HANDBOOK

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

Hamilton Southeastern Schools

ADOPTED BY THE HAMILTON SOUTHEASTERN BOARD OF TRUSTEES: JUNE 2026

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Adopted by the HSE Board of Trustees June 2026

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DISTRICT INFORMATION

Mission Statement

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

C.A.R.E. Statement

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

Non-Discrimination/Equal Opportunity/Sexual Harassment

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

504 Coordinator

Inquiries regarding compliance with Section 504, or the Americans with Disabilities Act, should be directed to **Dr. Barb Walters**, Director of Exceptional Learners, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038, or the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Student Title VI and IX Coordinator

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

Staff Title VI and IX Coordinator

Inquiries regarding compliance with Title IX and Title VI, and Title VII of the Civil Rights Act of 1964 should be directed to **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 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 or after school.
- 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 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: Enrolled 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 2: Withdrawal from School

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

Section 3: 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 4: Parent Teacher Organization

The PTO is the school's parent/guardian 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 5: Student Services

School Counseling Services

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

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

Tutoring

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

Section 6: Media Center/Library

The purpose of the library is to provide a variety of materials and services to assist staff and students in the teaching & learning process. An orientation program acquaints all new students with the library. Students wishing to check out or return books during passing period may do so without a pass.

Classroom management rules apply to all students in classrooms and study halls. The librarian reserves the right to temporarily exclude a student who abuses his or her library privileges. The student who enters during instructional time should have a signed corridor pass with the student's full name and the time of day marked on it. All students will sign in as they enter the library. Students are responsible for the books they check out. If a book is damaged or lost, the student may be asked to pay for repair or the current replacement cost of the book.

The library is a materials center for research and reference work, to satisfy reading interests beyond textbooks, and for serious browsing. Most books may be checked out for at least two weeks. The library is open to all students during the school day.

An online catalog of the library's resources and Internet access are available for research. The library homepage has resources for students. The link can be found on the school website under the Academics tab and selecting Library/Media Center.

Section 7: Bookstore Services

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

Lost Textbooks

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

Lost Workbooks

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

Section 8: Telephone

Students may use school phones during the school day with permission from teachers or office staff.

Section 9: Student Messages and Deliveries

Parents/guardians should refrain from calling in or sending non-essential messages to their students during the school day. In order to reduce disruptions, messages will be delivered only in cases of emergency. Flowers, food/drink, balloons, or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.

Section 10: Visitors

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

Section 11: Student Lockers

All lockers made available for student use on the school premises are the property of the School Corporation. These are made available for student use in the storage of school supplies and personal items necessary for use at school. The lockers are not to be used to store items that cause or can reasonably be foreseen to cause an interference with school purposes, educational function, or that are forbidden by state law or school rules.

The student's use of lockers does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure it is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to

prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

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

The principal or other member of the administrative staff or a teacher may search a desk, locker, or other storage area on school premises when the person conducting the search has reasonable suspicion that a search is warranted.

Students will be assigned individual lockers for storing school-related materials and belongings. The locker combination will be issued to each student. The following guidelines should be followed by students concerning lockers:

1. Each student should memorize the locker combination.
2. No student is to disclose the combination to another student.
3. Each student should keep the locker locked to ensure the security of their property. The school is not responsible for items lost or stolen.
4. A student should not access any locker other than the one to which the student has been assigned.
5. No material should be attached to the locker door without the principal's approval.
6. Tape should not be attached anywhere on the locker.
7. Students should use magnets to attach materials to the inside of a locker.
8. Students should not pre-set lockers to open or tamper with the locking mechanism.

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

Protection of Property

Do not "set" your lock or share your locker. Do not bring things of great value to school. Do not bring large sums of money to school. Secure all personal property in locked hallway lockers or locked PE lockers during the school day.

Athletes are to lock all belongings in athletic lockers during practices and contests. Print your name, in ink, on all your items, including clothing, electronics, books, tablets, gym clothes, coats, shoes, and folders for which you are responsible. The school is not responsible for any lost or stolen items.

Section 12: Emergency Procedures

Fire Alarms/ALICE Procedures

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

Storm Warnings & Other Emergencies

In the event of severe weather conditions or other emergencies, a weather emergency will be announced. At this signal, students are to proceed with their teachers to the designated safe area. Signs identifying these safe areas are posted in each classroom. Students are to follow 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.

Power Outage

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

Safe Schools Initiatives

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

Emergency School Closings and Delays/Emergency Notification System

When inclement weather or other emergencies arise that affect normal school operations (emergency closings, early dismissal, late start), parents/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 register.

DO NOT CALL the school office since that telephone line needs to be available for emergencies. Please discuss emergency plans with students in case of emergency early dismissal from school. If school is canceled, all after-school activities (e.g., extracurricular activities, tutoring, scheduled evening programs, AAU, etc.) will also be canceled. Any exception to this will be communicated via the school website or emergency notification system. When school is closed, all conferences and meetings with office and staff personnel will be cancelled and rescheduled at the earliest convenience.

ATTENDANCE

Section 1: Student School Day

Morning Tardy Bell: 9:15 a.m.

Afternoon Dismissal: 4:00 p.m.

Section 2: Reporting an Absence

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

Section 3: Walking to/from School

The school does NOT recommend that students walk to and/or from school. Bicycles, personal electric vehicles (PEV), scooters, skateboards, rollerblades, etc., are not permitted. These items are not to be on school grounds at any time.

Section 4: 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.

Tardiness is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives at school after the 9:15 AM bell has rung, the student should report directly to the front office. Students are to sign in on the late arrival form located in the main office. A student who arrives to school late three (3) or more times may receive progressive intervention(s) followed by disciplinary consequences. Medical issues that result in a child being habitually tardy for school would require medical documentation from the attending physician to be marked as excused

Section 5: 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. A student who arrives late to class three (3)

or more times may receive progressive intervention(s) followed by disciplinary consequences.

Section 6: 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 7: 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 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 8: 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 make-up work due to an unexcused absence differently than work turned in late by a student who was not absent. No student's grade for any grading period may be adversely affected solely because of unexcused absences. Repeated unexcused absences may, however, warrant appropriate disciplinary action, including action under Indiana's compulsory school attendance laws.

Section 9: 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 10: Hamilton County Schools Attendance Program (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 11: Make-Up Work

Check CANVAS for assignments when absent. For every day the student has an excused absence, the student has one (1) day to complete the make-up work. Exceptions can be made at the discretion of the teacher.

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

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

Section 12: Medical/Dental Appointments

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

Section 13: Truancy

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

1. Leaving school premises during the school day without parent/guardian knowledge or notification of school authorities.
2. Defying parent/guardian authority in the failure to attend school or being absent from school without parent/guardian knowledge or approval.
3. Repeated unexcused absenteeism after acquisition of the 10th absence during the course of a year.

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

Section 14: Habitual Truancy

Repeated instances of truancy during the course of a semester will result in the student being identified as engaging in "habitual truancy." A Juvenile Truancy Report will be filed with the Hamilton County Prosecutor's Office or through the ACES Program. Students who are habitually truant may not be allowed to participate in or attend extracurricular activities (e.g. semi formal, etc.).

Section 15: Early Dismissal

Students who must leave school early due to an approved excused absence will need a parent/guardian. Once communication is received, the student will be issued an early dismissal pass to leave at the appropriate time. All students leaving school prior to regular dismissal are to sign out using the approved early dismissal form located at the school office. PARENT/GUARDIAN PHOTO IDENTIFICATION IS REQUIRED TO SIGN STUDENTS OUT FROM SCHOOL.

Section 16: Extracurricular Participation

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one half-day on the day of the event (at least 3 full academic class periods of a 7-period day and 2 full academic class periods of a 4-period block day).

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 obey all school and classroom procedures. Failure to meet expectations may lead to disciplinary action. That action could ultimately result in the student being suspended, expelled, or excluded from the regular school. Indiana law defines grounds for suspension or expulsion as "student misconduct or substantial disobedience."

The Indiana Education Code states the school's discipline rules apply when a student is on school grounds before, during, and after school hours, off school grounds at a school activity or function, or traveling to or from school or a school activity or function. It also states that discipline rules are effective during summer school.

Another Indiana Education Code authorizes the school board to prohibit unlawful activity by a student on or off school grounds when the activity interferes with school purposes. The Indiana statue PL224-1987 requires school authorities to inform law enforcement agencies, in writing, when violations involving controlled substances (e.g. drugs) occur within the school environment.

Hamilton Southeastern Schools has adopted a plan, when it is deemed necessary for the safety of the student, other students, or other individuals, for the restraint and seclusion of students. The plan is available via the HSE website under Board Docs policy J10.00.

- Please be aware that pursuant to Indiana law, Hamilton Southeastern Schools is notified by local law enforcement agencies when a student enrolled at Hamilton Southeastern Schools is arrested or detained for allegations of delinquency, which would be a crime if committed by an adult.
- Please be aware that if a student is suspended and/or expelled for activity that would be a crime if committed by an adult, Hamilton Southeastern Schools may advise the appropriate law enforcement agencies regarding the suspension and/or expulsion within forty-eight (48) hours. The following information, when applicable, will be given in writing to a designated juvenile officer within the appropriate law enforcement agency:
    - Name, age, address, and gender of the student.

- The nature of the offense or activity allegedly committed and the circumstances immediately surrounding it, including the time, location, and property involved.
- A description of the method of apprehension.
- 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.

STUDENTS WHO ENGAGE IN FIGHTING OR ANY OTHER ILLEGAL ACTIVITY MAY BE ARRESTED.

1. Students are to comply with the directives of teachers or other school personnel during any period of time when the student is properly under their supervision. Failure to do so constitutes insubordination.
2. Students are expected to follow all rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Behavior that is disruptive to classroom instruction, the educational environment, or the order and purpose of hallways, cafeterias, bathrooms, and common spaces is prohibited.
4. Conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is prohibited. Urging other students to engage in such conduct is also prohibited.
5. Students are expected to show respect to all school personnel and fellow students and are to refrain from fighting or other aggressive or violent acts including the use of obscene language/gestures. Images and/or language that create a hostile or intimidating environment is prohibited.
6. Anti-Bullying: Bullying is prohibited by HSE Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution. "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
    a. places the targeted student in reasonable fear of harm to his or her person or property;
    b. has a substantially detrimental effect on the targeted student's physical or mental health;

c. has the effect of substantially interfering with the targeted student's academic performance; or
d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:
    i. participating in a religious event;
    ii. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
    iii. participating in an activity consisting of the exercise of a student's freedom of speech rights;
    iv. 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;
    v. participating in an activity undertaken at the prior written direction of the student's parent/guardian; or
    vi. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Applicability

HSE Schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. HSE Schools 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, he or she should report directly to the building principal or school district lead administrator.

Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. HSE Schools will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

Investigation

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

Intervention/Responses

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

Parent/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 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.

7. Physical conduct of a sexual nature is prohibited. This includes Public Displays of Affection (PDA) which includes, but is not limited to, holding hands, hugging, and/or kissing.
8. Engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature is prohibited.
9. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
10. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person is prohibited.
11. The use, possession, transmission, or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, herbal

incense, K2, "Spice", synthetic marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school-sponsored event or traveling to or from a school activity, function or event is prohibited. Possessing drug paraphernalia is prohibited. Misuse of prescription medication is prohibited; possessing or using prescription medication for an unintended purpose or in an unintended manner is prohibited. Use of inhalants is prohibited; sniffing, inhaling, or otherwise ingesting any substance when it is not the intended use of the substance is prohibited. The possession or use of tobacco or nicotine-delivering devices such as "vapes", electronic cigarettes, and nicotine patches is prohibited. Engaging in the selling of a controlled substance and/or look-alike substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is prohibited.

12. The use, possession, or transmission of dangerous articles such as firearms, look alike or resemblance firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered a weapon, resemble a weapon or could cause harm to another person or damage school property is prohibited. Students who have knowledge of these items on school grounds are to 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 his/her designee will immediately notify the appropriate law enforcement agency when a student is expelled under this rule. A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. A destructive device is any device described in Indiana Code.
13. Any behavior or symbolism denoting gang membership or affiliation is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or properties on school grounds that disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidation, and/or related activities of such groups which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student may be subject to disciplinary action. Hamilton Southeastern Schools prohibits criminal organizations and criminal organization activity. "Criminal Organization" means a formal or informal group with at least three members that specifically either: (1) promotes, sponsors, or assists in; or participates in; (2) requires as a condition of membership or continued membership; or (3) has as one of its goals; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. For more details, HSE's Criminal Organization Policy is available via the HSE website under Board Docs policy J05.11.

14. Cameras, toys, electronic games, laser pointers, balloons, or other distracting items are prohibited.
15. 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. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. No picture taking or video recording is permitted in locker rooms or restrooms. **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. Students may not use any device to photograph or record the activities [audio or video] of other students or district personnel while on school property, on a school bus, or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded. Students may not surreptitiously photograph or record anyone or distribute captured content that violates school policies and/or causes harm.

Students who violate this expectation may face appropriate disciplinary consequences.

16. Bicycles, scooters, skateboards, rollerblades, or shoes that contain rollers/wheels, etc. are prohibited. These items are not to be on school grounds at any time.
17. Selling or trading items at school, unless directly related to a class activity supervised by school staff, is prohibited.
18. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member. Water bottles, containing water (other beverages are prohibited), may be carried throughout the day.
19. 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 all junior high schools. 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, meet with an administrator, and may have additional progressive discipline consequences.
20. Stealing or attempting to steal school or private property is prohibited. Students guilty of theft may be reported to local law enforcement agencies. Knowingly being in possession of stolen items is prohibited.
21. Vandalism, which includes causing or attempting to cause damage to school or private property, is prohibited.
22. Students are expected to attend all classes and be on time and prepared with appropriate materials.
23. Students are to only be in supervised areas throughout the school day and during school functions.
24. When in the hall during class time, students are to possess a hall pass or office request from an authorized individual classroom teacher, secretary, etc., or must use a sign-out sheet in the teacher's classroom. Students may not go outside the building unless that 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 assigned area, or enter a restricted area without permission will face disciplinary consequences.
25. 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. Failure to do so constitutes truancy.
26. Students are expected to walk, not run, in the building.

27. Students are to leave backpacks in lockers after arriving to school. Backpacks, book bags, tote bags, rolling totes, etc. are not to be carried during the school day without approval.
28. In addition to numbers 1 through 28, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may be attending classes or other school functions.

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

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

Disrespect to Faculty and Staff: Respect 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 or student are not aligned with our school's vision and grounds for discipline actions.

Section 2: Appearance

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 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.

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 or altered 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.
- Unsafe (or lack of) footwear.
- Unapproved face painting, eyewear, costume apparel, spray-painted hair, etc.
- 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.

Section 3: Consequences

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others; education cannot take place unless there is an atmosphere of order and discipline. Students are expected to walk in the hallways while attending school. Students are expected to behave appropriately during all school activities or functions (on or off school property) or while traveling to or from school or a school activity. The school administration can use any form of reasonable discipline, including time-out, detentions, community service, in-school suspension, out-of-school suspensions, and Expulsions; the unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made (HSE administration will not employ corporal punishment). Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE website under Board Docs policy J10.00.

Detentions

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

In-School Reassignment

In-school reassignment (ISR) is a method of school discipline where the student is placed in the ISR room instead of attending regular classes. Classroom assignments will be provided to the student to complete for full credit. Students placed in ISR remain in that atmosphere

from one (1) class period, up to five (5) full days, and are under the direct supervision of an adult aide. If the student becomes uncooperative or fails to follow the rules established for the ISR classroom, suspension out of school will substitute for in-school reassignment. **Students are not allowed to attend or participate in any after-school activities on the days they are assigned to ISR.**

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 pre-arranged 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.

Expulsion

Expulsion is the denial of school attendance to a student for a period in excess of ten (10) days. Students are normally expelled for one (1) or two (2) semesters. Expulsion is recommended for offenses of a serious nature, or for the persistent violation of school rules. Should a student reach this point, the principal or assistant principal will recommend expulsion of the student to the Superintendent of Schools. All suspensions and expulsions are conducted under due process of law.

Alternative to Expulsion

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

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 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 cameras ("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's property.

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

ACADEMICS

Section 1: Grades

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

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-**		

Honor Roll

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

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

The Student's Role

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

- Take advantage of study help.
- Follow school expectations for obtaining and completing missed assignments.

Section 3: Curriculum

Student Schedules

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

Team Teaching

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

Flex Period

Flex period is a fifteen to thirty-minute period used for social/emotional learning lessons, character education/advisory activities, academic enrichment, academic remediation, and general academic assistance purposes. In addition, activities focus on topics such as character education, study skills, organizational skills, test-taking skills, and more.

MTSS Period

MTSS Period- is a 30-minute period providing targeted, small-group instruction for students not meeting proficiency on essential learnings in math or English. Instruction focuses on foundational skills. Additionally, during this period other students are in homerooms practicing specific school improvement skills during the MTSS block.

Wellness (Physical Education Combined with Health)

All Wellness students must wear the provided physical education uniform (shorts and t-shirt), in physical education class. Students will be provided one uniform during their junior high experience. Additional or replacement uniforms must be purchased. The additional or replacement uniforms will be sold the first week of class.

All students are required to participate in wellness education. To be excused from participating, a student MUST have a doctor's note stating why the student cannot participate and for how long the student will be excused. If a student is injured and is waiting to go to a doctor, a 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 to continue to be excused from physical education class.

Students who do not actively participate in physical education will be responsible for everything taught in class on an informational/ knowledge/intellectual basis. Any student with an excused absence/non-participation day in physical education is not permitted to participate in any active extra-curricular functions such as athletics, intramural activities, etc. (Per HSE Board Policy J8.2.1)

Science Dissection

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

Student Leadership Opportunities

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

Enrichment Opportunities

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

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

High School Credit Courses

Please visit our website for information regarding high school courses in junior high or contact our guidance department at (317)594-4150.

Online/Correspondence Courses

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

from the requirement of demonstrating readiness proficiency prior to enrollment in subsequent advanced courses.

Special Activities

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

Safety and Prevention Education

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

EXTRACURRICULARS AND ATHLETICS

Section 1: Extracurricular Opportunities

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

Participation and Attendance

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one-half day (3 full academic class periods of a 8-period day and 2 full academic class periods of a 4-period block day) to be eligible to participate in an event that afternoon or evening.

Section 2: Extracurricular/Athletic Eligibility

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

1. A student must maintain academic eligibility. See the next section for specific details of the academic eligibility policy.
2. Students must be in attendance at school a minimum of one-half day (3 full academic class periods of a 8-period day and 2 full academic class periods of a 4-period block day) to be eligible to participate in an event that afternoon or evening. The coach or sponsor may require participation on a weekend or vacation day (although never on a Sunday).
3. Absences from practices/contests: Students who choose to participate in an extra-curricular activity are expected to make a commitment to his/her activity/sport, coach/sponsor, and teammates and attend all practices and contests/events. A student participant who misses a practice or contest due to a reason that allows for an excused absence from school, or to participate in another *co-curricular* school function (not *extra-curricular*), shall be excused. The student participant shall inform the coach/sponsor of the reason for his/her absence. There will be progressive

consequences for unexcused absences. Excessive unexcused absences could result in dismissal from the team/activity.

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

Section 3: Academic Eligibility Details

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

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

A 7th grade student-athlete's second-semester grades or the average of their third and fourth 9-week grades will carry over and determine eligibility for the start of their 8th grade year. Two or more "Fs" would make the student ineligible for fall sports.

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

Section 4: Athletics

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

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

Athletic Eligibility Requirements

1. The student must be academically eligible (see the above section for details).
2. The student must have an **IHSAA physical form** on file with the athletic director prior to participating. The physical examination must be on or after APRIL 1st in order to be valid for the following school year.
3. The student must have an **emergency medical form** completed and given to the coach before participating.
4. The student must have a completed **sports medicine athlete authorization form** on file with the AD prior to the first contest of the season.
5. The student and parent/guardian must both sign a **concussion acknowledgement form** and turn it into the coach before participating. All of these forms are available under the "documents and forms" tab on our athletic website. Per Indiana Code 20-

34-7, a student athlete who is suspected of suffering a concussion may not return to play until the student athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries and receives a written clearance to return to play from the health care provider who evaluated the student athlete.

6. A student-athlete must participate in at least 8 organized practices before being allowed to compete in contests. A student-athlete may be considered eligible to participate in the immediately following season's sport contest after 5 organized practices, with approval from the Athletic Director.
7. The student must be an amateur in the sport in which they wish to participate (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards, gifts, or honors from colleges or their alumni; have not signed a professional contract).

Awards

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

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

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

Cheerleaders Riding Team Buses

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

Cutting

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

Late Roster Additions

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

Practice

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

Spiked Shoes

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