HANDBOOK

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

Hamilton Southeastern Schools

ADOPTED BY THE HAMILTON SOUTHEASTERN 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. **FHS and HSEHS 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 eFunds. **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 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 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 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 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 website.
- 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
- Students are not permitted to have visitors in the cafeteria during lunch

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 SERVICES

Section 1: Administration

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 FHS and HSEHS.

Section 2: Bookstore Services

In addition to handling all textbooks, 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 8:30 am – 3:05 pm.

Section 3: 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.

Section 4: Lockers

1. All lockers 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 according 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.

Section 5: Lost and Found

Articles found should be turned over to an office attendant. Unclaimed articles are recycled at the end of each semester.

Section 6: 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 lifelong 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 webpages linked below. 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, instructional time, or during lunch. Sign-in at the Circulation Desk is required for each visit.

- FHS Library
- HSEHS Library

Section 7: Messages and 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.**

Section 8: Office/School Day

1. School begins at 8:30 AM each day. School dismisses at 3:00 PM each day.
2. FHS and HSEHS operate on a block schedule, with 4 periods per day. Classes are approximately 82 minutes long with 8-minute passing periods.

Section 9: School Events

School events are listed on each high school's website, linked below.

- FHS Calendar
- HHS Calendar

Section 10: 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.

Section 11: 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.
    - FHS Counseling Department
    - HHS Counseling Department

3. College (public, private, and proprietary), trade representatives, military, and ROTC representatives will be visiting the FHS and HHS College and Career Academies (CCA) throughout the year to meet with prospective students.
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.

Section 12: Change of Address and/or Contact Information

Any time a student moves and/or contact information changes, please contact the Counseling Office with required proof of residency documents and/or updated contact information. Examples of proof of residency can be found on the district website.

Section 13: 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 FHS and HSEHS websites. 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 websites linked below.

- FHS Website
- HSEHS Website

ENROLLMENT

Section 1: Students Transferring to FHS and HSEHS

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/guardian 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 parents/guardians 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 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 FHS and HSEHS.
6. Transfer students interested in athletics should make an appointment with the athletic director to complete the IHSAA transfer forms.

Section 2: 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. An official withdrawal form must be signed by the parent/guardian prior to or on the final attendance day. All obligations (course fees, library, textbooks returned, laptop & charger returned) must be completed before a transcript will be sent to the receiving school.

2. FHS and HSEHS will forward educational and health records to a school where a student intends to enroll upon request by the school.

Section 3: 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.

Section 4: 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 the 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 the 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 FHS or HSEHS are required to take one semester of United States History, one semester of United States Government, and two semesters of English. A FHS or HSEHS 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 the IHSAA transfer forms.

Section 5: Residency Requirements

Resident students are those whose legal residence 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 about a student's legal settlement must be directed to the building registrar. (FHS: **317-915-4290** or HSEHS: **317-594-4190**). 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 6: 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.

Section 7: Virtual Learning

A virtual instruction option is available for students in grades 9-12. Students participating in this virtual option will remain enrolled as 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.

Expectations and Requirements for Virtual Learners

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 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 the 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 the 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 19th of the first semester or January 16th of the second semester without approval from building administration.

Section 8: 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.

Section 9: 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.

Section 10: 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. Seniors who take at least four college-level courses in a semester may qualify for the **Senior Flex Schedule**.

ACADEMICS

Section 1: Class Schedules

1. Counselors will meet with students to assist in selecting classes for the next year. The FHS and HSEHS course catalogs are accessible online for student reference.
2. Students should work with their parents/guardians 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.

Section 2: Schedule Change Request Procedure

Students and parents/guardians should carefully consider all course requests prior to meeting with their school counselor to schedule courses for the upcoming school year. Students leaving for summer vacation should consider course requests made at the time of scheduling as final. 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's / guardian's written request and provided that the 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 sizes. 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.

Section 3: 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 the 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 (not including courses through Indiana Online Academy) or taken from institutions other than FHS and HSEHS may apply toward graduation.

Section 4: Grading Philosophy

FHS and HSEHS will report pupil progress using methods that are comprehensible to parents/guardians 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.

Section 5: Grading Scales

The classroom grading scale used at FHS and HSEHS is shown below:

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

Grades at 0.50% 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% and the final exam grade (or culminating activity as approved by the building principal) as 15%.

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.

Section 6: 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 in three decimal places. This calculation is done for each student after every semester.

A+	=	4.33	points
A	=	4.00	points
A-	=	3.67	points
B+	=	3.33	points
B	=	3.00	points
B-	=	2.67	points
C+	=	2.33	points
C	=	2.00	points
C-	=	1.67	points
D+	=	1.33	points
D	=	1.00	points
D-	=	0.67	points
F	=	0	points
W/F	=	0	points
I	=	0	points

Section 7: Formula for Calculating GPA of Weighted Courses

Honors, Advanced Placement (AP), International Baccalaureate (IB) classes, and dual credit courses to a four-year university will receive weighted grades.

There is a four-step process for calculating your weighted GPA.

1. Calculate your unweighted GPA. This is value 1.
2. Total the number of honors courses you've completed and multiply that by 0.096. Then divide this by the number of high school semesters you've completed. This is value 2.
3. Total the number of AP/IB/DC* courses you've completed and multiply that by 0.143. Then divide this by the number of high school semesters you've completed. This is value 3.
4. Add value 1, value 2, and value 3 to arrive at your weighted GPA.

**Please check the course guide to confirm that the class selected is a weighted course.*

Section 8: Cumulative GPA 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
	GPA	20.67 / 6 = 3.445

Section 9: Grade Weighting

This student has 1 credit, English 9 Honors, which is weighted.	0.096x1 = 0.096
Divide by the number of semesters completed	0.096/1 = 0.096
Add that to the total unweighted GPA.	3.445+0.096= 3.541 (new GPA for student)

Section 10: 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 counseling office.

Ranking

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

Section 11: Grade Reports

1. Final semester grades will be determined by counting the semester work as 85% and the final exam grade (or culminating activity as approved by the building principal) as 15%.
2. 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.

Section 12: Graduation Competences Waiver Requirements

Students graduate using the Graduation Pathways waiver described on the IDOE website. A student may receive a waiver from the Postsecondary-Ready Competencies if:

1. 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.
2. 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.
3. 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** demonstrate postsecondary planning (approved by the school principal), including:
    a. college acceptance
    b. acceptance in an occupational training program
    c. workforce entry
    d. military enlistment

Section 13: Incompletes

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

Section 14: Academic Distinction

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 each high school's website linked below.

- FHS Academic Distinction
- HSEHS Academic Distinction

Latin Honors

Academic Distinction Lists will be compiled at the end of each semester and posted on each high school's website linked below. 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.

- FHS Academic Distinction
- HSEHS Academic Distinction

Section 15: School Code Number for College Forms

The six-digit codes below identify FHS and HSEHS to the College Board for SAT and ACT applications. It may also be requested on college applications.

- FHS: **151041**
- HSEHS: **151045**

Section 16: Graduation Ceremony Policy

1. To be eligible for graduation, a student must meet all requirements set forth by 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 that 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.

Section 17: 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 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 the 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.

Section 18: Permanent School Records (Transcripts)

An academic record is kept on file in the Counseling 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.

Section 19: Course Auditing to Improve a Grade

Students who wish to retake a course 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 the approval of the principal.

If a student receives a grade lower than a C- in an honors 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 or Honors Seals, 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 Academic Honors Diploma or Honors Seals 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 the lower grade appearing with an asterisk. 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. This policy does not apply to AP or dual credit courses.

Section 20: 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.

Section 21: Student Aides

Students scheduled as student aides must have all "Cs" 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.

Section 22: 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.

ATTENDANCE

Section 1: Philosophy

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

Section 2: Departure from Campus

FHS and HSEHS operate as closed campuses; therefore, students are not to leave the building during school hours without the consent of the administration.

Section 3: Absence from School

Reporting Absences

Please refer to the FHS or HSEHS daily school procedures/attendance procedures webpages to report absences, late arrivals, appointments, etc. Absences can be reported via telephone or in Skyward by the parent/guardian.

- FHS Attendance Procedures
- HSEHS Attendance Procedures

Limit On Absences

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. After the fifth 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 tenth absence may be subject to the student complying with conditions (e.g., a doctor's note may be required) regarding any additional absences.

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

Other Absences

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)
    - 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.
- 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)
    - A student participating at an election poll 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 election location for when they return to school.
- 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)
    - This includes mandatory Military Testing
- 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).
    - Field trips are scheduled by teachers, with the 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 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 circumstances are students to drive on field trips.

- 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)*E*
    - A student may be excused if the student or a member of the student's household participates or exhibits at 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 FHS or HSEHS.
- 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)
    - The school shall authorize the absence and excuse of a school student if the student participates in certain events offered by the National FFA Organization, the Indiana FFA Association, or the 4-H Club. Provides that a student's excused absences may not exceed six days in a school year. Provides that the student must be in good academic standing.

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);
    - *Religious Observances/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 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 notice, the principal shall work collaboratively 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

collaboratively with the principal to ensure that the period or periods in which the student receives religious instruction are the least disruptive to the instructional time (as defined by IC 20-30-2-1) of the student. Any notice provided under the section is valid for only a year.

- 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)
- Verified Automobile Accident
- Funeral/Bereavement
- Medical (student illness or injury documented with medical note or phone call up through 10 absences total)
    - 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 a communicable disease.
    - 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.
- Religious observations
- College Visits (per high school handbook expectations
    - 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 pre-approved by the administration. Should a student need additional college visitation days, those days will count as excused absences unless the absence limit of eight (10) days is 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 (10) days is exceeded with the absence. Failure to follow the above procedure will result in an unexcused absence.

Family Member in the Military

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

Make-Up Work for Excused Absences

- **It is the student's responsibility to arrange make-up work with the 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 misses three (3) days or more. The request must be made before **9 a.m.** to receive assignments by the end of the day.

Activity Participation After Absence

A student may not participate in extracurricular activities, practices, or after-school functions unless the student attends at least 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 for the required four completed periods, an exception can be made. Reasons may include: FHS or HSEHS-approved college visit, FHS or HSEHS field trips, medical emergency, and funeral.

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.

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, family vacations, oversleeping, participation in non-FHS or HSEHS extracurriculars, personal reasons, etc.

Consequences for Unexcused Absence

Students are expected to make up missed work. Make-up work, including late work, quizzes, projects, daily assignments, etc., will be graded fairly and reasonably by 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, and may result in action taken under the compulsory school attendance laws.

Students with absences without a doctor's note that exceed 10 days per year are considered unexcused and may also result in a referral to the ACES program.

Tardy/Absence

Tardy to Blocks 1 and 5

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 HSE Schools procedure.

Tardy to Blocks 2, 3, 4, 6, 7, and 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 Being Tardy to Class

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

Section 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.

Section 5: Targeted Instruction and Employability

Attendance during Employability (FHS) or KASE(HSEHS) lessons is 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.

Section 6: Departure from School/Campus

For days that include Targeted Instruction/Pathways, parents can authorize, via Skyward, for their student, only if the student is not requested to work with a teacher, to leave campus. Any student leaving campus must use their student ID to scan out and be able to arrange their own transportation home and must scan out using established building protocol.

Section 7: 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 FHS and HSEHS. Vacation periods for FHS, HSEHS, and the vocational schools do not always coincide. A student is required to attend the vocational school even if FHS and HSEHS are on vacation, and to attend FHS or HSEHS even if the vocational school is dismissed.

The following rules apply:

1. Career Center students must enroll in three (3) classes at FHS or HSEHS.
2. Career Center students are responsible for being aware of altered schedules at FHS and HSEHS. When the schedule changes, the priority is to attend FHS or HSEHS classes.
3. Vocational School Attendance - Half Days
    a. It is the student's responsibility to attend all classes, including Targeted Instruction/Pathways (Period 8), at FHS or HSEHS. 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 FHS or HSEHS to complete state-mandated testing.

Section 8: 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' permission.
2. All class periods of truancy are considered unexcused. Repeated occurrences of truancy during the course of the school year will result in the student being identified as a "habitual truant." A student may be considered a "habitual truant" on

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.

3. Habitual tardiness may be considered truancy.
4. Students who are habitually truant, may not be allowed to participate in or attend extracurricular activities (e.g. prom, homecoming, etc.).

Section 9: 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.

DISCIPLINE

Students are expected to always conduct themselves 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 board website, 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 a 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. Students are not permitted to be on cell phones or digital devices (e.g. smart glasses) during detention. 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)

To keep students in the school learning environment, FHS and HSEHS incorporate 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.

Section 3: Community Service

FHS or HSEHS may offer the opportunity for students to participate in a community service program in lieu of serving an in-school 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 3:05 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 6:00 p.m. Failure to report on time, violation of Friday detention regulations, or other inappropriate behavior that fails 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 schoolbooks, notebooks, a 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; 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 that 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, 20-33-8-14 and 20-33-8-15, 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 that takes 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 a 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

If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purposes, that device may be confiscated and subject to reasonable search. The school is not responsible for any lost or stolen items. 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 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, or digital devices (e.g. smart glasses) without the express consent of a teacher, is considered a serious offense by the faculty and staff at FHS and HSEHS. Any student who commits academic dishonesty for the first time may lose all credit for that assignment, and parents/guardians 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. An instructor may require additional assignments (journal entries, drafts, creative writing, etc.) to be submitted to a Turnitin.com drop box at their discretion. Instructions on how to use the turnitin.com drop boxes in Canvas have 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.

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 and 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 that 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 at any time a school authority has reasonable grounds to initiate such a 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 FHS and HSEHS 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 and Random Screening Policy

Random Drug Testing of Athletes

When a student makes an attempt to be on an athletic team at FHS and HSEHS 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 FHS and HSEHS 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 and Student Driver Drug and 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 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 FHS and HSEHS, 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. FHS and HSEHS have a responsibility to their student athletes and student drivers to make efforts to ensure that they are drug and alcohol free and engage in their respective activities safely and responsibly. Because illegal drug or alcohol use does not always manifest itself in observable ways, FHS and HSEHS have 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 FHS and HSEHS 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 a 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:
    a. Option 1: Immediate suspension of driving privileges for a period of six (6) weeks. Additionally, athletic consequences will be implemented in accordance with the FHS 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.

   b. 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 FHS 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 FHS 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 with the FHS and HSEHS 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 the 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/Guardian Notification

If a student tests positive for drug and/or alcohol use the student and their parents/Guardians 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 the detection of the drugs previously found 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/Guardians 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 documentation of successful completion of the program to school officials.

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 in 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

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

Parental/Guardian 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 communicated with before the end of the next school day after the conclusion of the investigation.

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

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

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, or 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.

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 whom 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 J07.09.01.

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
    a. introducing into their body a controlled substance,
    b. testing the strength, effectiveness, or purity of a controlled substance, or
    c. 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.
4. In accordance with Public Law, FHS and HSEHS 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/Guardians 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 remediates 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.

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

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 that 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, look-alike firearms, destructive devices, or resemblance to destructive devices are prohibited on school property. This does not apply to law enforcement officers performing their official duties or otherwise authorized under the law. 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 or otherwise authorized under the law. 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. Students who have knowledge of these items on school grounds are to immediately report the incident to school personnel.

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.

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.

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

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, personal electric vehicles (PEV), 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 a bicycle rack.

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/guardians, when appropriate, obtained the parents'/guardians' 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 a proper warrant or written parental / 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 that 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 suspicion for a search of that student. The School Board authorizes the use of handheld or walk-through magnetometers/weapon detection when such use is authorized by law.

Section 27: Photograph/Recording of Students and 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 at 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

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function 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
- 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
- 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
- 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 disciplinary infraction and includes, but is not limited to:

- Disrespect to Faculty and Staff: Respect for 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.**

Behavior Threat Assessment

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.

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 the 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 that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property 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 that 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 that 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 be authorized to be in the hall by an individual classroom teacher, secretary, etc. Students may not go outside the building unless a pass is written by or approved by an administrator or attendance secretary. Students who forge a hall pass, possess a forged hall pass, are out of their assigned area, or enter a restricted area without permission will face disciplinary consequences.

EXTRACURRICULAR ACTIVITIES

Section 1: Purpose

Social development and extracurricular activities of students are vital parts of the total educational program at FHS and HSEHS. 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, musical programs, and theatrical productions, as well as academic contests, are intended to develop interest, talents, leadership, and organizational abilities.

Section 2: Extracurricular Academic Standards Policy

The School Board believes that 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.

Section 3: 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 in grades in any individual class will receive prompt attention from 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 the 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.

Section 4: Publications

The *Tiger Tracks* yearbook, the *Tiger Times*, *Sceptre* yearbook, the *Orb* newspaper, and other approved student media outlets are school publications produced by students with the assistance of a faculty adviser. Guidelines and procedures for publications are available through the sponsor. Students should take the beginning journalism class to work on the staff of one of the publications.

Section 5: Student Media Networks

Fishers Media Network and Southeastern Media Network are school-based news organizations comprised of Student Media, Journalism, Sports Journalism, and Digital Media classes, which create and contribute content to various news outlets, including news, broadcasting, yearbooks, publications, social media, and digital platforms.

School-sponsored news organizations are guided by a "for students, by students" ethos that informs all content decisions. The views expressed within FMN and SMN are not a reflection of HSE and FHS High School or of the Board of School Trustees. FMN and SMN follow 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 the dissemination of information and events through the named publications above.

Section 6: Activities/Clubs/Student Organizations/Meetings

A comprehensive list of clubs and extracurricular activities can be found on both high schools' websites, linked below. All school rules of conduct will be enforced per the Student Handbook. Any member who is suspended from school may forfeit membership. As stated in Board Policy J06.00, student organizations will schedule meetings during non-instructional time and access will be determined by the sponsor and building principal.

- FHS Clubs
- HSEHS Clubs

HSE Schools Student Group and Club Application

Section 7: Social Media

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

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

Section 9: Academic Extracurricular Memberships

National Honor Society

The FHS and HSEHS National Honor Society chapters are 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 the NHS and have been revised to meet our local chapter's needs. Students are selected to be members by a 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 11th or 12th 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 who have completed a minimum of three semesters at FHS or HSEHS. Applications are reviewed once per year. Due dates vary from year to year; however, they are typically between the months of February and March. Those students who meet this criterion should complete the application for application, which can be picked up in the Counseling Office.

Following the 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

Section 10: Extracurricular Activities Rules and Consequences

TYPES OF VIOLATION	OCCURRENCE	ATHLETIC PENALTY
Unauthorized possession of FHS or HSEHS property from team/club/organization/group	1st	Occurrence: Suspension from team/club/organization/group until property is returned.
	2nd	Occurrence: Suspension from team/club/organization/group 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)	1st	Occurrence: Suspension from team/club/organization/group 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.
	2nd	Occurrence: Suspension from team/club/organization/group for one calendar year (365 days), and completion of drug education course with follow-up form 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	1st	Occurrence: Suspension from team/club/organization/group 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:

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 Diligent. 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.

ATHLETIC PROCEDURES

Section 1: Philosophy

FHS and HSEHS expect their 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. FHS student athletes should "have pride, show character, and build tradition." HSEHS student athletes should "take pride in yourself and in the Royals." All of those involved with any part of the athletic program should conduct themselves in a manner that sets an example for the younger people in our community. They should have a thorough understanding of the rules, regulations, requirements, and standards that 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 online.

Section 2: General Polices

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 for the required two complete periods, an exception can be made. Reasons that may be considered would include: FHS and HSEHS-approved college visitations, FHS and HSEHS 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 before or on the scheduled date of the IHSAA State Finals in their 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, or 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 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 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 **Enrollment** 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

Fishers 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 that most often affect high school athletes. A more detailed account of IHSAA rules can be accessed online.

Illness and Injury

The athlete must present written verification from a physician stating that they are physically fit to participate after being absent for 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 2 practices before returning to competition. If more than 14 consecutive days are missed, the athlete must attend 3 practices before returning to competition.

School Transfers

An athletic transfer from their prior school must be completed through the Athletic Director's office of FHS and HSEHS before any type of athletic participation. The athlete must not have transferred from a school to FHS and HSEHS 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, and 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 and 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 via Final 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 the mutual consent of both coaches involved and the Athletic Director. Any athlete who quits a team may not try out for a sport in the next season until the team they quit finishes their respective season. This restriction includes pre-season conditioning as well.

Social Media and 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, the head coach, and the 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. Jackets will be available through local sporting goods stores. (Store locations available from the FHS or HSEHS 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:
    a. Letter, Sport Emblem, & Bar
    b. Certificate – recognizing a first varsity letter
2. 2nd Varsity Letter:
    a. Bar
    b. Certificate – recognizing a second varsity letter
3. 3rd Varsity Letter:
    a. Bar
    b. Award – recognizing a third varsity letter
4. 4th Varsity Letter:
    a. Bar
    b. Award – recognizing a 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 is displayed on the Wall of Fame

Special Awards

Conference Champions
Team members for conference champions may purchase chenille patches for their 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.

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.

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.

IHSAA State Individual Medalists
Each individual medalist will receive a 6" chenille patch in the shape of the State of Indiana. Individual state qualifiers may purchase a 6" chenille patch in the shape of the State of Indiana.

IHSAA Individual Sectional, Regional, and Semi-State Champions
Each individual champion may purchase a 6" chenille patch in the shape of the State of Indiana.

Rings
Any team that is an IHSAA "State Champion" or "Runner-Up" will have the opportunity to purchase the ring that 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."

Hall of Fame
FHS and HSEHS recognize student athletes who have received state recognition by being an Indiana All-Star 1st Team, All-State Player 1st 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
FHS and HSEHS 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 FHS. In the event an underclassman qualifies for the "Hall of Fame," and if 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 sports 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 requirements 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 their coaching staff.

Section 4: Training Rules and Conduct

Definitions, Explanations, and Penalties

The following descriptions of terms, definitions, and explanations of the rules and penalties are established for the athletes of FHS and HSEHS:

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 their high school career. When an FHS and HSEHS student is considered to be an athlete, they will be held accountable for the rules and guidelines of this handbook.

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
FHS and HSEHS do 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 that would carry over to another season must "SATISFACTORILY COMPLETE" the season they are in. To fulfill this requirement, the athlete must satisfy all 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%)

a. 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%)
    a. 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 and Consequences

TYPES OF VIOLATION	OCCURRENCE	ATHLETIC PENALTY
Unauthorized possession of FHS and HSEHS athletic property	1st	Suspension from team(s) until property is returned or restitution is provided
	2nd	Suspension from team(s) until property is returned or restitution is provided; may also face disciplinary action.
Possessing (incl. paraphernalia), admission of use, test positive in random drug screen, or being under the influence of tobacco (including e-cigarettes and/or vaping products)	1st	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.
	2nd	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, test positive in random drug screen, or being under the influence of alcohol or a controlled substance	1st	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 in good standing. Athlete may reduce their suspension to 25% if they complete an approved drug/alcohol education course if they choose to do so. Athletic director will determine coordination between the course completion and return to play. Athletic probation for two semesters and be subject to increased random drug testing. Failure to meet the agreed upon terms will result in the completion of the original 50% suspension.
	2nd	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. **
	3rd	Removal rom athletics for the remainder of the student's high school career.
Felonies, Misdemeanors, and Out of School Suspensions (for reasons not covered above).	All	The Athletic Director will consult with building administration (principal and dean of students) to determine the athletic consequence(s)based on the

		nature and severity of the infraction. Decision and reason for that decision will be communicated with the athlete and parent.

*Athletic Probation The period of time when the athlete's conduct is carefully supervised. It is the result of a violation of one of the FHS or HSEHS 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 Probation

The period of time when the athlete's conduct is carefully supervised. It is the result of a violation of one of the FHS or HSEHS 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.

Appeals

Refer to Board Policy K04.00 for public concerns or complaints.

Program Expectations

For conduct issues not specifically address in the Athletic Rules & Consequences Chart, head coaches may establish additional team rules and consequences, provided they are approved in advance by the athletic department and communicated in writing to student-athletes and parents/guardians prior to participation.