one school day in advance to minimize disruptions. Visitors should avoid high-impact times such as the beginning and end of semesters, days before breaks, and testing periods.

For safety reasons, unannounced classroom visits are not permitted. All visitors must check in and out at the office, always wear a visitor badge, update the office if their destination changes, silence cell phones, and refrain from taking photos or videos of students using a digital device (e.g. glasses) due to FERPA regulations unless authorized by the Superintendent and Designee. Item drop-offs and deliveries must be handled through the office to avoid interrupting instruction. When volunteering, siblings may not accompany parents/guardians into classrooms.

Section 10: Recess

Recess supervision is provided by responsible school personnel. For every child's safety and the school's liability, parents/guardians may not accompany students to recess. Recess will be held outdoors whenever possible. Precipitation, sunshine, cloud cover, wind chill,

temperature, etc., are all considered when a decision is made for indoor recess. In general, recess will be held indoors when it is raining, or the temperature/wind chill falls below 15 degrees Fahrenheit. Conversely, if 90 degrees Fahrenheit or higher heat index (relative humidity and temperature) is reached, the school will take special precautions for any outdoor activity and teachers will use extreme caution while monitoring students at recess. In addition, students will be provided ample amounts of water before and during recess. Recesses will be shortened or may be moved indoors at the discretion of the principal or designee. Children will be watched/monitored carefully for necessary action. These temperatures are based on recommendations from the American Academy of Pediatrics and the Indiana Department of Health.

Section 11: Playground Rules/Consequences

- All students will go out to recess unless they have a note from home. Extended periods of time (more than three days) require a physician's excuse.
- Students should not use any electronic devices during recess, indoor or outdoor.
- Students should take the necessary coats and playground equipment with them.
- Students should enter and leave the building in a quiet and orderly manner.
- Students are responsible for the return of all equipment that they took out to recess.
- Students should play in the designated playground areas at each respective building and away from the actual building.
- Students should use the swings as they were designed. Jumping from, standing on, or twisting the chains is not appropriate.
- Students should slide down the slide one at a time and feet first.
- Students should not participate in the following activities: wrestling, tripping, fighting (real or pretend), and tackle football.
- Students are expected to line up immediately when the signal is given for the end of recess.

Additional rules may be added depending upon the needs of each individual elementary school, grade level, or classroom.

Procedures for the playground and consequences for when they are not followed are created at the building level and per the principal/designee's discretion.

Section 12: Lunchroom Rules/Consequences

- Students should walk while in the lunchroom.
- Students should not use any electronic devices during lunch.
- Students should keep their hands, feet, and personal items to themselves.
- Students should follow lunchroom procedures by eating their own food and refraining from throwing or playing with their food, napkins, and utensils.
- Students should use an inside voice when speaking with their peers and adults.
- Students should follow all instructions given by adults and be respectful to all.

Additional rules may be added depending upon the needs of each individual elementary school, grade level, or classroom.

Procedures for the lunchroom and consequences for when they are not followed are created at the building level and per the principal/designee's discretion.

Section 13: Food Service Procedures

All Hamilton Southeastern Elementary Schools follow the same general guidelines with respect to the school lunch program. Parents/guardians should refer to Food Services on the HSE website for additional information on all lunchroom policies.

Section 14: Lunch Time Visitors

Parents/guardians are permitted to eat with their child any time after the first two weeks of school. Advanced notice needs to be given to the school office. Each building will set the procedure for lunch visitors. Due to enrollment, some buildings may not be able to accommodate providing lunch for visitors. Schools will alert parents/guardians if this is to occur via the school newsletter. Per Hamilton Southeastern Schools' policy, outside drinks or commercially prepared/vendor-prepared foods are not permitted during mealtime. In addition, a background check is required to join a student for lunch. Visitors should refrain from taking photos or videos of students during lunch due to FERPA privacy. Siblings may not accompany parents/guardians.

Section 15: Food Allergies/Dietary Restrictions

If a child has a severe food allergy, requiring an EpiPen, emergency medication orders must be signed by a student's physician each new school year and provided to the school nurse. Please notify the school of any food allergies or dietary restrictions regarding specific foods for your child. For ingredients of daily meals, please refer to the Food Service page on the website.

Section 16: Milk Allergies

All milk allergies must be reported to the school nurse. A written doctor's statement must be submitted every year. A carton of milk is included with the price of a school lunch. All students must take a milk carton unless we have a written note from a physician stating that your child has a milk allergy. The school has water and juice to offer these students. For safety, we ask parents/guardians to refrain from sending in beverages that are in glass containers or are carbonated. Colas are prohibited.

Section 17: Snacks in the Classroom

In accordance with the HSE Wellness policy and procedure, the need for a classroom snack will be determined on an individual classroom basis by the building principal. In the event that snacks are allowed, each student should bring a snack for him/herself only. With the

large number of food allergies in schools today, the building principal, school nurse, and nurse coordinator will determine if snacks are not possible for classrooms or entire grade levels for the safety of all students. In these cases, an alternate option can be offered.

Section 18: School Newsletter

Elementary schools publish a school newsletter and email the newsletter to parents/guardians via Parent Square. For parents/guardians without internet access, a copy will be sent home upon request. Regular features of the newsletter include lunch menus for the upcoming week, PTO News, announcement of upcoming events, related arts rotation for the upcoming week, and more. We encourage you to take the time to read the newsletter so that you can be better informed and aware of upcoming events and deadlines.

Section 19: Access to School Before or After School Hours

It is important to encourage student responsibility and organization of student belongings, but it is also understandable that students may forget items in the classroom from time to time. The office staff will happily work with parents/guardians or students to return to the classrooms before or after school during normal office hours to get items they may have forgotten. In order to maintain building security, classrooms are locked outside of school hours. Therefore, students will be escorted to the classroom by school personnel to retrieve these items.

Section 20: Religious Observations/Instruction

In accordance with Ind. Code 20-33-2-19, as amended, when the parent of a student who is enrolled in public school provides a written notice, the principal shall allow the student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporated under Indiana law. After receiving the notice, the principal shall work in a collaborative manner with the parent or entity offering religious instruction to provide assistance in determining a period or periods not to exceed one hundred twenty (120) minutes in total in any week for the student to receive religious instruction. An entity offering religious instruction to a student (as described herein) shall work in a collaborative manner with the principal to ensure that the period or periods in which the student receives religious instruction are the least disruptive to the instruction time (as defined by IC 20-30-2-1) of the student. Any notice provided under this section is valid for only a year.

Section 21: Student Office 365 Accounts

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

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

Conduct

Students are responsible for good behavior just as they are in a traditional school building. Students should inform their teacher of inappropriate use. Any disciplinary actions taken pursuant to the Board Policy shall incorporate the procedural due process rights of the student and/or parent/guardian as provided by law, Board policy, and the Student Rights Handbook. Please refer to Board HSE Procedure: I05.3.1.

Access Restriction

Access to and use of a student Office 365 account is considered a privilege accorded at the discretion of Hamilton Southeastern Schools. The district maintains the right to immediately withdraw 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) 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.

Section 22: Backpack Identification

All students are encouraged to have a school-issued ID tag on their backpack and any other bag that is used to transport materials to school. All lunch boxes need to be marked on the outside with the student's first and last name. These rules have been established to keep our

students and staff safe and organized. It allows school officials to quickly determine if an unmarked bag, box, etc. could be of danger to anyone.

Section 23: Birthdays

Birthdays are a special time, but due to the number of Hamilton Southeastern students who have various food allergies, no birthday treats will be allowed at school. Birthday party invitations should be mailed and not handed out at school. The school will not accept flowers, balloons, or gift deliveries of any kind for students. They not only cause a disruption in the classroom, but they also cannot be taken on the bus because they may restrict the driver's visual field. Instructional time cannot be used for birthday parties or celebrations.

Section 24: Classroom Celebrations

Schools may have up to two classroom celebrations during the year. It is the decision of the individual building administrator as to what the celebrations will entail and when they will take place. Examples of the celebrations are traditional classroom parties, presentations of student learning, or service-learning projects. Treats may be provided through HSE food services in conjunction with payment by the PTO. Students should not bring in candy or other food items during these celebrations.

Section 25: Evening School Events

We ask that evening performances be events the entire family can enjoy together. Please keep all members of your family together to enjoy our special event. Children in the audience will be asked to sit with their parents/guardians throughout the entire performance. As a courtesy to all performers, we request our families remain seated for the entire performance. Please remember all HSE schools are tobacco-free and vape-free. In addition, a student must be in attendance at school for a minimum of one-half day on the day of the event to participate.

Section 26: Study Trips

When classroom teachers schedule a study trip for the class away from school, a permission slip will be sent home with the needed information on it. This slip must be signed and returned. Students without a signed permission slip or anyone not returning the permission slip by the deadline set by the classroom teachers will not be allowed to attend the trip. Medications may be given by the school nurse or their designee when students are out of the building or on a study trip. Before a parent/guardian is chosen to help chaperone a study trip, they must have a criminal background check approved and on file in order to accompany the class. These forms are only valid for three years, after which time a new application may be submitted. In addition, siblings are not permitted to attend the study trip. Parents/guardians not chosen as a chaperone are not permitted to join the class at the destination. This causes a major breach in our safety measures of keeping students safe while in our charge.

Administration of Medications and Treatments

As a result of the growth in enrollment in our school system, there has been a corresponding increase in the number of students with special needs. These needs often include the administration of medication or treatment requiring informed judgment. Asthma and diabetes management are examples of these special needs.

The priority of the school nurse has to remain with the greater number of students at the school campus. Thus, on a study trip or other student activity that takes place away from school, the school nurse will rarely, if ever, be able to accompany special needs students. In addition, most of the teachers are not qualified to administer certain medications or treatments, or to judge the use of these for chronic medical conditions.

The parents/guardians of the student with special medical needs are expected to work with the school to arrange for an adult other than the school nurse to accompany their child on study trips or other activities when it is deemed necessary by the school nurse and school principal. If a parent/guardian cannot accompany the child, the parent/guardian:

- May select an adult (other than the school nurse) to accompany their child; or
- May work with the school to arrange for adult supervision for their child; or
- May waive the need for an adult to specifically accompany their child; or
- May elect to decline participation in the study trip experience.

A student trained in the use of their inhaler, glucometer, insulin therapy, or EpiPen may be allowed to administer their own emergency medication on a study trip. For this to occur, each student's ability to self-administer emergency medication must be addressed in the student's Individual Health Plan, and a signed physician authorization form must be completed.

Section 27: 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 28: Parent Teacher Organization

Each Elementary School in the district has an active Parent-Teacher Organization. The PTO provides our children with many items and services throughout the school year. You automatically become a member of the PTO by enrolling your child. General PTO meetings will be determined at the beginning of the school year by the PTO Executive Board and the school principal. The PTO Executive Board meets regularly during its term in office. If you have any questions or comments that need to be addressed by the PTO, contact one of the

Executive Board members. A list of those officers and committee chairpersons is posted on the school website.

Section 29: Telephone Calls and Emails

The school is always ready to render necessary services in delivering important messages to teachers and students. We cannot, however, call either students or teachers to the phone during class time, except for emergencies. Voice mail is available twenty-four hours for parents/guardians to leave messages for teachers. If a message is to be relayed before the end of the school day, please make sure the office takes the message.

To encourage student responsibility, students cannot use the school telephone except in emergencies. We do not allow calls for forgotten items or notes. Each staff member has an HSE email account. Please make sure you reference your child in the subject line of the email. We often do not open mail that is not identified. Please remember that staff members may not get to email during the school day.

Section 30: Students' Legal Settlement

Per Indiana Code, 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.

Section 31: Withdraw/Transfer of Students

Parents/guardians who will be withdrawing their child from school should notify the school office at least one full day in advance so the appropriate forms, library obligations, lunch charges, and textbooks can be addressed. Student's iPad and charger should be returned to school. School records will be sent directly to the new school. Health forms may be copied and sent with the parents/guardians. A request for these copies should be made as far in advance as possible.

ATTENDANCE

It is important that your child is at school each day. Good attendance is one of the keys to achieving your child's full potential in the learning process. The overall rate of attendance is one of four determining factors in our accreditation rating with the Indiana Department of Education. Depending on the time of year, absence can also have an impact on school funding.

Daily school attendance is expected. Attendance will be excused (Exempt) but not counted against absence numbers for the following reasons:

- Serving as a page or honoree of the Indiana General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving as an active-duty member of the Armed Forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (Study Trip/or principal approved) (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
- A student who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

Absence will be excused (not exempt) but count against absence number if it meets the criteria as determined by the school's policies **(10 days or less)**.

- Administrator Approved – This category could include an absence from school that has been reviewed and authorized by a school administrator. (health issues, family emergencies, religious observations, or other personal/extenuating circumstances.)
- Family Choice Planned - absence pre-arranged by the student's family for reasons such as vacations, family events, or other personal matters. (not during the week preceding or following a fall break, winter break, or spring break; during final exams, or the last week of school);
- Family Choice Unplanned – This category could include an absence that occurs

  unexpectedly due to unforeseen circumstances or decisions (may not be excused if during the week preceding or following a fall break, winter break, or spring break; during final exams, or the last week of school)

- Funeral/Bereavement
- Medical (student illness or injury documented with medical note or phone call up through 10 absences total)
- Religious observations
- College Visits (per high school handbook expectations)

A student may not be absent from school for more than **ten (10) days per school year.** Both excused and unexcused absences count toward this maximum of ten days. Continuation of school attendance after the tenth absence may be subject to the student complying with conditions (e.g., a doctor's note may be required) regarding any additional absences.

Students of parents/guardians 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.

At the elementary level, the half-day absence mark is 10:55 AM for student days. Any student arriving after 8:10 AM, prior to 10:55 AM, or departing after 10:55 will be marked a half-day absence.

Section 1: 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 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 and require the School to notify DCS or other entities as required by Indiana law.

Section 2: Reporting Absences

When your child is absent from school, please call the school office before 9:00 AM each day he/she is absent. Please report the child's name, classroom teacher, and illness. It is helpful for the school nurse to know the nature of illnesses in our school to identify symptoms of others seen in the clinic. A doctor's permission to return to school may be required, depending upon the length and type of illness your child is experiencing. We ask you to do

this to ensure the safety of your child and to confirm that he/she is either here or with you at home. Our voicemail system will take messages concerning absences before and after office hours. If you do not contact the office, contact will be made with you by the school. Absences can be entered into Skyward.

Section 3: Homework Due to Illness

In case of absences, parents/guardians may request homework for their child on the second consecutive day of absence due to illness. Please call the school office by 8:10 AM if requesting homework, so that the classroom teachers have adequate time to prepare the assignments. Homework may be picked up in the office between 2:15 PM –3:00 PM. Generally speaking, a student has one day for every day absent to complete makeup work.

Section 4: Non-Participation in Class/Activities

Recess

All students are expected to participate in recess each day. Recess will be held outdoors on all days when weather permits. Therefore, students should dress appropriately on all days as they will be expected to go outside with their class. Students not participating may bring a note from home or their physician. Our school policy only allows a student to use a note from home for three (3) school days, after which time a parental note should be replaced with a doctor's note. Any student missing physical education, for any reason, will not be permitted to participate in recess activities. They will go outside for recess and may be an observer, but may not participate in recess activities. Parents/guardians need to communicate any recess excuse to both the school nurse and the classroom teacher. Parents/guardians who wish to discuss a particular situation may contact their student's classroom teacher.

Physical Education

As a vital part of our curriculum, all students are required to participate in physical education. To be excused from participating, a student MUST have a doctor's note stating why he/she cannot participate and for how long the student will be excused. If a student is injured and is waiting to go to a doctor, a parental note may be used. However, a parental note will only be good for one day. The student MUST have a doctor's note to continue to be excused from physical education class.

Any student with an excused absence/non-participation day in physical education is not permitted to participate in active extracurricular functions. This includes sports, camps, bowling, intramural athletics, and travel sports teams. Doctor's notes need to be specific regarding restrictions. The note must contain a start and end date for the restrictions. Terms such as "limited activity, some activity, not too much activity, and do what they feel like" are very ambiguous and open to varied interpretation. Therefore, any notes that are not specific will be interpreted as no physical activity.

Students who physically do not participate in physical education class will be responsible for everything taught on an informational/knowledge/intellectual basis. However, a student must also participate to earn at least a satisfactory grade in physical education. Prolonged absence from physical education, without a doctor's excuse, could jeopardize the student's grade. Therefore, all communication for excused participation from physical education should be made with the physical education teacher. Parents/guardians who wish to discuss a particular situation may contact their student's physical education teacher.

After-School Activities

Any student who is ill and has either not attended school or has been sent home sick from school may not participate in any after-school activities until symptom-free for twenty-four (24) hours. In order to participate in any extra-curricular or after-school activity, a student must be in attendance at school for a minimum of one half-day on the day of the event.

Section 5: Tardy to School

The elementary hours are 7:40 AM to 2:10 PM. If a student arrives at school late but within the first 30 minutes of class, they will be counted as tardy. A student who is more than 30 minutes tardy will be assigned an unexcused absence from class unless excused with proper documentation or a parent/guardian phone call per our procedure.

Section 6: Appointments During the School Day

If an appointment requires that your child arrive late to school or be released early from school, your child must be signed in and/or signed out at the school office by a parent/guardian or other authorized adult and show a valid picture ID. If your child is routinely arriving late or leaving early from school, they are missing accumulated instructional time.

Section 7: Late Start or Early Release for Non-School Activities

Late starts or early releases for activities such as lessons, practices, etc. are discouraged as they are not in the best educational interest of the students. However, some circumstances require that a student be late to school or dismissed before the end of the school day on a regular basis. Parents/guardians should contact the building principal for the specific procedure for consideration and approval of a request for regular late start or early release of any student for a non-school activity.

Section 8: Alternate Route Home/Permanent Change

For detailed information regarding permanent dismissal changes, please reference **Daily School Procedures** on your school's website.

Section 9: Transportation Change During the Day

For detailed information regarding transportation changes during the school day, please reference **Daily Procedures** on your school's website.

Section 10: 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 10 days per school year are unexcused and may also result in a referral to the ACES program.

DISCIPLINE

Section 1: Behavior Expectations

This handbook gives parents/guardians of elementary school students written discipline rules that have been adopted by the Hamilton Southeastern School Board of Trustees annually. Many of these rules are common-sense rules for a safe school. However, for parents/guardians, they are written from a legal perspective. Teachers will work with students to devise classroom rules. These rules will be easily understood by elementary students. Classroom and school rules will be made available to parents/guardians. All students are expected to follow all school and classroom rules and procedures. This handbook meets legal requirements for those few students who need behavior intervention and serious consequences. Failure to follow rules and procedures may result in the student being suspended, expelled, or excluded from the regular school day. Hamilton Southeastern Schools has adopted a plan for the safe restraint and seclusion of students. The plan is available via the HSE website under Board Docs policy J10.00.

Student Rules

1. Students are expected to show respect to everyone in the school setting. This includes, but is not limited to, peers, teachers, instructional assistants, custodians, dining room staff, bus drivers, parents/guardians, and special visitors.
2. Students are expected to walk in the hallways while attending school.
3. Students may not leave school grounds without written permission or signed out at the school office by a parent/guardian or other authorized adult.
4. Students are expected to respect other students by not putting hands on other students.
5. Students are expected to respect school property and the property of others.
6. Students are expected to have and use backpacks to bring books and school related items to and from school. Backpacks are required to be labeled with the student's name and teacher per building policy.
7. Students are not allowed in unsupervised areas before, during or after school.
8. Students are not allowed to sell or trade items at school.
9. Food is not to be taken from the cafeteria, nor to be consumed at any time other than lunch without specific permission from a staff member. Chewing gum and candy are not allowed during the school day unless under the direct supervision of an adult. Carbonated beverages are not allowed to be brought to school for lunch.
10. No student will be allowed to disrupt the educational process.
11. Students are not allowed to possess dangerous or illegal items, including drugs, weapons, items that resemble firearms, or any item that can reasonably be considered to be a weapon. Students with knowledge of such items on school grounds are to report the information immediately to school personnel.
12. A threat may be assessed for its seriousness. A behavior threat assessment process may occur and may involve law enforcement. Threats that are found to be a

disruption to the school environment will be handled according to the student handbook.

13. Students are to refrain from the use of force, violence, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging others to engage in such conduct.
14. All types of tobacco, electronic cigarettes, drugs, or alcohol are strictly prohibited.
15. Students will be subject to reasonable disciplinary action for any behavior (verbal, written, digital) committed with the intent to harass, ridicule, humiliate, intimidate, or harm another student or staff.
16. 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:
    a. Knives, laser pointers, or any object that is readily capable of causing injury.
    b. Animals
    c. Explosives, including all fireworks, model rocketry engines, smoke bombs, stink bombs, and similar devices.
17. In accordance with Indiana law, students are expected to keep all personal electronic devices, including cell phones, smartwatches, headphones (e.g. ear buds), smart glasses (e.g. Meta) and other communication devices, powered off and stored away (per school guidelines) from the start of the school day until dismissal. Progressive discipline will be followed for violating (e.g. devices that are visible, used or powered on) the Wireless Devices Exclusion Policy J13.00. Confiscated phones must be picked up during office hours by a parent/guardian. A student may use a school sanctioned device, as defined by district device specifications, for instructional purposes. 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 at a school-sponsored activity unless expressly authorized in advanced 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. At the time of registration, families may request to opt of photo and video events. No picture taking or video recording is permitted in locker rooms or restrooms.

Section 2: Dressing for School

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.

Student clothing and appearance should not draw undue attention from other students or faculty or disrupt the normal routine. If there is doubt about the appropriateness of a garment, it should not be worn. Attire typically worn at the beach is not appropriate for school. Clothing and/or any adornment displaying messages or images not appropriate for school should not be worn. Examples would be messages containing profanity, sexual

innuendo, references to drugs, alcoholic beverages, tobacco products, violence, or messages that incite hate towards other students or student groups. Culturally and religious-based head coverings are permitted. Hoods will be in the down position, and hats will be off unless given permission by a staff member for that instructional period. Attire that may damage school property (such as chains) or pose a danger to the safety of students and staff members (such as "Heelies") shall not be worn. Shoes shall be worn at all times.

Section 3: Discipline Code

This student code of conduct has been established in accordance with Indiana State Law. Students will not be allowed to engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Those activities could include, but are not inclusive to, possessing explosives, detonating devices, and fireworks, and/or possession or being under the influence of tobacco, harmful drugs, alcoholic beverages, non-alcoholic beer, stimulants, caffeine-based drugs, or intoxicants or inhalants of any kind. Indiana law authorizes the school board to prohibit unlawful activity by a student on or off school grounds. This includes before, during, and after school hours. It also includes any school activity or function (including summer school) or traveling to or from school or any school activity or function. If the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property, a student may be expelled or suspended.

Anti-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.

"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:

a) places the targeted student in reasonable fear of harm to his or her person or property;
b) has a substantially detrimental effect on the targeted student's physical or mental health;
c) has the effect of substantially interfering with the targeted student's academic performance; or
d) 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

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 prohibit 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, he or she should report directly to the building principal or school district lead administrator. Bullying reports to the department of child services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. HSE schools will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying

and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

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 a serious criminal offense, the matter may be referred to law enforcement. HSE schools shall inform the parents/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents/guardians are encouraged to be involved in the process of minimizing bullying. Parents/guardians should report suspected acts of bullying to an appropriate school official. In addition, parents/guardians of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents/guardians 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 before the end of the next school day after the school becomes aware of the possible incident. Parents/guardians of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy. In addition, parents of both the targeted student and the alleged perpetrator will be contacted before the end of the next school day after the conclusion of the investigation.

Reporting to the IDOE

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

Discipline Consequences

School Building Authority
A student violating a school rule may be subject to consequences including a timeout, loss of recess, lunch detention, in-school and out-of-school suspensions, and expulsion. Those rules should emphasize developing positive behavior and attitudes rather than purely imposing punishment and may require restitution in the case of damage to property.

Serious Discipline Consequences

In-School Suspension
In-school reassignment is a method of school discipline that provides the student with the opportunity to remain in a school setting. Classroom assignments will be provided to the student for completion and full credit before returning to regular classes. Students who are assigned an in-school reassignment remain in that atmosphere for the school day under the supervision of office or school personnel. If the student becomes uncooperative or does not follow the rules established for the classroom, suspension out of school will substitute for in-school reassignment. Students serving an in-school reassignment will not be able to attend any extracurricular activities on the in-school reassignment day.

Out-of-School Suspension
In some cases, it becomes necessary to assign an out-of-school suspension. This is usually the result of a serious infraction, refusal to comply with a lesser disciplinary penalty, or chronic misbehavior. Indiana law defines grounds for suspension or expulsion as "student misconduct or substantial disobedience". During such suspension, the student is in the care of parents/guardians. The student should not be present on school grounds without the permission of the school principal. Students are not to attend any extra-curricular activities while they are suspended out of school.

Corporal Punishment
Hamilton Southeastern Schools will not use corporal punishment as a method to correct misbehavior.

Student Due Process

The procedures for administering student discipline and due process are provided by Indiana law. The Hamilton Southeastern School Board adopts the Indiana Statutes as the

official policy and administrative procedures of Hamilton Southeastern Schools unless applicable federal law requires otherwise. Per Indiana law, authorities are to inform law enforcement agencies, in writing, when violations involving controlled substances occur within a school environment. Under Indiana law, a student bringing a firearm or destructive device to school or on school property or in possession of a firearm or destructive device on school property must be expelled from school for a period of at least one calendar year. Under 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.

Section 4: Video Surveillance

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

The corporation will notify staff and students through student/parent/guardians and staff handbooks that video surveillance may occur on corporation property.

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 Education Rights and Privacy Act. ("FERPA", 20 United States Code 1233 (g), 34 CFR Part 99.)

Security videos showing identifiable employees will be treated as personnel file information under the Indiana Access to Public Records Act and the board adopted policy implementing that act.

For the purpose of this 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 "nonprivate 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 his or her conduct or speech in the non-private area of a school corporation's 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.

The Superintendent or his/her designee will develop and maintain procedures to implement this policy.

Section 5: Criminal Organizations

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

a) promotes, sponsors, or assists in, or participates in.
b) requires as a condition of membership or continued membership; or
c) 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 on Criminal Organization Activity, please refer to HSE Board Policy: J05.11.

ACADEMICS

Section 1: Academic Evaluation

Report Cards

Report Cards of student progress will be available for review through Skyward every nine weeks for students in grades kindergarten through four. Related Arts classes: Art, Music, and Physical Education record grades one time per semester. Report Cards can be discussed with teachers during family conferences at the end of the first nine weeks.

Grading Scale

A district-wide grading scale was adopted by Hamilton Southeastern Schools on October 12, 2009.

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

Conferences

Communication between families and teachers is vitally important to the academic achievement of each student. Scheduled family conferences will be held in the fall. We encourage parents/guardians to take an active role in requesting student information. Please feel free to call the classroom teacher to see how your child is doing.

Standardized Testing

Students in grades two, three, and four will take standardized tests during the school year. These tests measure a student's achievement at the time of testing. The ILEARN test will be administered to grades three and four as mandated by law. Grade two and three students will also take the State IREAD-3 test. Students who are designated as English as a New Language learners will be administered the WIDA test annually. Results of these tests are furnished to parents/guardians for their information. Please keep in mind that achievement tests are not absolute in their results. Various factors may alter the validity of the scores.

Section 2: Dissection and Dissection Alternatives

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

Classroom Procedures for Dissection Activities

When dissection is used in the classroom: Teachers will thoroughly explain the learning objectives of the lesson; All specimens will be treated with respect; All students will be informed prior to the dissection that they have the option of discussing individual concerns about dissection with their teacher; Upon completion of the dissection, the remains will be appropriately disposed of as recommended by the local board of public health.

Procedures for Students Requesting an Alternative to Dissection

When dissection is part of the curriculum, schools will provide alternative activities for students who object to dissections. Expectations for student learning is the same for students who participate in dissections and those who opt for an alternative to dissection. The procedure and expectations for a student requesting an alternative to dissection is as follows: At least one week prior to the dissection activity, a student's parent or guardian will submit in writing a request for an alternative to dissection; The teacher will determine an acceptable alternative to dissection and will specify in writing what is expected of the student. Alternative to dissection activities will allow students to gain the same content knowledge as a dissection activity and will require a comparable investment of time and effort by the student; The student will complete the alternative activity within the assigned time and will be expected to learn the same content knowledge as if the student performed the dissection activity; The student will be subject to the same course standards and assessments as other students in the class.