HANDBOOK

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

Hamilton Southeastern Schools

ADOPTED BY THE HAMILTON SOUTHEASTERN BOARD OF TRUSTEES: JUNE 2026

TABLE OF CONTENTS

Adopted by the HSE Board of Trustees June 2026

DISTRICT INFORMATION.....02
Mission Statement.....02
C.A.R.E. Statement.....02
Non-Discrimination.....02
Student Records.....03
Fundraising.....03
HSE Foundation.....03
Responsible Use of Technology.....03
Pest Control.....03
Suspecting A Disability.....03
Drug Prevention.....03
Asbestos Free Building.....03
Returned Check Policy.....04
Fees.....04
Transportation 04
Food Services.....05
Student Insurance.....06
Health Services.....06
School Safety.....07
SCHOOL AND STUDENT SERVICES.....10
Section 1: Moving to Another School.....10
Section 2: Enrollment.....10
Section 3: School Counseling Services.....10
Section 4: MTSS.....10
Section 5: Media Center.....11
Section 6: Animals.....11
Section 7: Walking to School.....11
Section 8: Student Sales.....11
Section 9: Parent Teacher Organization....11
Section 10: Student Lockers.....12
Section 11: School Pictures/Yearbook.....13
Section 12: Volunteers.....13
Section 13: Physical Education.....13
Section 14: Recess.....14
Section 15: Emergency Procedures.....14
Section 16: Storm Warnings/Other.....14
Section 17: Power Outage.....15
Section 18: Safe Schools Initiatives.....15
Section 19: School Closings/Delays.....15
Section 20: No Smoking.....15
ATTENDANCE.....16
Section 1: Reporting Absences.....16
Section 2: Tardy to School.....16
Section 3: Late to Class.....16
Section 4: Excused Absences.....16
Section 5: Religious Observances.....17
Section 6: Unexcused Absences.....18
Section 7: Extended Absences.....18
Section 8: ACES Program.....19
Section 9: Summary of Attendance Info...19
Section 10: Make-Up Work.....19
DISCIPLINE.....20
Section 1: Student Conduct.....20
Section 2: Anti-Bullying.....24
Section 3: Consequences.....27
Section 4: Possession of Firearms.....28
Section 5: Mandatory Drug Testing.....28
Section 6: Tobacco Free Schools.....28
Section 7: Student Searches.....29
Section 8: Video Surveillance.....29
Section 9: Secret Societies/Gangs.....29
Section 10: Criminal Organization.....30
Section 11: Appearance.....30
ACADEMICS.....32
Section 1: Grades.....32
Section 2: Homework Policy.....32

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 **Tammy Harwood**, Executive Director of Human Resources, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038, the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

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

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

Fundraising

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

Hamilton Southeastern Education Foundation

HAMILTON SOUTHEASTERN SCHOOLS FOUNDATION POLICY: K08.00

Responsible Use of Technology and Internet Use

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

Pest Control

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

Suspecting A Disability

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

Drug Prevention

DRUG PREVENTION AND RANDOM TESTING PROGRAM POLICY: J05.06

Asbestos Free Building

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

Returned Check Policy

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

Fees

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

1. Generally speaking, the district is no longer charging textbook rental fees for curricular materials that are necessary for the implementation of educational standards for our students.
2. Fees and charges that are still applicable include: (1) pre-school charges and fees; (2) field trips; (3) extra-curricular activities; (4) lost, stolen, or significantly damaged district hardware, textbooks, etc.; (5) AP and Dual Credit testing fees; (6) returned check fees.
3. Payments for applicable fees and charges can be made via eFunds. A link to eFunds can be found on Skyward Family Access under the Fee Management tab of the district and school websites under the "Quick Links" tab. If you do not have internet access, you may contact your child's school to request a paper statement.
4. Processing fees, along with collection fees, may be added if the balance remains outstanding after the due date.
5. All returned checks will result in a $15.00 non-sufficient funds fee. Loss, theft, or "beyond use" damage fees will be assessed by the school and collected at the end of each semester or year.
6. If a student leaves Hamilton Southeastern Schools, no refund of fees aggregating $20.00 or less will be made unless there are extreme circumstances. Refunds over $20.00 will be processed through normal procedures.
7. **Seniors are required to pay prior course fees and any other school fees prior to commencement exercises unless the student has received an administrator's exemption due to financial need.**

Transportation

Families can access specific bus expectations on the transportation webpage.

Food Services

Students spend their entire lunchtime in the cafeteria to avoid distractions to classes still in session. Students are not to go to lockers, the Counseling Office, or classroom areas without permission during lunch hours. **All HSE school buildings operate as closed campuses with exceptions. No student 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. please review Safety and Preparedness Policy E02.00 and Procedure E02.00.

Reporting Child Abuse

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

SCHOOL AND STUDENT SERVICES

Section 1: Moving to Another School/Withdrawal from School

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

Section 2: Enrollment

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

Section 3: Counseling Services

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

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

Section 4: MTSS (Multi-Tiered Systems of Support)

MTSS is a general education initiative designed to provide high-quality instruction and interventions matched to student needs and using learning rate over time and level of performance to make important educational decisions. The MTSS model is based on a

three-tiered model of service delivery with a focus on early intervention and prevention of academic and behavioral concerns. Data collected during this process provides valuable information regarding students' educational progress and response to interventions. Students who do not demonstrate a response to well-implemented, scientifically-based interventions at the Tier 3 level would be referred for an educational evaluation to determine eligibility for special education.

Section 5: Media Center

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

Section 6: Animals

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

Section 7: Walking or Bicycling to/from School

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

Section 8: 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 while the cafeteria operates.

Section 9: Parent Teacher Organization

The PTO is the school's parent support group. The PTO is an extremely active organization. Activities include social activities for students, including dances, fundraising, teacher

appreciation, and other activities that help to support our students. Meetings are held monthly.

Section 10: Student Lockers

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

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

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

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

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

Students will be assigned individual lockers for storing school-related materials and belongings. The locker combination will be issued to each student.

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

The following guidelines should be followed by students concerning lockers:

- Each student should memorize the combination.
- No student is to disclose the combination to another student.
- Each student should keep the locker locked to ensure the security of property. The school is not responsible for items lost or stolen.
- A student should not have access to another student's locker.

- No material should be attached to the locker door without the principal's approval.
- Tape should not be attached anywhere on the locker.
- Students should use magnets to attach materials to the inside of the locker.
- No student should keep books or any other belongings in another student's locker.

Section 11: School Pictures/Yearbook

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

Section 12: Volunteers

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

Section 13: Physical Education

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

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

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

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

Parents/Guardians who wish to discuss a particular situation may contact their student's physical education teacher.

Section 14: Recess

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

Section 15: Emergency Procedure, Fire Alarms, ALICE Procedures

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

Section 16: Storm Warnings and Other Emergencies

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

Section 17: Power Outage

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

Section 18: Safe Schools Initiatives

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

Section 19: Emergency School Closings and Delays/Emergency Notification System

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

Section 20: No Smoking on School Grounds

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

ATTENDANCE

Section 1: Reporting Absences

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

Section 2: Tardy to School

If a student arrives at school late but within the first 30 minutes of class, they will be counted as tardy. A student who is more than 30 minutes tardy will be assigned an unexcused absence from class unless excused with proper documentation or a parent/guardian phone call per our procedure.

Section 3: Late to Class

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

Section 4: Excused 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)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving as an active-duty member of the armed forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (Study Trip/or principal approved) (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

- A student who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

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

- Administrator Approved – This category could include an absence from school that has been reviewed and authorized by a school administrator. (health issues, family emergencies, religious observations, or other personal/extenuating circumstances.)
- Family Choice Planned - absence pre-arranged by the student's family for reasons such as vacations, family events, or other personal matters. (not during the week preceding or following a fall break, winter break, or spring break; during final exams, or the last week of school);
- Family Choice Unplanned – This category could include an absence that occurs unexpectedly due to unforeseen circumstances or decisions (may not be excused if during the week preceding or following a fall break, winter break, or spring break; during final exams, or the last week of school)
- Funeral/Bereavement
- Medical (student illness or injury documented with medical note or phone call up through 10 absences total)
- Religious observations
- College Visits (per high school handbook expectations)

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

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

Section 5: 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 in a collaborative manner with the parent or entity offering religious instruction to provide assistance in determining a period or periods not to exceed one hundred twenty (120) minutes in total in any week for

the student to receive religious instruction. An entity offering religious instruction to a student (as described herein) shall work in a collaborative manner with the principal to ensure that the period or periods in which the student receives religious instruction are the least disruptive to the 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.

Section 6: Unexcused Absences

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

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

Section 7: 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.

Section 8: Hamilton County Schools Attendance Programs/Attending Class Equals Success (ACES)

ACES is a proactive program sponsored by the Hamilton County Prosecutor's Office. Its purpose is to promote good school attendance by enforcing the legal obligations of compulsory school attendance noted in Indiana Law. Students may be referred by HSE Schools to the *Hamilton County Deputy Prosecutor for the City of Fishers* for participation in the program for being truant from school or having unexcused absences. Students with absences without a doctor's note that exceed 10 days per school year are considered unexcused and may also result in a referral to the ACES program.

Section 9: Summary of Attendance Information

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

Section 10: Make-Up Work

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

DISCIPLINE

Section 1: Student Conduct

This student code of conduct has been established in accordance with Indiana State Law. The procedures for administering student discipline and due process are provided by Indiana law. The Hamilton Southeastern School Board adopts the Indiana Statutes as the official policy and administrative procedure of Hamilton Southeastern Schools unless applicable federal law requires otherwise. All students are expected to follow all school and classroom procedures.

That action could ultimately result in the student being suspended, expelled, or excluded from the regular school. Indiana law defines grounds for suspension or expulsion as "student misconduct or substantial disobedience". The Indiana Education Code states the school's discipline rules apply when a student is on school grounds before, during, and after school hours, off school grounds at a school activity or function, or traveling to or from school or a school activity or function. It also states that discipline rules are effective during summer school. The Indiana statute PL224-1987 requires school authorities to inform law enforcement agencies, in writing, when violations involving controlled substances (e.g., drugs) occur within the school environment.

1. Any conduct that causes a disruption within the school environment is prohibited. Such conduct may receive a discipline infraction and includes, but is not limited to:
    a. Disrespect Others. 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, student, guest, or peer are not aligned with our school's vision and grounds for discipline actions.
2. 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.
3. Students must comply with the directives of teachers or other school personnel when the student is properly under their supervision. Failure to do so constitutes insubordination.
4. Students are to refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
5. Students are to engage in no activity that disrupts classroom instruction.
6. Students are to refrain from engaging in any conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an

educational function. Urging other students to engage in such conduct is also prohibited.

7. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to any person. 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. This includes any behavior (verbal, written, digital) committed with the intent to harass, ridicule, humiliate, intimidate, or harm another student or staff.
8. Students are to refrain from physical conduct of a sexual nature. This includes public displays of affection, which include, but is not limited to, holding hands, hugging, and/or kissing. Students are to refrain from engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature.
9. Students are to refrain from the use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school sponsored event or traveling to or from a school activity, function or event. Students should not be in possession of drug paraphernalia. Students are to refrain from misuse of prescription medication. They are to refrain from possessing or using prescription medication for an unintended purpose or in an unintended manner. Students are to refrain from use of inhalants. Students should not sniff, inhale, or otherwise ingest any substance when it is not the intended use of the substance. Students are to refrain from the possession or use of tobacco or other nicotine delivering devices. Students are to refrain from engaging in the selling of a controlled substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Students are not to use, possess, or transmit dangerous articles such as firearms, look alike or resemble firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered or resemble a weapon or could cause harm to another person or damage school property. Students who have knowledge of these items on school grounds are to immediately report the incident to school personnel. Board policy states that firearms or destructive devices are prohibited on school property. This does not apply to law enforcement officers performing their official duties 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. Under another Indiana law, a student bringing a deadly

weapon, other than a firearm, to school or on school property or in possession of a deadly weapon on school property may be expelled for a period of not more than one calendar year. The Superintendent or designee will immediately notify the appropriate law enforcement agency when a student is expelled under this rule. A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. A destructive device is any device described in the Indiana Code. A complete copy of the Items Prohibited in School Policy can be obtained by contacting the school office.

11. Any behavior or symbolism denoting gang membership or affiliation is not allowed. Related hand signs, handshakes, and graffiti are prohibited, as is any recruitment effort.
12. Students are not to bring distracting items to school.
13. 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 who need assistance arranging transportation or two-factor authentication must work with a school staff member for support. 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 or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded. This also includes hallways, bathrooms, locker rooms, and buses.
14. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
15. Students are not permitted to bring scooters, skateboards, rollerblades, etc. to school. These items are not to be on school grounds at any time. Shoes with rollers or wheels are not permitted on school property.
16. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.

17. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member. Gum is only allowable with direct approval by a teacher or staff member.
18. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain. Students are expected to turn in original work for all school assignments. 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, allowing other students to copy or photograph your work, or using AI-generated work or digital devices (e.g. glasses) without the express consent of a teacher, is considered a serious offense by the faculty and staff.
19. Students are to refrain from stealing or attempting to steal school or private property. Students guilty of theft may be reported to local law enforcement agencies. Students are not to knowingly be in possession of stolen items.
20. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
21. Students are expected to attend all classes and be on time prepared with appropriate materials.
22. Students are to only be in supervised areas throughout the school day and during school functions.
23. Students can leave school grounds during the school day only with permission of parents/guardians and school officials and after signing out in the front office.
24. Students are expected to walk, not run, in the building.
25. Flowers, balloons, gifts, or commercially prepared food deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.
26. 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.

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.

Section 2: Anti-Bullying

Bullying is **prohibited** by HSE Schools. Students who commit bullying are subject to discipline, including suspension, expulsion, arrest, and/or prosecution.

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

a) places the targeted student in reasonable fear of harm to his or her person or property;
b) as a substantially detrimental effect on the targeted student's physical or mental health;
c) has the effect of substantially interfering with the targeted student's academic performance; or
d) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent/guardian; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Applicability

The HSE Schools 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 prohibit bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Education

HSE Schools will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12 and 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 fail to initiate or investigate a bullying incident, and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

Investigation

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

Intervention/Responses

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

Parental Involvement

Parents/guardians are encouraged to be involved in 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/guardians 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 disciplined for bullying will be involved in the disciplinary process consistent with the law and school district policy. In addition, parents of both the targeted student and the alleged perpetrator will be contacted before the end of the next school day after the conclusion of the investigation.

Reporting to the IDOE

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

Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE website under Board Docs policy: J10.00.

Section 3: Consequences

Detentions

Detentions are assignments to supervised study areas, usually during lunch hours. A detention may be from fifteen minutes to three hours, at the discretion of school personnel. If the student is unable to serve the detention on the date assigned, a parent/guardian must contact the teacher or administrator who issued the detention. Failure to report may result in further disciplinary action.

Redirection Room

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

Suspension

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

Alternative to Suspension/Hamilton County OSS Program

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

Expulsion

Expulsion is the denial of school attendance to a student for a period in excess of ten (10) days. Students are normally expelled for one (1) or two (2) semesters. Expulsion is recommended for offenses of a serious nature or for the persistent violation of school rules.

Should a student reach this point, the principal or assistant principal will recommend expulsion of the student to the Superintendent of Schools. All suspensions and expulsions are conducted under due process of law.

Alternative to Expulsion

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

Section 4: Possession of Firearms

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

Section 5: Mandatory Drug Testing

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

Section 6: Tobacco Free Schools

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

Section 7: Student Searches

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

Section 8: Video Surveillance

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

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

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

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

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

Section 9: Secret Societies/Gang Activity

Gangs which 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.

Section 10: Criminal Organization

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

1. promotes, sponsors, or assists in, or participates in.
2. requires as a condition of membership or continued membership; or
3. has as one of its goals, the commission of a felony or an act that would be a felony if committed by an adult, or the offense of battery. For more details on Criminal Organization Activity, please refer to HSE Board Policy: J05.11.

Section 11: Appearance

Hamilton Southeastern Schools students are expected to maintain an appropriate appearance for school, conducive to the educational atmosphere. The appearance and dress of any student are the primary responsibility of both the student and the parent/guardian. Whenever a school official considers a student's appearance to be inappropriate for the educational environment, a conference will be held, and the student will be asked to make a modification. Culturally and religious-based head coverings are permitted.

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 innuendos, 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 buttocks, torso (the body apart from the head, neck, arms, and legs), midsection of the body, undergarments, or the lack of undergarments.
- 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 or pillows.
- Signs, flags, or non-educational items that the school can reasonably forecast will substantially or materially disrupt the school environment.

Students who violate the dress code may face disciplinary action.

ACADEMICS

Section 1: Grades

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

GRADING SCALE

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

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-**		

Special Area and band/orchestra grades are issued each semester. The scale is as follows:

E = Excellent

S = Satisfactory

N = Needs Improvement

Section 2: Homework Policy

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

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