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Hamilton Heights Middle School Student Handbook

Hamilton Heights Middle School
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Arcadia, IN 46030
Phone: 317-984-3547, Fax: 317-984-3540
Website: <http://www.hhschuskies.org>

"Home of the Huskies"

HHMS School Song

HHMS, we're all for you.
To our Huskies, we will be ever true.
We're firm and strong, united we stand.
Orange Pride stands tall.
Huskies team has got it all.
Let's go, HHMS!

The student handbook is designed to provide students and parents with information regarding the organization and operation of our school. Parents and students can access the handbook online and during the registration process. The information contained in the HHMS Student Handbook is accurate as of March 18, 2020. On this date the Hamilton Heights School Board of Trustees approved this document for the 2020-2021 school year. Upon registration, parents must mark that they have reviewed this document. Some information may be subject to change or amended due to local, state, or federal regulations or mandates. If there is a change that is approved by the Board after the original publication of this document, the students and parents will be notified in writing, School Messenger, or through the school's website of the specific change.

Letter to HHMS Students

Dear Huskies:

The 2020-2021 school year is going to be a memorable and unique one. We make the move to the new HHMS building and add 5th grade back to the middle school. We will be a 5-8 building this year. The learning environment, curricula, and programming have been designed to help you have a great educational experience. We are excited that you will be part of our Husky family. Let's make it a great year together as we all strive to become the best version of ourselves. Go Huskies!

Sincerely,
Bret Bailey, Principal
Corey Kiger, Assistant Principal

School Office Hours, Phone Number, and Fax Number

Hamilton Heights Middle School's office is open each school day from 7:20 to 3:30.

Office Staff

Principal – Bret Bailey
Assistant Principal & Athletic Director – Corey Kiger
Athletic Supervisor – Dan Smith

School Counselor – Jessi Cantlon
School Counselor – Chelsea Pacheco
Main Office Secretary/Treasurer – Cindy Baldwin
Main Office Secretary – Melanie Hardebeck
Student Services Office Secretary/Registrar – AJ Robinson
School Nurse – Lori Jones/Amber Osswald
School Resource Officer – Deputy Jon Tindal

Vision Statement

Our vision is to help all students become the best version of themselves. HHMS empowers great kids to do great things.

Mission Statement

The mission of HHMS is to serve as a bridge between elementary and high school, preparing all students to be successful. We accomplish this mission by connecting students with outstanding teachers, caring for each child, engaging students in meaningful curriculum, challenging students beyond their comfort zones, and inspiring them to rise and learn from their failures.

HHSC Core Values:

- * Innovation – seek creativity in methods, solutions and resources
- * Community – serve the common good of our community
- * Accountability – demonstrate ownership and a sense of duty to our educational mission
- * Respect – admire and value each individual
- * Encouragement – inspire the spirit and realize the potential within each person
- * Excellence – continuously pursue exemplary performance from students and staff

Absences Due to Vacations during School Days

Since the current school calendar allows for more than five weeks of vacation time during the school year, other absences for vacations are strongly discouraged. Vacations must be approved by the administration, and the parents must personally file a request via phone call or email at least five (5) days prior to the trip. The student is responsible for having the pre arranged absence form signed by his/her teachers and making arrangements concerning tests and assignments. All tests are to be taken prior to leaving, and any assignment due before vacation should also be turned in before leaving at the discretion of the teacher. Some teachers may elect for their students to make up missed work upon their return. Advance homework assignments received by the student before going on vacation are due the day he/she returns. Students will have the same amount of days as they have missed to make up all past work not given to them at the time it was requested before leaving on vacation. The vacation days DO COUNT towards the progressive discipline in the attendance policy stated above.

Alternative to Expulsion for Possession of Drugs

Students who are caught with drugs/alcohol may be given an alternative to being expelled from school. A student may be suspended for up to ten days. During this period of time, the student must be enrolled in a drug/alcohol rehabilitation program which is approved by the administration of Hamilton Heights and at the expense of the student or parents. In some cases, the student's parents may be required to attend with the student. The student must sign a contract with the school and must complete the program or face expulsion. This option is offered only one time during a student's school career. A second offense would result in expulsion from school.

Anti-bullying Policy

Bullying is prohibited by the School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/ or prosecution.

1. Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another

student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- 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.

2. Bullying does not include:

- a. participating in a religious event;
- b. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- c. participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d. 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;
- e. participating in an activity undertaken at the prior written direction of the student's parent; or
- f. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

3. Applicability: The School Corporation 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 Corporation 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. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

4. Education: All students may be required to receive information on anti-bullying measures.

5. 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 Superintendent). All staff who observe or receive a report of suspected bullying shall immediately notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. 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. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

6. 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) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

7. Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation 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 for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

8. Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents 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 notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School Corporation policy.

Attendance Awards

During and at the end of each school year, students will be recognized and awarded for good attendance. For students to receive a Perfect Attendance recognition, they must be in attendance at HHMS, under the student handbook guidelines, every required school day during the school calendar year (minimum of five class periods per day).

Academic Recognition for Students

Honor Classes Expectations

A student enrolled in an Honor Course can be removed by the teacher and administration for failure to meet academic expectations (i.e. low assessment scores, poor performance on homework, not turning in assignments, etc.). This schedule change may only occur at the end of a semester, or 9-weeks if the change is initiated by a parent/guardian. If a student is not meeting behavioral or academic expectations for an Honors class, he/she will be placed on academic probation for the next quarter (9-weeks grading period). If the student shows improvement and meets the expectations, he/she will remain in the Honor Course. However, if he/she fails to meet the expectations, he/she will be removed from the Honor Course and placed in the general education course.

Honor Roll

HHMS recognizes two honor rolls for fifth through eighth grades at the end of each grading period and each semester. The Distinguished Honor Roll recognizes those students who receive no letter grade lower than an A- on their report cards. The A/B Honor Roll acknowledges those individuals who have received no letter grade below a B- on their nine weeks or semester grade card.

HHMS Honor Society (7/8 Grade Students Only)

To be eligible for membership, a student must first have a grade point average (GPA) of at least 3.70. In addition to meeting the academic requirement of scholarship, a student must demonstrate excellence in leadership, citizenship, service, and character. The HHMS Honor Society sponsor will provide an application to all students who academically qualify. Students will then complete the application process and submit the application by the stated deadline. The application will include an essay and other steps. Finally, teachers will then have the opportunity to nominate students who have qualified with at least a 3.7 GPA, completed the application process, and met the core values of leadership, citizenship, service, and character. The induction ceremony is each spring. Induction into HHMS Honor Society does not automatically qualify a student for the NHS in high school. Students who do not qualify for membership during their 7th grade year may become eligible for membership during their 8th grade year. Also, students who qualify for consideration due to their grades will be considered for HHMS Honor Society for the behaviors of the current academic school year, not for the previous year.

Once a student has become a member, he or she must maintain the standards of the organization. Thus, upon induction, if the GPA of the member falls below a 3.70 he or she will be put on probation for a 9-week period. At the end of that time, the GPA will be reviewed. Failure to maintain the GPA or any other standard (including completing volunteer hours) may result in a forfeiture of membership.

Athletic Participation and Eligibility

HHMS athletic policies and procedures are based upon the middle school athletic handbook, located in the last section of this handbook. Coaches within the individual sports will be allowed to establish reasonable athletic rules and regulations for their respective team in conjunction with the middle school handbook and approval by the athletic supervisor. It will be the responsibility of the athletic supervisor and coaches to meet with and inform the athletes of the athletic guidelines established by the school. Each athlete and his/her parent will be given an athletic handbook and asked to sign and return a form to the athletic supervisor stating that they understand the guidelines under which the student will be participating in interscholastic athletics. Parents are also required to attend one athletic orientation meeting before the first athletic season that the student will participate in each year. The purpose of these meetings is to inform parents of guidelines and expectations for students participating in athletic programs at HHMS. In addition, a student must submit a doctor's approved physical examination verifying good health each school year. The physical must be on file with the athletic supervisor before a student is allowed to practice or participate in any athletic event. The physical must be dated May 1 or later each year.

Specific rules, requirements, and expectations of students involved or intending to become involved in interscholastic athletic participation are defined and explained in the athletic handbook section. Additional copies of the athletic handbook may be obtained upon request from the middle school athletic supervisor.

Attendance Philosophy

A close correlation between attendance, scholastic achievement has always existed. Likewise, success in the job market is also dependent upon establishing good attendance patterns and work habits. It is with these thoughts in mind that the attendance policy at Hamilton Heights has been developed. It is our objective to assist students in being responsible and to develop acceptable attendance behavior. The daily student/teacher/peer dialogue is extremely important and can't be duplicated effectively outside of school.

Attendance Policy

Disciplinary and/or academic action will be taken when a student exceeds 8 days of absence for the school year. The administration's option will include, but not be limited to, Friday School, Saturday School, In-School-Suspension, Out of School Suspension, or Expulsion. At 8 days of absences, the student and parents will meet with an administrator to set up an attendance contract, which will include a Friday School on the 9th absence and a Saturday school for the 10 absence. This attendance contract meeting will also include discussion about the next consequences and steps if the absences continue. After the 11th absence for the year, the school will refer the student and family to the Youth Assistance program for additional support to improve attendance. After the 14th absence, or if the family ignores or resists the Youth Assistance Program intervention, the administration will contact the Hamilton County Prosecutor's Office A.C.E.S. program. At this point, possible legal action can be taken against the student and his/her parents. A meeting with a juvenile prosecutor will be scheduled for the parents, student, and an administrator.

Definitions of Student Absences

Certified/Medically Excused

These absences are certified by a doctor, dentist, or another professional as designated by state law. Students must bring a note from the professional that specifically excuses the individual for the dates and times of the absence (please make sure the doctor includes all dates if more than one day was missed due to a medical concern). In other words, students will not be certified for a complete day when they have a dentist appointment at 2:30 PM. Anytime the nurse or other school official sends a student home for illness or injury, the absence will be considered certified. Certified absences DO NOT COUNT towards the progressive discipline in the attendance policy stated above.

Excused

An excused absence is when the school has been informed by a parent or guardian that the student has a justifiable reason for not being present at school. Excused absences COUNT towards the progressive discipline in the attendance policy stated above. However, all missed work can be made-up for full credit.

Unexcused

An unexcused absence is when the school has not been notified of the absence or the student does not present a justifiable reason for the absence. Unexcused absences COUNT towards the progressive discipline in the attendance policy stated above. Students are permitted to make up any missed school work. Examples include: car trouble, oversleeping, late ride, missing the bus, unnecessary appointments, babysitting, work, skip day, etc.

Truancy

Truancy is when the parent or guardian is unaware of the student's absence or the student refuses to attend school or assigned class or school program (i.e. Study Tables) in defiance of parental authority, i.e. skipping. Truancies COUNT towards the progressive discipline in the attendance policy stated above. Additional disciplinary action will be taken as well for instances of truancy (Community Service, Friday School, Saturday School, ISS, OSS, etc.). Students are permitted to make up missed work for full credit.

Exempt

Exempt absences are those absences that DO NOT COUNT towards the progressive discipline in the attendance policy stated above and are protected by State statute. Students have the privilege of making up all missed work for full credit.

Suspensions/Incarceration

The days that a student is absent as a result of a suspension or being incarcerated by law enforcement officials, DO NOT COUNT towards the progressive discipline in the attendance policy stated above. Students are permitted to make up missed work for full credit.

IDOE's Statement on Chronic Absenteeism

Chronic absenteeism and habitual truancy are important predictors of school performance, including high school graduation. Students who are chronically absent miss at least ten percent of the school year or approximately 18 school days for any reason. Recent research completed by the Center for Evaluation and Education Policy at Indiana University indicate that students in Indiana's public school corporations who are chronically absent from school perform at lower levels on Indiana's student learning assessments. Further, students who are routinely absent are also more likely to drop out of high school prior to earning their high school diploma (Spradlin, Stephanie, Chen, Shi, Chen, Han, & Cierniak, 2012; Spradlin, Shi, Ciernack, Chen, & Han, 2012).

Absences on the Day of Extra Curricular Events

Students who are absent or who have left school early due to an illness are not to attend a middle school extra curricular activity the day the absence occurs. In addition, students not at school when it takes up in the morning must be in attendance by 11:10 a.m. in order that they may take part or participate in an extra curricular event). The exception will be those students/parents who have cleared through the principal's office the student's presence at the extra curricular activity prior to the day the absence takes place. Appropriate disciplinary action will be taken if these procedures are not followed.

1. All absences BUT THE FOLLOWING will count towards the progressive discipline in the attendance policy stated above:
 - A. Absences which are accompanied by a medical statement. Upon returning to school the student must bring within two days a written verification denoting the student has been seen by a doctor or dentist. It must contain the specific dates of absences. Only those dates that appear on the doctor's statement will be counted as medically excused, unless specific consideration is given by a building administrator based on his/her interpretation of the medical note wording. For a doctor or dental visit, a student will not be excused for more time than is necessary for the visit unless written proof from the doctor is provided. No parental statement will be accepted in place of a doctor's statement. Parental statements will count toward the ten day limit. Absences whereby our school nurse contacts a parent/guardian and determines a child should be sent home due to illness or injury. This day and any additional days requested to keep the student home (as determined by our nurse or a medical doctor) will be considered medically excused.
 - B. Approved religious observances (state statute).
 - C. Funeral attendance (requested by parents and approved by school officials.)
 - D. Circumstances beyond the control of student or parent, or in the best interest of student (determined by principal).
 - E. Suspended days from school will not be counted as absence days applied to the attendance policy.
2. Indiana Code 20-8.1-3-20 states that a parent must produce a certificate of a child's incapacity for an attendance officer within six days after it is demanded. This certificate must be signed by a licensed physician, and will be

demanding by school officials when a student is out of school for an excessive amount of days related to medical complications (20 or more days).

3. Exceptions to compulsory attendance as specified by Indiana Code 20-81-3-18: The following do not count as a day(s) absence from school and will not have any effect on attendance or awards received due to attendance. The school attendance officer must receive a written statement of verification from the governmental agency or political candidate before the Indiana Code will be enacted.
 - A. Page or honoree in the Indiana General Assembly.
 - B. Witness in judicial proceedings. This includes any required court appearance such as for probation hearings.
 - C. Helper to a political candidate, a political party, or to a precinct election board on the date of an election.
 - D. National Guard duty.

Absence Procedures

A TELEPHONE CALL TO THE SCHOOL, 317-984-3547, MUST BE MADE ON THE DATE OF A STUDENT'S ABSENCE PRIOR TO YOUR CHILD RETURNING TO SCHOOL. THIS HELPS ENSURE THE SAFETY OF YOUR CHILD. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE. PLEASE LEAVE A VOICEMAIL ON THE ATTENDANCE LINE IF YOU CALL AFTER THE OFFICE HAS CLOSED.

Students who have been absent are to return to school with a medical slip, a note signed by the parent, or the parent is to call with the reason for the absence. This note is to be turned in to the main office directly (attendance secretary), not the classroom teacher. Students are expected to bring notification for the reason for the absence on the same or following day. The main office will attempt to remind students to bring in their notes by notification in the daily announcements. After this time period, the absence becomes unexcused and the student will be counseled for possible truancy. All absent students are permitted to make up work. However, it is the responsibility of the student to check Canvas and then ask each teacher for the school work that has been missed if there is still a question. A student is to be allotted the same amount of time to make up work as the time missed unless this is extended by the teacher (exception for vacation days).

Attendance shall be taken by the teachers each period of the day.

Habitually Truant

A student is considered a "habitual truant" who is chronically absent by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

Consequences for Truancy from a Class:

- 1st Offense: Friday Night School/Community Service
- 2nd Offense: One day In-School Suspension
- 3rd Offense: Two days In-School Suspension
- 4th Offense: Three days Out-of-School Suspension
- 5th Offense: Request for Expulsion and process as a habitual truant. Notification to the Prosecutor's Office.

Consequences for Truancy from School (Skipping):

- 1st Offense: Two days In-School Suspension
- 2nd Offense: Three days In-School Suspension
- 3rd Offense: 5 days Out-of-School Suspension
- 4th Offense: Request for Expulsion and process as a habitual truant. Notification to the Prosecutor's Office.

Awards, Recognition, and Acknowledgement

The philosophy of the middle school is to recognize students throughout the school year for their academic achievements, positive contributions to our school culture, and service to our community. A variety of efforts will be made to honor and congratulate these individuals for their successes in the classroom.

Behavior Code

Please note that our building is equipped with a video surveillance system. It is imperative that a school maintain an orderly, safe, and disruption-free environment, which is conducive to learning. Students are asked to behave responsibly, respecting

the rights of others. Students will be held accountable for their actions; consequently, we ask that they utilize wise self-control and make decisions regarding their actions as a reasonable adult citizen should.

Students suspended Out of School are not allowed to participate in extra-curricular activities or appear on school corporation grounds until the suspension is concluded.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1-16, administrators and staff members may take the following actions listed below, which can (but not be limited to): removal from class or activity, suspension, or expulsion. The following acts of misbehavior are examples of infractions serious enough to warrant suspension (10 days or less), or expulsion (semester or year) from school. The list is not all inclusive of the actions that might result in suspension, expulsion or exclusion. Some of these violations may also need to be reported to a law enforcement agency, if the circumstances warrant - per legal policy.

1. Smoking (cigarettes, cigars, etc.), or possessing on school grounds any type of tobacco or tobacco product (Dissolvable tobacco, vaping, other smokeless tobacco). In addition, a tobacco or vaping citation will be issued and some tobacco offenders may be referred to the county tobacco deferral program if eligibility requirements can be met. The citation will be issued by a law enforcement officer and will require a court appearance by the student and parent/guardian. Failure to appear may result in a fine.
2. Knowingly possess, use, purchase, provide, sell, or transmit to another person or have in your body system any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, inhalants (i.e.: glue, liquid paper, etc.), or intoxicant of any kind on school grounds, or within a thousand feet of school property. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision, unless it is passed off to another person other than who it is intended for (per prescription label). This includes "huffing" of any substance or product not intended for human consumption.
3. No student may provide by sale, or otherwise, any substance which he/she represents as the above mentioned drugs (see #2) or such substances as caffeine tablets or any substance which interferes with school purposes (look-alike drugs).
4. No student is to possess any paraphernalia designed to be used primarily to store, process, deliver or consume illegal drugs, alcohol, or tobacco products (i.e. pipes, rolling papers, clips, belt buckles, lighters, etc.).
5. Skipping school or classes.
6. Abusive or profane language, obscenity, written or oral. This also includes possession of obscene materials.
7. Immoral conduct (indecent exposure, suggestive clothing, de-pantsing, etc.).
8. Fighting or intentionally causing or attempting to cause physical injury or intentional behavior in such a way as could reasonably cause physical injury to any person. Reasonable self-defense may not constitute a violation of this rule.
9. Pulling false fire alarms, making a bomb threat (will be reported to police), or setting fire to or substantially damaging any school building or property.
10. Possession or exploding of any fireworks (firecrackers, etc.), including lighters of any type.
11. Lying, cheating, making false calls to the school, or having others make false calls.

12. Possessing, handling, transporting, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any items that can be considered a weapon, capable of bodily harm or threatening the safety of individuals.

13. Possessing a Firearm (I.C. 35-47-1-5 & I.C. 20-8.1-5.1-10c)

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm under this rule:

- i. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
- ii. the frame or receiver of any weapon described above
- iii. any firearm muffler or firearm silencer
- iv. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- v. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
- vi. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- vii. an antique firearm
- viii. a rifle or shotgun which the owner intends to use solely for sporting recreational or cultural purposes.
- ix. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

***The superintendent or designee shall notify police and the county prosecuting attorney's office when a student is expelled under this rule.

14. Possessing a Deadly Weapon (I.C. 35-41-1-8)

a. No student shall possess, handle or transmit any deadly weapon on school grounds.

b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- i. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- ii. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
- iii. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
- iv. The principal shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- v. House Bill 1093 (as endorsed by the governor) effective 2008-09 reads: Offenses on school property or against school employees. Makes possessing a knife on school property or on a school bus a Class B misdemeanor. Makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

15. Throwing projectiles (pencils, rocks, snowballs, etc.).

16. Causing or attempting to cause damage to school property or private property, stealing, conversion or attempting to steal school or private property. Restitution will be sought for damage to school property. Please note that restitution for damages to private personal property falls under the responsibility of the injured party.

- a. The school can punish and assist in these matters, but has no legal recourse or authority to press charges and recover damages for property that does not belong to the school corporation.
17. Reckless driving.
18. Failure to comply with the direction of any school employee (disrespect or abusive behavior).
19. Threatening, intimidating, bullying, and harassment of others, also extortion.
20. Hamilton Heights School Corporation defines bullying as follows: bullying is the substantiated, repeated, and purposeful negative acts or gestures committed by an individual student or a group of students towards another, with the intent to harass, ridicule, intimidate, threaten, humiliate, or harm the targeted student or students. Inappropriate acts or gestures may be committed by the following means: written communication, oral comments, physical acts, or intimidating gestures and/or acting out expressions.
21. Acts of bullying should be reported to a classroom teacher, counselor, or principal. A building safety committee exists in each school to address bullying issues and develop building policy and anti-bullying programs for students and staff.
22. Cyberbullying - Students are reminded that they may be subject to suspension or expulsion for engaging in any unlawful activity if such activity may reasonably be considered to interfere with school purposes or educational functions. This would include activity outside of school, during non-school hours, including vacations and holiday. There does not necessarily need to be police action, arrest or conviction of unlawful activity if the school finds evidence that unlawful activity has occurred.
23. Any other conduct which interferes with the orderly control and management of the school or classroom.
24. Upon arrival to school, electronic devices /iPods/hats/cell phones/etc. are to be put into lockers (7/8) or the designated container (5/6) and remain off until after school dismissal.
25. Serving as a look out for a student engaging in improper conduct.
26. Forgery or alteration of any school, parent/guardian, medical note or any other written form to the school.
27. Repeatedly wearing clothing that is considered distracting, immoral, or obscene (including sagging pants).
28. Cell phones are not to be used in school or at school-related educational/field trips at (unless permitted by the field trip director), during regular school hours. These devices often pose a disruption to the educational environment. These devices are permissible at extra-curricular activities and at the conclusion of the instructional school day.
29. "Sexting" – Students are reminded that they may be subject to suspension or expulsion from school for engaging in any unlawful activity involving the transmission or viewing of inappropriate photos or messages (denoted as sexting). Offenders will also be referred to local law enforcement (required by law) and may be subject to further legal action, should it apply.
 - a. IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY:
 - i. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person /student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes. This applies to both the alleged violator, as well as any victim under the age of 18.
 - ii. It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person /student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so

disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

- iii. It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student (1) to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
 - iv. "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
 - v. The Indiana Sex offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
 - vi. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
30. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
31. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under their supervision.
32. Engaged in unlawful activities on school grounds which take place during school holidays, breaks, or vacation, or other periods of time when a student is not attending classes or a school function.
33. Those students who do not have legal settlement in the Hamilton Heights School Corporation and have not gone through the proper annual enrollment process.
34. Passive resistance which constitutes an interference with school purpose.
35. Urging other students to engage in acts that are against school policy or unlawful under state statutes.
36. Willful absences or tardiness to school.
37. Inappropriate public display of affection on school grounds.
38. Wearing chains or any other items that could be used in a dangerous, threatening, or disruptive manner toward others and disrupt the educational environment.
39. Any student misconduct and/or substantial disobedience (including habitual offender) that interferes with the school's purpose, including any activity forbidden by the laws of Indiana.
40. Laser light pens and pointer devices are not allowed on school grounds at any time, as they are a distraction and oftentimes a safety hazard/danger to the eyes. This includes during extra-curricular events, as well.
41. Hazing, defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in school policy.
42. It is unacceptable to turn in work that contains plagiarized or copied content. Students guilty of doing so will be subject to appropriate academic and/or disciplinary action.

43. In addition to the grounds listed above, 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, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

***The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event.

Board Policies

Click [here](#) to view the chemical and asbestos management policy.

Click [here](#) to view the Student Directory Information policy and the process for parents to opt out.

Click [here](#) to view the suspected child abuse policy and procedures.

Click [here](#) to view the FERPA policy.

Click [here](#) to view the section 504, ADA, and Due Process Procedures.

Click [here](#) to view the policy for determining legal settlement of students and the school's transfer student.

Click [here](#) to view the nondiscrimination and equal access policy.

Click [here](#) to view the pest control and regulations policy.

Click [here](#) to view the student privacy and parental access to information policy.

Click [here](#) to view the promotion, placement, and retention policy.

Click [here](#) to view the sexual harassment policy.

Click [here](#) to view the student employment and work permit policy.

Bookbags

For the safety of all students and staff, bookbags are to be placed in students' lockers (7/8) or classroom cubbies (5/6) upon morning bell and remain there until departure for home each afternoon.

Business Transactions

The selling of items or products at school or on school grounds for one's personal profit or monetary gains for an organization such as a fundraiser is prohibited unless sanctioned by the principal's office.

Bus Rules

The school is responsible for the safety of all those who ride the bus from home to school and their return. The driver shall keep order, maintain discipline and control among students while in the bus, treat all students in a civil manner, and see that no student is imposed upon or mistreated while in his/her charge. School bus drivers shall assure that the following regulations are observed by all student passengers.

The bus driver has the authority to maintain discipline on the bus at all times. The building administrators and transportation personnel will work with the bus driver on all discipline matters.

1. Riding a school bus is a privilege provided by the school district, not a right granted by law.
2. School bus windows and doors shall be opened only with the bus driver's permission.
3. Students are to obey the driver promptly at all times.
4. Be ready when the bus stops at your home or pick up station.
5. Take your turn and avoid pushing when entering or leaving a bus. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
6. Keep conversation in normal tones; vulgar language will not be tolerated. There shall be no smoking.
7. Sit three to a seat and remain seated until the bus comes to a complete stop. Students should not move from seat to seat.
8. Students shall keep their hands, feet, and body to themselves, and shall not tease or scuffle with others. Confusion will not be tolerated. Improper or indecent conduct will not be tolerated.

9. Any damage to a bus by a student or students will be paid for by the student causing the damage.
10. All pupils shall keep the bus clean and sanitary; put refuse in the container on the bus.
11. Pupils are not to bring soda pop or other bottled or canned drinks or food to be eaten or drunk on the bus without prior permission of the driver. This includes extra-curricular and athletic trips. Students are allowed to carry lunch boxes/sacks to and from school.
12. Do not stand or play on the road prior to your bus' arrival. The bus stop is considered an extension of school grounds. All rules and regulations that apply to school are applicable at this gathering place.
13. Water pistols, water bottles, radios (without headphones), etc. will not be allowed on a bus at any time.
14. Pets or laboratory animals may not be transported on a bus.
15. Once students have boarded the bus for transportation to or from school, they must remain until a final destination is reached. The only exception would be if a parent or guardian requests in person that their student exit the bus. No student will be allowed to leave the bus and get into another vehicle (other than parent or guardian) prior to final destination, without prior approval.

*The principal, assistant principal, principal's designee, or the superintendent's office has the right to suspend a student from riding the bus from a single day to the remainder of the school year, depending on the infraction or reoccurring behavioral problems on the bus.

*The bus driver has the right to suspend a student from riding the bus one day at a time for infractions of the rules. Drivers are to contact parents at this point.

*Hamilton Heights School Corporation has installed video cameras on the school buses. These video recordings will be used as assertive tools to help monitor student behavior and driver interaction.

Canine Search of School Facilities/Procedures

HHMS hereby informs all students that the school shall, from time to time, utilize trained canine dogs to search lockers, desks, bookbags, personal items and classrooms. This policy is instituted and deemed necessary in order to maintain a safe and orderly learning environment in the school. Reasons for the search procedures will be discussed by building administrators at the beginning of the school year with all students so that they may be familiar with all aspects of the policy and practices involved. New students to the school will be advised of the canine search policy by the guidance office when they enroll.

In the true spirit of cooperation among the administration, staff, parents and students of our school corporation, we are teaming up with local law enforcement and the Indiana State Police to conduct periodic canine searches of our facilities and parking lots. It is our hope that you share our concern and will support our ongoing efforts to deter and detect any illegal drug use in our school environment. Although we cannot control all the elements that come into play in our community, we can certainly work together and make it known that we are willing to take a more assertive approach by setting higher standards and expectations in order to maintain a "drug-free" school environment.

We feel that these searches and exercises can be done with minimal disruption to our educational setting and will serve three main purposes:

1. We are confident that our students are serious about their education and do NOT want illegal drugs in our school. Most of them will be proud to be held up to this public scrutiny and will take pride in being viewed as role models for all teens.
2. We want to enforce the trust of our parents, students, and community by communicating the message of zero tolerance to anyone who would consider bringing drugs into our school. And, for those who choose to violate this trust, we want to identify them so they can be removed from school and/or receive the help they need.
3. We want to work closely with our law enforcement officials and support their efforts in establishing "drug-free" school zones and communities. By doing so, our school community will learn to see them as the quality professionals they are and friends who are doing their part to help us enjoy a quality lifestyle.

It should be noted that passively-trained canines are very reliable, but as in anything, the possibility of error can occur. A dog may make a hit on something other than illegal contraband. We are very sensitive to this issue and the resulting implications that our students may be subjected to. Therefore, as we review our procedures, we want to help put you at ease and convey the following information to you. No dog will be allowed direct contact with a student, as we realize a variety of things can trigger an animal's disposition and we certainly want to ensure the safety and well-being of our students. School facilities

(including lockers and the contents), parking lots, and persons can be searched if reasonable suspicion exists. These searches will always be done in the presence of a school administrator and/or his designee.

The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Lockers will not, as a rule, be inspected without reasonable suspicion. When possible or deemed appropriate by school officials, the student will be given the opportunity to be present during the inspection. A building administrator or designee will accompany and be present with all students asked to reveal the contents of their possessions (which may include, but not be limited to, bags and purses).

IN THE PAST, PARENTS AND STUDENTS HAVE EXPRESSED CONCERN THAT IF A STUDENT IS CALLED FROM CLASS DURING THIS "LOCK-DOWN" SETTING TO HAVE THEIR LOCKER AND ITS CONTENTS SEARCHED, THEY FACE POSSIBLE NEGATIVE CONNOTATIONS FROM OTHER STUDENTS FOR SUSPECTED DRUG USE, AS WELL AS EMBARRASSMENT, IF NO ILLEGAL SUBSTANCES OR MATERIALS ARE FOUND IN THEIR LOCKER. WHEN A DOG MAKES A POSITIVE HIT ON A LOCKER, WE MUST ALSO SEARCH ADJACENT LOCKERS. THIS SCENARIO PRESENTS A GREAT CONCERN TO OUR ADMINISTRATION AND BOARD OF EDUCATION. THEREFORE, WE ARE GOING TO IMPLEMENT THE FOLLOWING OPERATING PROCEDURES. IF A DOG MAKES A POSITIVE HIT ON A LOCKER OR ITS CONTENTS, SCHOOL OFFICIALS, ALONG WITH A LAW ENFORCEMENT OFFICER, WILL CONDUCT THE SEARCH WITHOUT THE STUDENT BEING CALLED DOWN FROM CLASS. IF AN ILLEGAL SUBSTANCE, MATERIAL, OR ITEM IS FOUND (INCLUDING LOOK-ALIKE DRUGS), THEN THAT STUDENT WILL BE ESCORTED TO THE OFFICE AND PARENTS/GUARDIANS WILL BE CONTACTED AND BE REQUESTED TO COME IN AND MEET WITH SCHOOL OFFICIALS AND LAW ENFORCEMENT OFFICERS (WHEN APPLICABLE) TO DISCUSS FORTHCOMING DISCIPLINARY ACTIONS, POSSIBLE REHABILITATION OR EDUCATION PROGRAMS, AND LEGAL IMPLICATIONS AS THEY MIGHT APPLY. ANY ILLEGAL MATERIALS DISCOVERED DURING THIS PROCESS WILL BE TURNED OVER TO LAW ENFORCEMENT OFFICERS, AS REQUIRED BY LAW.

However, if a student and his/her parents or guardians request that the STUDENT be present during a search, provide a written request by the end of the first day of school to the main office, and your request will be honored. If a student is absent from school during a designated canine search, his/her locker and contents will be searched by a school official and law enforcement officer, if a dog alerts on it. In this instance, we will not wait until the student returns to school. This is the only case whereby a request to be present during a locker search cannot be honored.

Care of School Property

Students are responsible for maintaining proper care of all furniture, books, lockers, etc., supplied by the school. Students who vandalize school properties will be required to pay for the damage and receive appropriate consequences up to suspension or expulsion. The condition of each textbook and iPad will be checked and recorded before assigning to students. It becomes the responsibility of the student to maintain the condition of each item in his/her possession through the school year. At the end of the term/year, items will be collected and checked for damages. Students found to have damaged items will be assessed a fine. It is the responsibility of the student to notify the issuing teacher if there is a drastic deterioration in the condition of any item. This is to be done immediately after the damage has taken place. Lost or damaged school property items not paid for will be placed on the student's fee as part of their financial school obligation for the next school year or turned over to the superintendent's office for prosecution in the Hamilton County Small Claims Court.

Cell Phones & Telephones

Telephones are placed in the school, classrooms, and faculty offices for school business only. Students are not to make or receive social calls using the office phone. Except in the case of emergency or urgent parent concern, students will not be called to the phone during school hours. Office staff will take calls and notify students to return the call at a time when he/she is free to do so. The use of personal cell phones is not permitted during the school day. All student cell phones are to be turned off and kept in the student's locker from before school until the dismissal bell.

Closed Campus

Hamilton Heights Middle School is a closed campus. Students are not to leave the grounds during school hours without permission from the principal's office. School hours are defined as once the student has arrived on school grounds to begin

the day at school and ending with the dismissal of the last period class of the students' day. Those individuals staying for extra-curricular activities that start at (Pending Board Decision) will report to the west gym between (Pending Board Decision). On early release days, activities starting at (Pending Board Decision) students will need to stay from (Pending Board Decision) at study tables in the cafeteria. Students will not be permitted to return to practice if they do not stay after school. This time frame will be considered as an extension of the normal school day. Students who leave school grounds or the facilities without permission from the main office will be considered truant and receive disciplinary consequences.

Clubs and Extracurricular Activities

It is our philosophy that all students benefit by being involved in at least one extracurricular activity, either sports related or non-athletic. This extra involvement helps each student develop a positive connection with the school environment, adult mentors, and other students while building a variety of skills that can enable them to be more successful.

Athletics

Football 7/8

*Basketball, Girls & Boys 6/7/8

*Volleyball 7/8

Track, Girls & Boys 6/7/8

Cross Country, Girls & Boys 6/7/8

*Golf, Girls & Boys 7/8

*Cheerleaders 6/7/8

Wrestling 6/7/8

Swimming 6/7/8

*indicates sports requiring try-outs

Clubs, Organizations, and Special Activities

Student Government (by election) 6/7/8

*Elections will be determined by the results of a teacher poll, student popular vote, and essay.

HHMS Honor Society (by invitation) 7/8

*See the explanation above for the entrance requirements.

Once students are inducted:

1. Requirements:
 - a. Members will remain in good academic standing, maintain a GPA of at least 3.70.
 - b. Members will do at least one service project per month.
 - c. Members will maintain a high standard of character in and out of the school building.
 - d. Members will attend regular meetings and meet given deadlines.
2. Consequences:
 - a. If members do not do a service project for 2 months, they are placed on probation*. If you miss a third month, you are dismissed.
 - b. If members are caught cheating (in the classroom OR on Honor Society notes, business, etc.), they are placed on probation*. If it happens again, they are dismissed.
 - c. If members miss 3 deadlines, they are placed on probation*. If they miss a fourth, they are dismissed.
 - d. If members have 2 unexcused absences (from meetings), they are placed on probation*. After a third, they are dismissed.
 - e. If members are suspended from school, they are dismissed.
 - f. If members' GPA drops below a 3.70, they are on probation* for one nine weeks. After nine weeks of probation, if the GPA is still below 3.70, they will be dismissed.

*Advisor will contact both the parents and principal when a student is placed on probation. .

Academic Team 7/8

Art Club 5/6/7/8

Builders Club (Kiwanis) 5/6/7/8

BPA 6/7/8

Future Farmers of America 6/7/8
Gay-Straight Alliance 6/7/8
Huskies for the Cross (HFC) 5/6/7/8
Lego Club 5/6/7/8
Kindness Club 5/6/7/8
Media Club 5/6/7/8
Robotics Club & Teams 6/7/8/9
Science Club 5/6/7/8
Spell Bowl 6/7/8
Wiffleball Club 5/6/7/8
Yearbook Staff 6/7/8
Yoga Club 5/6/7/8

****Other student activities for all grade levels could be offered throughout the school year on a continuing basis.**

****District residing families that homeschool their children will be allowed to participate in school sponsored athletics and/or extra-curricular activities. Home School students will be subject to all middle school rules, policies and procedures (including attendance), as well as the individual team/coach/sponsor established rules, practices, and expectations governing the activities. Per Board Policy, all Home School students who want to participate in an extracurricular activity (club, sport, or organization) must be enrolled in at least one (1) class throughout the school year.**

Convocations

Convocations will be presented for student enjoyment and learning. Respectful behavior is expected at all convocations. Attendance at convocations is a privilege that can be revoked from individuals who are not attentive and respectful. Students who do not want to attend will be provided an area for supervised study. Likewise, if a parent does not want his/her child to attend a convocation, he/she must notify the principal's office in writing of his/her decision and will be required to do an assignment related to the topic.

Dances/Field Trips/Social Events

Social activities are held for students throughout the year. Attendance to the next event is dependent upon the previous event. The rules and regulations of each social activity as set by staff will be faithfully observed. Events such as Bradford Woods, incentive activities, Washington, D.C. Trip, dances, other field trips, class picnics, etc., may be denied to students who continually disrupt the classroom/school environment or fail to meet the behavioral expectations defined in this handbook. Only those grade level students the activity is designated for will be allowed to attend. Chaperones and parents will be allowed in the building at these functions if they've had a background check. If older brothers, sisters, friends, or acquaintances are going to pick up the students, they are to check in at the main office, unless the pick up time is after normal school business hours.

Students will not be permitted to leave a dance early unless a parent or guardian signs them out and picks them up. Family members arriving early to pick up a student must have a note from the parent to do so, or parents must make arrangements with the main office ahead of time.

*****All HHMS sponsored social events, dances, and field trips are only for enrolled HHMS students, staff, approved chaperones, and volunteers.**

Dismissal of School Due to Bad Weather

If the weather becomes too hazardous or mechanical failure requires that school be closed, the School Corporation will send out a social media alert and initiate an automated mass call (School Messenger) notifying parents/guardians of school closings, delays, or early dismissals. Be sure all contact information is current in the PowerSchool Parent Portal. Click [here](#) for instructions on how to set up or change contact information for School Messenger within PowerSchool. Contact the main office if you need assistance setting up your School Messenger account.

Distribution of Materials by Students/Community Entities

Any materials distributed/displayed at school by students/community entities (beyond the scope of approved teacher or instructional items pertaining to the educational purpose of our school) must receive prior approval from the building principal or his/her designee.

Driving of Motorized Vehicles Prohibited

No middle school student may drive a motorized vehicle to or from school or to and from any extra curricular activity sponsored by Hamilton Heights Middle School (examples of motorized vehicles: car, motorcycle, mo-ped, etc.).

Drug Testing Policy

If, in the opinion of at least two school officials, a student is under the influence of an illegal substance, the following procedures may occur:

1. The student may be searched with at least two school officials present.
2. The student's locker may be searched.
3. The student may be asked to submit to a urine test to determine if the student is under the influence of an illegal substance. Should this procedure be used, the parents will be called prior to any testing taking place. The parents and/or the student may refuse to submit to the test. Refusal to submit to the test is a violation of school policy and may result in expulsion from school. Should the test show that the student is under the influence of an illegal substance, the student may be suspended for up to ten days. During this period of time, the student must be enrolled in a drug/alcohol rehabilitation program which is approved by the administration of Hamilton Heights and at the expense of the student or parents. In some cases, the student's parents may be required to attend with the student. The student must sign a contract with the school and must complete the program or face expulsion. The local law enforcement agencies will be notified. This option is offered only one time during a student's school career. A second offense will result in expulsion from school.

Due Process Rights

The State of Indiana and Hamilton Heights School Corporation recognize the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent and Board of Education have established administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with the students. These guidelines encompass procedures for: statements of charges, summary of evidence, opportunity to explain conduct, suspensions/expulsions, meetings, appointment of examiners, placements for students with disabilities, and the appeal process. Copies or information regarding due process rights can be obtained upon request from the principal's office or corporation office. Clear [here](#) to access more information regarding students' due process rights.

Entering or Leaving the Building

Students arriving to school after the 7:35 starting bell must sign in at the office. Students leaving the building before the end of the last class period of the school day at 2:35 (2:05 on Wednesdays) must sign out of the office after parent/guardian approval has been granted and verified with office personnel.

Announcements and Daily Bulletins: Daily announcements will be posted on the counselor's Canvas page and on the website.

Cafeteria Procedures

Questions? Please contact Cafeteria Manager, Helen Doss at 984-3547 ext. 2030, during normal school hours. Every student will have an account and his/her own PIN number, which will be entered on a keypad at the cashier station. The lunch account must have money on deposit to be operational. This can now be done on-line (optional). This is NOT a charge account. There are NO charges. Students may elect to pay cash and not use the account, but no change is given at the cashier station; any change is automatically deposited into the student's account.

HOW DOES THE LUNCH ACCOUNT WORK?

The student can deposit money as they go through line, before or after lunch, or the parent may mail it in to the cafeteria. Checks need the name of the parent and the student on them. Students will be notified when their account has reached \$5.00 or less. If a student account has insufficient funds, they can mix cash with the account

money or pay all cash. The parent can pay by the week, month, or semester. At the end of the year, excess deposits will be refunded upon request by parent or guardian.

WHAT IS A FAMILY ACCOUNT?

The parent may deposit money into a family account if they have two or more students in a particular school building. The money in the account will be accessed by all children when they eat lunch. Each child will still have his/her own PIN number.

WHAT ABOUT FREE OR REDUCED LUNCHES?

Each child, including free and reduced, will have a PIN number for an account. This eliminates any stigma which students may worry about since all students access the accounts in the same manner. Free and reduced students may deposit money into their account for "ala carte" items. All students desiring a second Type A meal must have money to pay full price. The cost of a Type A meal has not been determined as of the printing of this handbook.

WHAT ARE THE ADVANTAGES OF THESE ACCOUNTS?

Make deposits on a regular basis and get low fund reminders from school. No more scrambling for lunch money on Sunday nights. Parents know that the money is being spent on lunch and not other uses. Parents can obtain a print out of what their student has spent and eaten. Family accounts let parents write one check for all the family's students. Parents can have an account fixed to allow regular school lunch only and not snacks.

SECURITY

Students should never share his/her PIN with anyone. Each child's name appears on the screen when the PIN is entered. Cashiers can ask for the student's name if they think someone is using the wrong PIN. A second meal bought on the same day will cause the system to alert the cashier.

BREAKFAST

HHMS will offer an optional breakfast program for those students who wish to participate during period one Homeroom time. Students will have time before the first period to eat breakfast. All breakfast food and drink should be consumed prior to students going to their first period class.

Grading Scale

| <u>Grade</u> | | <u>Percentage</u> |
|--------------|---|-------------------|
| A | - | 93-100 |
| A- | - | 90-92 |
| B+ | - | 87-89 |
| B | - | 83-86 |
| B- | - | 80-82 |
| C+ | - | 77-79 |
| C | - | 73-76 |
| C- | - | 70-72 |
| D+ | - | 67-69 |
| D | - | 63-66 |
| D- | - | 60-62 |
| F | - | 0-59 |

Grade Point Average

We utilize a 4-point grading scale system.

How to figure a GPA: Each letter grade is assigned a value (see chart below). The GPA is figured by adding the value of each grade to arrive at a sum total. The next step is dividing the total by the number of courses for the grading period.

| | | | |
|----------|-------|---|-------|
| Example: | Grade | | Point |
| Math | B+ | = | 3.33 |
| English | B- | = | 2.66 |

| | | | |
|---------|-----------|---|-------------|
| History | A- | = | 3.66 |
| Health | C+ | = | 2.33 |
| Science | B | = | 3.00 |
| P.E. | A | = | 4.00 |
| Art | B | = | <u>3.00</u> |
| | 7 courses | | 21.98 |

21.98 points \ 7 courses = 3.14 GPA

POINT SYSTEM

| | | |
|----|---|------|
| A | = | 4.00 |
| A- | = | 3.66 |
| B+ | = | 3.33 |
| B | = | 3.00 |
| B- | = | 2.66 |
| C+ | = | 2.33 |
| C | = | 2.00 |
| C- | = | 1.66 |
| D+ | = | 1.33 |
| D | = | 1.00 |
| D- | = | 0.66 |
| F | = | 0.00 |

Health Screenings for Students

Click [here](#) to view the policy related to different health screenings provided to students.

Homework Requests

Students who have internet access at home are asked to retrieve homework through Canvas. All teachers are accessible through the Canvas messaging feature or school email. A student who does not have internet access may contact the counselor's office through the following procedure. A student must be absent for two days before homework assignments can be requested. Parents or guardians should notify the guidance office no later than 9:30 AM if work is to be picked up that day. At that time the office would like an idea of how many days the student will be absent so that all assignments can be requested from the teachers at one time. Homework assignments for all grades may be picked up any time between 2:00 and 3:00 PM in the counselor's office if there is no access to Canvas at home.

Please monitor the school work made up at home so all work is turned in on time and receives full credit. If requested homework is not turned in or picked up on a consistent basis, the school reserves the right to deny future requests.

Honors Courses

Honors English 5, 6, 7, 8

English teachers will analyze each student's performance and readiness and make student recommendations for the Honors class. They will take into consideration a number of factors including previous classroom performance in English and other relevant courses, high ability scores, assessment scores (ILEARN, NWEA, and class tests), Lexile percentile, a possible entrance exam, and other important factors that indicate readiness for an Honors level course.

Honors Math 5 & 6, Pre-Algebra 7, and Algebra 8

Math teachers will analyze each student's performance and readiness and make student recommendations for each Honors class. They will take into consideration a number of factors including previous classroom performance in math and other relevant courses, high ability scores, assessment scores (ILEARN, NWEA, and class tests), a possible entrance exam, and other important factors that indicate readiness for an Honors level course.

Honor Band 7/8

Band teachers will make the selection based on performance, possible entrance audition, interest, and the needs of individual students and performance groups for competitions and concerts. Students selected for Honor Band may opt out of the general band class for their grade level and take another elective.

Honors Art 7/8 Grade

The art teacher will make the selection based on previous artwork, a student's ability to work on an extended project over an extended period of time, possibly a portfolio of independent work, other class grades (GPA, etc.), interest in art, and work ethic.

Other Honors, Advanced, or Preference Courses

Honors courses might be added each year depending on the changing nature of our schedule. For example, we could also offer an advanced class in Robotics, Business, Drama, Dance, PE, or other areas. We will develop the criteria for these classes in such a way that identifies those students who are willing to put in the extra time and effort and demonstrate a potential (through grades, attendance, and examples of previous work) that they can be successful in meeting the class expectations. We will develop guidelines similar to the ones listed above, but we also understand that each class has unique requirements. Teachers, parents, and students will be made clear of the expectations prior to final decisions of placement being made.

Illness

Students will be sent home from school any time a student's temperature is 100 degrees or more or the nurse/principal's office determines the individual should not be at school due to an illness or the potential is there that others might become infected. Upon determining the child is ill, the nurse/principal's office will notify the parent/guardian that he/she needs to come and pick the student up from school. The student is at no time to call or text on his/her own accord and request a parent to come and get him/her from school. If this should happen, we ask parents/guardians to immediately phone the school and verify the student's condition. In addition, students who are experiencing vomiting and diarrhea for more than 24 hours should stay home or will be sent home if they are having severe vomiting and/or frequent episodes of diarrhea while at school. Students should not contact their parents directly during the school day using their cell phone without first consulting with the nurse to verify the symptoms of their illness. If a student feels ill, the first step is to visit the nurse's clinic. The school nurse cannot diagnose or perform any medical testing in the clinic.

All students must have a pass to visit the clinic. Students should report to their classroom teacher to receive a pass prior to reporting to the nurse's office. Do not expect the nurse to issue a pass to class if you come to her office during a passing period, prior to receiving teacher permission. Students in an emergency situation should immediately go to the nurse if possible.

Immunizations

Click [here](#) to view the list of required vaccinations and policies related to immunizations for each grade level.

The Superintendent shall require parents to furnish their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings. Exceptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

Injury at School

All injuries occurring at school will be given first aid. The school nurse or other school personnel shall not assume responsibility for injuries requiring treatment beyond first aid measures. All injuries, accidents, and illnesses will be referred to the family. If parents cannot be reached, and/or school personnel deem the injury serious, the school will contact 911 and arrange for transporting the child to a local health facility for emergency treatment, as indicated on student's file. The cost for transportation and medical treatment, under normal circumstances, will be encumbered by the parent/guardian. The school does provide the means by which a parent/guardian may purchase student accident insurance. Interested individuals may inquire at the principal's office for the necessary information to purchase student insurance coverage.

Internet - Student Use

Click [here](#) to access the Hamilton Heights Technology Handbook.

Late Assignments

Late homework with students present in class: Late homework is defined as any school work that is presented to a teacher beyond the specific time or date the assignment/project/test was due. Each grade-level team will develop a late-work policy that is developmentally appropriate for the students. It is the responsibility of the grade-level team to clearly communicate this policy at the beginning of the school year to students and parents.

It is the student's responsibility, not the teacher's, to check Canvas for what was done in class and to ask for clarification if it is needed for questions related homework/projects/tests/etc. that were missed due to the student being absent. Current homework assignments are accessible via the Canvas Parent Portal for each course and on each grade level's Team Canvas Page.

1. Absent students will be given the same number of days to make up missed work as days absent from school. Exception: students requesting a pre-arranged absence should have their work turned in to their teachers in advance, prior to departure, unless the individual teacher and student have agreed upon other arrangements.
2. HHMS has the right to deny a student from attending extra-curricular activities (event or activity taking place after school or on the weekend) for poor academic performance in the classroom, lack of quality homework assignments, poor school attendance rate, or low quiz and test grades. This denial may range from one activity to all events for the remainder of the school year.

Lockers and Cubbies

Lockers are the property of HHMS and are only loaned for students to use. Each 7/8 grade student will be assigned a locker. This will be the student's locker and he/she should be responsible in the care and general condition of it. The student's use of the locker, however, does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, drug paraphernalia, vaping devices, tobacco products, or alcohol. Lockers will not, as a rule, be inspected without reasonable suspicion. Students may not use their own locks to prevent access to lockers by officials, and any unauthorized locks may be removed without notice and destroyed. Use only the locker that is assigned and keep it locked at all times. Do not share lockers with other students. Students found sharing a locker may be subject to disciplinary action. All personal items and books, when not in use, are to be kept in the lockers. Do not tamper with other lockers and give combinations to another student. If a problem develops concerning your locker, report it to the principal/guidance office. Stickers and posters are not to be attached to the front of the lockers unless approved by the administration.

Students with large bags or athletic equipment may store their items in the designated storage room located on the west and east ends of the locker bay area. These rooms will be unlocked before and after school, but they will be locked during the school day. All teachers will have the ability to unlock these doors if needed during the school day if a student is leaving early.

Fifth and sixth grade students will utilize open classroom storage cubbies for coats and backpacks. Students will store their items in cubbies located in their 7th period class (6th grade) or afternoon class (5th period). Students shall not access the cubbies used by other students. Each classroom will have a space where teachers can store valuable items (i.e. cell phones and/or money) for students. Each student will be provided a ziplock bag (or other container) labeled with his/her name in which to store his/her valuables before placing them in the designated safe space. Students will then be given their items at the end of their afternoon class, prior to homeroom.

THE SCHOOL DOES NOT ASSUME THE RESPONSIBILITY FOR ITEMS PRESUMED STOLEN OR IN ANY WAY MISSING FROM LOCKERS. BRINGING VALUABLES AND LARGE AMOUNTS OF MONEY TO SCHOOL IS STRONGLY DISCOURAGED.

Medication

If at all possible please give your child his/her medication at home. If your child must take medicine at school we must observe certain safeguards in administering medication to students. The following written policy will be observed:

1. ALL prescription medication and non-prescription medication must be brought to the Nurse's office by a parent/guardian or designated adult over the age of 18. Students ARE NOT permitted to carry medication with them at school, leave medication in their lockers/backpacks, or give medication to another student. Those persons (other than authorized school personnel) giving the medication and individuals receiving it are subject to disciplinary measures for this action. The school nurse will secure all medications in the clinic in a locked cabinet and verify prescription dosage, expiration date, and student's name. The nurse will count medicine upon receiving it at school and prior to pick up and record it in the Medication Administration Log verified with a parent/guardian signature. Students ARE allowed to carry cough drops to and from school with written parent permission.
2. The term "medication" refers to prescription medication, as well as, non-prescription (over-the-counter) medications.
3. The prescribing physician must provide a written order stating the name of medication, dosage, hours for administration, and period of time medication is to continue. Prescription medication must be brought to school in the pharmacy's original container. Non-prescription medications must also be in their original container. Written permission from the parent or guardian is required for any non-prescription medication administration at school. Written permission from Physician is required for any prescription medication administration at school. All medications must be FDA approved.
4. If the parent's written instructions for administering a non-prescription medication differ from the manufacturer's recommended instructions, a written order from the physician may be required. Non FDA approved supplements or medications cannot be administered at school.
5. Long-term medication must be re-verified at the beginning of the school year as well as at our request during the school year.
6. The school nurse or designated staff member will administer the medication. However, a student will be allowed to possess and self-administer medication that must be administered on an emergency basis provided the student's parent files an annual authorization. It must include a medical authorization from the student's physician for the student to carry and self-administer the medication. The student would be allowed to carry this medicine on the bus: Epipen, insulin, inhaler/allergy med, or any other medication that the physician deems necessary for the student to keep on his/her person with the approval of the school nurse.
7. You may withdraw permission at any time; this must be in writing.
8. Generic Tylenol, Ibuprofen, Generic Benadryl, Generic Antacid, Cough Drops, Sore throat spray, Antiseptic wash, Hydrogen peroxide, Antibiotic ointment, Aloe Vera/Burn Spray, Isopropyl Alcohol, Anti-itch cream/gel, Benzocaine, Biofreeze, Saline, Visine or Lubricating Drops, Oragel, Vaseline, Carmex, and Zilactin are stocked in the clinic and may be administered with written parent permission.
9. Any unused medication that is unclaimed by parents by the last day of school will be destroyed.
10. The school may not send home medication with a student. Medications may be released only to the student's parent, guardian, or an individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication (IC 20-8.1-7-22).

New Student Enrollment Process

The following information is required to enroll a student in HHMS:

1. Health Records
2. Birth Certificate (we will make photocopy)
3. Proof of Residence (2 sets)
4. Proof of Guardianship
5. Prior School Records
6. Any student who has not previously attended Hamilton Heights Schools must present proof of immunization for diphtheria, tetanus, whooping cough, measles, rubella, polio, meningitis, and mumps.
7. Students who fail to provide the immunization information will be excluded from school until the time proof is secured by the school.

*HHMS reserves the right to deny enrollment to any student who has been expelled from another educational institution during the current school year.

*In compliance with Senate Enrolled Act 416 which passed the Indiana General Assembly in 1988, HHMS will

report to the Indiana Clearinghouse for Information on Missing Children any student who does not provide a birth certificate or other proof of the student's date of birth within twenty days of enrollment.

Passing Periods

Students have four minutes to pass between all class periods. Please pass as quietly and courteously as possible. With this independent time, students are expected to be responsible for their own appropriate behavior.

Pre-Arranged Excused Absences

Absences from school, deemed to be in the best interest of the student (for both educational and professional advancement) must receive prior approval from the principal's office five (5) days prior to the event - similar to our vacation policy. The student is responsible for making arrangements with teachers concerning tests and assignments, and should be turned in prior to the absence. The student is required to have the pre-arranged absence form (located at the end of this handbook) filled out by his/her teachers. Advance assignments received by the student will be due the day he/she returns to school. Students not given requested work by their teacher prior to being absent will be granted the same amount of days as they have missed to make up all past work. These absences will be considered excused (as long as procedures and deadlines have been met) but WILL count towards the progressive discipline in the attendance policy stated above. Students who are currently at or beyond 8 days of absences or who are currently receiving failing grades will be denied approval.

School Counselor Services

The school counselor's office is open at any time during the school day to students who would like information and/or assistance concerning their educational program or their personal growth and development.

The counselor welcomes the opportunity to assist students in such areas as academic achievement, interpersonal communication and relationships, choosing classes, and career information. Students are encouraged to share their concerns in confidence with the school counselor.

Whenever possible, students can sign up for an appointment online, or they can stop by the school counselor's office during passing periods or lunch to sign their name on the appointment sheet. This will avoid long waiting lines and missing classes for non-emergency issues. The school counselor will send for each student as soon as possible. Exception: emergency situations that need immediate attention like bullying, safety, or other important situations.

Security Video

The building and facilities are equipped with video surveillance equipment (inside and outside) that records images continuously.

Selling Drugs/Alcohol (Including Look-Alikes and Substances Represented as Drugs)

A student found guilty of SELLING drugs/alcohol (including look-alikes and substances represented as) on school grounds immediately before, during and immediately after school hours and at any 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 school or a school activity, function or event WILL BE GROUNDS FOR EXPULSION, and a student expelled for this offense is ineligible to participate in the alternative to expulsion program. This situation will also be reported to the sheriff's department.

Staying After School for Extra Curricular Activities Procedures

The bell to dismiss school rings at 2:35 (2:05 on Wednesdays). All students staying after for a school related activity or other reason MUST report to the Athletic Area Hallway by 2:40 (2:10 on Wednesday) and stay in the assigned area until dismissed by the bell at 3:00 to attend their activities. No student is to leave the assigned area without permission from one of the supervisors on duty. Consequences for not following instructions will include one of the following actions.

- 1 – Warning
- 2 – Contact Coach
- 3 – Disciplinary Action w/ Coach at practice
- 4 – Dismissed from 1 practice
- 5 – Miss one athletic contest

This policy is also for Early Release Days. Athletes that have practice after school will be required to be in the Athletic Area Hallway by 2:40 (2:10 on Wednesdays). Disruptive students will be warned about their behavior. If it does not improve, they will be denied the right to stay after school and participate in extracurricular activities for an appropriate period of time. Specific after school guidelines for the time between 2:40 and 3:00 (2:10 and 3:00 on Wednesdays) will be reviewed at the beginning of each athletic season with the students.

Student Dress Code

The school, through the principal or his designee, reserves the right to make the final judgment as to the appropriateness of the apparel and has the right to ask a student that a specific item(s) be removed and/or not worn again at school or school related functions. Clothing or other articles that are distracting to the educational environment, distract from the school's purpose, or are deemed offensive because of the message stated, implied, or presented are not allowed. Clothing that is viewed as too physically revealing or allows undergarments to be visible is also unacceptable. Hats or other head coverings should be removed by the beginning of first period. If these items are repeatedly worn beyond this point, they will be collected by the principal or his designee for an appropriate period of time before they are returned. Upon arrival at school, hats, and cell phones (turned off) shall be placed in lockers and remain there unused until school is dismissed. Headphones may be used with school iPads only. Hats and cell phones are permissible to be worn or used after school dismissal and at extracurricular events and activities. However, we request that all students remove their hats during the playing of the national anthem.

It is the teacher's prerogative to ask a student to remove, reverse, or cover up any clothing attire or accessory deemed dangerous or disruptive to the educational process. If a student fails to abide by this request, appropriate action will be taken. If a student is in violation of the dress code, he/she will be asked to change clothes, add appropriate clothing items, remove inappropriate or unsafe apparel or accessories, or reverse clothing inside-out, etc., to remain at school. Appropriate action will be taken on those students who refuse to comply. Continued violations of the school dress code may result in suspension and/or possible expulsion from school based on the student's refusal to comply with acceptable school rules and norms. Students, therefore, are expected to wear their clothing and to manage their appearance in such a manner that they do not disrupt the educational setting, interfere with health or safety, or promote vulgarity or discriminatory messages.

Examples of inappropriate attire include, but are not limited to:

- Skirts and dresses that are shorter than the tips of the fingers when the student is standing with arms hanging down the sides (all the way around).
- Shorts that do not have at least a three inch inseam all the way around.
- Tops, blouses, or shirts that unreasonably expose the bare midriff.
- Sleeveless shirts that are cut or jerseys that do not fit tightly around the shoulder, revealing a students' bare side.
- Halter tops, strapless tops, tube tops, tank tops with straps less than one inch wide, backless tops, see-through tops and other revealing clothing as well as tops with plunging or revealing necklines.
- Clothing that allows undergarments to be seen or parts of the body not normally seen in public.
- Bare or stocking feet.
- Clothing or cosmetics displaying, promoting, or interfering messages about violence, obscenities, vulgarity, profanity, gang or cult affiliation, racially or sexually offensive messages, crime, or references to other inappropriate topics.
- Clothing (i.e. jean/shorts) with holes exposing bare skin or undergarments above the tips of the fingers when the student is standing with arms hanging down the sides (all the way around).
- Clothing or accessories that advertises, depict, and/or promote the use of alcohol, tobacco, drugs, or other illegal substances.
- Hats, leaving up sweatshirt hoodies, caps, bandannas, or sunglasses.
- Attire or accessories that can cause injury, present student safety concerns, or that may damage school property – i.e. spiked bracelets or neck bands, chains, wheely shoes (wheels in soles of shoes), etc.
- Sagging pants which may lead to inappropriate or indecent exposure or that require a student to hold up his/her pants to prevent tripping while walking
- Body-piercing accessories that are unsafe for certain activities (i.e.: physical education classes and athletic participation) or are extremely distracting to the educational environment.
- No sleepwear items are permitted to be worn at school, i.e. pajama pants, house slippers, etc, with the exception of sponsored spirit days.

*Failure to follow guidelines will result in appropriate, progressive consequences.

Tardy Policy

The following tardy policy applies to each semester of the school year. Students have four (4) minutes to move between classes, and must be in the classroom when the final bell rings. Teachers will record all tardies for each grading period with the following guidelines:

- A. Students are to be inside the doorway, with all class materials, at the appropriate class take up time (unless the teacher has prior knowledge of the lateness or the student presents an excused pass from another teacher).
- B. A student will be counted absent for a class that he/she is unexcused late for 15 or more minutes.
- C. 1st tardy: A verbal notification to the student from the teacher will be issued with no penalty. Parent notification not required at this point.
2nd tardy: A verbal notification to student from the teacher will be issued. Parent contact should be made by the teacher.
3rd tardy: A verbal notification to the student from the teacher will be issued. A mandatory notification to parents from the teacher should be made to inform them of a 30 minute after school detention. Students will serve the after school detention in the TOR. Teachers will be responsible for arranging this with the student and communicating the date and time with a parent and the administration.
4th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for further disciplinary action. Upon the fourth tardy, the student will be assigned to 1 hour after school detention.
5th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. Upon the fifth tardy, the student will be assigned to 2 hours of community service on school grounds.
6th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. Upon the sixth tardy, the student will be assigned to one (1) session of Friday Night School and parents will be notified. A parent/student conference will take place and a Tardy Contract will be issued, discipline for the infraction will still be included.
7th tardy: Upon the seventh tardy, the student will be assigned one (1) session of Saturday Morning school and parents will be notified.
8th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. At this point, the student will be assigned to one (1) day of in-school suspension (TOR).
9th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. At this point, the student will be assigned to two (2) days of in-school suspension (TOR). Parents will be notified that continued tardiness will result in further In School Suspensions.
10th tardy: Teachers will deny entry of the student into their class and immediately send him/her to the office to speak with a building administrator. The student will receive more days of In of School Suspension, and subsequent excessive tardies for the remainder of the semester could result in Out of School Suspensions.
- D. Students not present at school when the school day starts are considered tardy to school. Those entering after this time should report to the office for a pass to enter class. Students who need to leave school early must check out through the office before leaving.
- E. Tardiness to school will be recorded by the office and dealt with in a similar manner. On the fourth tardy to school, students will be referred to a guidance counselor and follow-up written notification will be made with parent. If students are late or tardy to school, they are to stop in the office to obtain a pass before entering class. Any combination of excused late arrivals/tardies to school and/or tardies to first period that accumulate to five incidents or more will result in disciplinary action (for each occurrence) with the same actions taken as listed under classroom tardiness.
- F. Tardies to specials or other exploratory classes will accumulate and follow students on to their next rotation class with a semester time frame.

Procedure When a Student Appears to Be Under the Influence of Drugs or Alcohol

The first time a student appears to be under the influence of an illegal substance, the administration will have a conference with the student and parents. It will be the recommendation of the administration that the student should seek professional

help with his/her problem. Both the parents and the student will be informed that, should there ever be another problem of this nature; the student may be required to submit to a urine test.

If the decision is made to give a student a urine test, the following procedures must be followed:

1. All school officials involved must file a written account of the circumstances surrounding the incident.
2. The parents of the student will be called and told that the administration would like to administer a urine test to the student. The parents must sign a statement giving their permission for the test to be given. If the results of the test show drug use, the parents must pay for the expense of the test. If the results of the test show no drug use, the expense of the test will be paid by the school.
3. The test will be given in the presence of a school official and the parent.
4. A copy of the results will be given to the parents.

Drug Offenses Impact Interscholastic Athletic Participation

Any student who has not yet declared his/her HHMS athletic status or team membership who, at school or school-related activities: uses, possesses, sells, purchases or distributes illegal controlled substances and/or look-alike drugs will NOT be allowed to participate in interscholastic athletics for one (1) calendar year starting at the time of the offense. This includes, but is not limited to: narcotic drugs, hallucinogens, amphetamines, barbiturates, inhalants, unauthorized prescription drugs and marijuana. A second like offense will ban this student from all interscholastic athletics for the remainder of his/her middle school career.

Discipline Procedures for Minor Infractions

Self-discipline is an important quality which we hope to assist students in acquiring as a step necessary in becoming productive and responsible citizens. It is not our objective to develop a purely punitive discipline program. We hope to deal with the causes of the misbehavior and not just the symptoms. Counseling will be utilized, and we seek initially to cooperate with the students and the parents to keep students in school and learning acceptable modes of conduct. We also utilize a comprehensive PBIS plan and a behavior tracking systems (Behavior Flip or Class Dojo) to support positive behaviors and identify challenging behaviors. Our goal is also to utilize restorative practices to help students understand how their behaviors and choices can negatively impact others and the learning community. However, we will not compromise the learning atmosphere necessary in the classroom. Repeated unruly, disrespectful, and uncooperative behavior will not be tolerated and will be promptly addressed.

The following procedures will be implemented concerning reporting disciplinary behavior to the office and parents:

*Prior to this process, the 5th, 6th, 7th, and 8th grade teams develop plans for teachers to address minor misbehaviors prior to involving the administration. These processes will involve either Behavior Flip.

Individual teachers and/or grade level teams will be in touch if minor misbehaviors begin to increase in occurrence or become more disruptive in nature. Please contact the grade-level team leaders with any specific questions about minor misbehavior classroom policies or management plans.

1. Upon the first minor infraction, the student is informed of his/her misbehavior by the teacher or team member and told that another disturbance will result in communication to his/her parents outlining the misbehavior and future consequences if the negative behavior continues.
2. On the second offense, the teacher or team member is to follow through with the communication home by email, or telephone, and devise his/her own consequence for the student or send to the office, where the principal will either mete out the consequence or outline what will occur if another trip is made to the office. The teams will be encouraged by the administrative office to be creative and find a variety of means to handle minor infractions before they become major concerns.
3. The third time behavior difficulties occur, the student will be sent to the principal's office where disciplinary action will be taken by the principal or assistant principal (or their designee). The parents and teachers will be informed of the action taken.
4. Teachers or the team members may request specific action that they feel is appropriate.

Friday Night School/Extended After-School Detention

These are programs of discipline for students who have problems with tardiness, attendance, or other infractions of school policies. In addition, these sessions are offered or assigned to students as "buy-back" options to remove grade penalty

reductions for unexcused absences or to acquire extra days of absence for students who have exceeded attendance policy limits. These programs will be explained upon request and/or at the time specific sessions are assigned. Students must successfully complete these programs to earn the benefits of the above "buy-back" options. Any MS student assigned to Friday night school will simply stay here after school and report to the main office upon dismissal. The assigned supervisor will pick up students at 3:00 PM and escort them to the designated room. This same supervisor will also escort students back to the front entrance to be picked up by 6:00 PM. If sessions are ever moved to the high school, details will be explained to students and parents, as needed. Extended after-school detention will last anywhere from two to three hours, depending on the situation. Students are required to bring enough school work to keep occupied the entire time.

If the student misbehaves or fails to fulfill the requirements, he/she will be assigned a session of T.O.R., or other appropriate means of disciplinary action.

Community Service

Under certain circumstances, a student may be assigned to serve community service after the regular school day as a result of disciplinary action in place of suspension or TOR. Parents will be contacted and must agree to this alternative disciplinary method, if used.

In-School Suspension

In-school suspension is another discipline program which we will use. This consequence will typically be served at the high school in the HS/MS ISS Program Room or the Middle School Office TOR Room. Assignments, tests, etc., are to be completed as though the student was in class. Teachers are to provide work for the student. The student is not allowed to leave the room at any time or speak to any other student in the room. Lunch will be eaten in the room. The student will only be dismissed to use the restroom escorted by the aide or a member of the principal's office. A student put into in-school suspension will not be allowed to participate or attend any extra-curricular activity for the day or days he/she is in T.O.R. If the in-school suspension days are carried over from the end of one school week (Friday) to the beginning of the new school week (Monday), the student may not be allowed to attend or participate in any middle school extra curricular activities between Friday and the following Monday (Friday evening, Saturday, Sunday), depending on the infraction or the number of times behavioral problems have occurred. It is hoped that students will appreciate how much more enjoyable it is to accept a few rules of behavior and be with peers than be isolated because of the inability to follow reasonable expectations. Grades received while in the in-school suspension for the first time will receive full credit. Those students who have been assigned in-school suspension more than once in any one year will have their grades reduced one letter grade from their base score on any nine week assignment, quiz, or test completed or taken while in the time out room. Nine-week assessment exams will receive full credit while in T.O.R.

Suspension from School

Suspension from school can be anywhere from one to ten days in length at any one time. Students suspended:

1. Will not be allowed to return to school for any reason during the period of suspension from school. In the event that a normal school day is canceled due to an emergency or inclement weather during a student's suspension period, those number of days not in session will automatically be added on to the previously stated return date before he/she may return to school.
2. May not attend or participate in any extra-curricular activities during the suspension period. This also applies to weekend events if the suspension period covers that time frame. The student may not attend any type of practice sessions or contests of any nature, both athletic and academic.
3. All school work will be accepted for full credit, but should be completed during the suspension. It will be the responsibility of the student to secure all assignments and fulfill all quiz/test requirements.
4. Suspended days are considered excused absences and will not be counted as absent days applied to attendance policy limits.

Expulsion from School

Expulsion is an extended removal from school for a semester, remainder of a school year, or 365 days. It is the philosophy of HHMS to only use expulsion in extreme or severe situations, and usually as a last resort if other consequences do not meet the severity of the misbehavior or if other forms of discipline and constructive/educational methods have been utilized to improve the extreme misbehaviors or harmful actions and were not successful. Students may also be expelled if they

have earned a high number of discipline log entries for repeated misbehaviors, after progressive disciplinary consequences have been utilized. Parents and students may ask for an expulsion hearing if they believe the decision to expel was unfair, too severe, or not within the policies and guidelines set forth in this handbook.

Safety and Security Procedures

An important part of keeping our schools safe is having a Single Point of Entrance for all school buildings during the regular school day. In an effort to further improve safety for our students and employees, all four school buildings now use a video monitor and buzzer system for their front entrances. Once the school day starts, the front door and all other doors will be locked. All visitors, including parents and parent volunteers, will have to be permitted into the building and report directly into the main office. A badge, which must be worn at all times while in the building, will be issued at the time of entry. Visitors must also sign out upon departure. The wearing of ID badges will allow school personnel to regulate who should and should not be in the building. If a person is not an employee, and is not wearing a visitor badge, employees will escort that person to the front office in order to follow the proper procedure.

School Safety/Law Enforcement Officials

A Hamilton Heights school police resource officer (SRO), supplied by the Hamilton County Sheriff's Department, is currently servicing our corporation at the middle school, high school, and Elementary/Primary Schools on a full-time basis and is on-call to assist any of our buildings, should the need arise. In the course of insuring safety and order at school, the resource officer may confer with a student on school premises in the presence of school administrators, their designees, or the student's parents/guardians. An attempt will be made to contact parents if questioning occurs, and an administrator will be present at questioning.

A county court probation officer is also part of our law enforcement support staff. This officer has court authority to monitor, counsel, and enforce expected school behaviors, as dictated by the student's court ordered plan. This includes arrest and pick-up authority.

Student Well-Being/Safety Drills

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately in-person, via email, or through the QuickTip message service.

Visitors, Lunch Guests, and Volunteer Policy

Visitors are welcome at all of our schools. For proper monitoring of the safety of students and staff, each visitor must register upon entering the school at the main office to sign in and receive a visitor's badge. Click [here](#) to access the Safe Visitor background check website. A state issued ID will be required to obtain a visitor's badge. When the office staff member scans the state issued ID, the visitor's information will be checked against the National Sex Offender Registry. Any visitor's ID that is tagged during this process will be denied entry and/or access to students. Any visitor found in the building without a visitor's badge will be reported to the administrators and school resource officer. If a visitor wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to ensure availability and prevent any potential inconvenience. Students may not bring student visitors (i.e. friends) to school during the day.

Adult lunch guests are also welcome during our scheduled lunch periods. Only the child's parents or grandparents may visit during lunch. Siblings may also visit during lunch only when accompanied by a parent or grandparent. All adults who visit during lunch must complete and pass a volunteer background check prior to their visit. All HHSC schools maintain an updated list of volunteers who have passed a background check in each building. According to Board policy, potential volunteers who do not pass the initial background check may follow procedures to appeal the decision with the Superintendent.

Volunteers are an important part of our instructional process and are welcome in all of our schools. All volunteers who interact with students must complete and pass an annual volunteer background check prior to volunteering in the buildings with students. All HHSC schools maintain an updated list of all volunteers who have passed an annual background check. According to Board policy, potential volunteers who do not pass the initial background check may follow procedures to appeal the decision with the Superintendent.

Any visitor, chaperone, or volunteer who behaves or speaks inappropriately or unprofessionally while in the presence of HHMS students could receive disciplinary actions. Discipline can include being sent home from the event (at the individual's expense), ban from attending/serving/or chaperoning at the school or at school-sponsored events or field trips (for an appropriate time set by the principal or designee), or a no-trespass order (for an appropriate time set by the principal or designee) served to the individual by law-enforcement.

Withdrawal/Transfer from School

Students who plan to withdraw from HHMS must contact the guidance counselor at least one day in advance in order to have the proper records to take with them to the new school. A parent should also contact the school when a student withdraws. A withdrawal form will be given to the student, which enables the student to receive grades up to the date of withdrawal. Students will return books, iPad, library books, and should pay any fees before withdrawal. A health record will also be given at this time, as some schools require this record before enrolling a new student.

HHMS Athletic Handbook

The Hamilton Heights Middle School Athletic Department expects its student athletes to have such attributes as dedication, self-sacrifice and the sincere desire to be the very best athletes possible 365 days a year. These athletes should have great pride in their school, their athletic programs and, above all, pride in themselves. It is the belief of the Athletic Department that all those involved with any part of the athletic program, including cheerleaders, managers, statisticians, etc., should conduct themselves in the same manner as our athletes. We expect our athletes and support personnel to set an example for the younger people of our community who have ambitions of becoming a part of our athletic program. Athletes need to have a thorough understanding of the athletic rules, regulations, requirements and standards. Athletics are a privilege; the rights and responsibilities of the student athlete are not the same as those for other students.

ALL HHMS STUDENTS WISHING TO PARTICIPATE IN ATHLETICS ARE BOUND BY THE RULES AND REGULATIONS CONTAINED WITHIN THIS HANDBOOK. THEY TAKE EFFECT WHEN A STUDENT BECOMES A MEMBER OF ANY INTERSCHOLASTIC TEAM AT HHMS.

Top Sports Priority Commitment Policy

HHMS athletic activities and events will be the TOP SPORTS PRIORITY for each and every athlete on a Hamilton Heights Middle Athletic Team.

This policy means:

- All Hamilton Heights athletes are expected to attend all team events (practices and games) unless there is a family event or illness that prevents them from attending the HHMS event.
- Anytime there is conflict between a HHMS event and another team sporting event of any type, the HHMS event will be the athlete's top priority and the athlete will be required to attend and participate in the HHMS event.
- If an athlete misses a HHMS event to attend any other outside sporting event, that athlete may be disciplined at the discretion of the coach. The discipline may include (but not be limited to) reduced time in practice or games or possibly the total loss of participation for an entire game.
- If an athlete attends a HHMS event after playing for or practicing with another outside sports team earlier in the day of a HHMS event and appears to the Coach to be tired or playing at less than full capacity, the Coach at his own discretion may reduce or eliminate playing time for that athlete during a game or practice.
- ALL HHMS ATHLETES ARE EXPECTED TO PUT THE BEST INTERESTS OF THEIR TEAM ABOVE THE INTEREST OF ANY OUTSIDE SPORTS TEAM.

Gender Equity

Athletic participation is an extension of and an integral part of the educational experience for those young people who become student-athletes. The educational experiences should not be reduced in scope and significance by disparities which limit the participation of any athlete.

HHMS believes that gender equity is more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere and an environment where

opportunities and resources are distributed fairly to boys and girls, an atmosphere where no person experiences discrimination on the basis of gender.

Interscholastic Athletic Eligibility

Athletic standards at the middle school will be similar to those established by the I.H.S.A.A. and Hamilton Heights High School. The student must be in good academic standing in classes and meet all other requirements listed in the Athletic Handbook. Some differences will be enacted to meet the unique needs of the student athletes at Hamilton Heights Middle School.

District residing families that homeschool their children will be allowed to participate in school sponsored athletics and/or extra-curricular activities, beginning at the middle school grade level commencing with the 2010-2011 school year. Home School students will be subject to all middle school rules, policies and procedures, as well as the individual team/coach/sponsor established rules, practices, and expectations governing the activities.

These rules and regulations apply to all students, sixth through eighth grades, who participate in interscholastic athletic events.

Eligibility Policies for All Student-Athletes and Support Personnel, Grades 6-8

Physical and Consent Forms

Between May 1 and the student's first practice in preparation for interscholastic athletic participation, the student shall have had (1) a physical examination or certification by a physician holding an unlimited license to practice medicine, and (2) written consent of parent/guardian for such participation on file with the athletic director. All documentation must be completed and approved through Final Forms online program before participation will be allowed.

Illness and Injury

In the case of an injury or illness, an athlete may be required, upon the request of the coach, athletic director, or principal, to provide a statement from a physician, holding an unlimited license to practice medicine, that he/she is physically fit to participate in interschool athletics. The athlete may be held out of practice and contest until this statement is provided.

Conduct

Contestants' conduct in and out of school, shall be such as (1) not to reflect discredit upon their school, or (2) not to create a disruptive influence in the discipline, good order, moral or educational environment in the school.

Academic Requirements

Student athletes may not receive more than one failing grade (F) in all nine week/semester courses being taken during the previous grading period and still be eligible to participate in organized interscholastic athletics the following nine weeks. Semester grades will take precedence over nine weeks grades. The semester grade precedence rule does not apply to nine weeks rotation classes since they are not taken for a full semester. Ineligibility (due to poor academic performance) will take effect on the day that report cards are issued to students.

Practices

All student athletes are required to attend and participate in a minimum of ten days of practice before they will be eligible to participate in a game or contest. Students who move into our school system and join an athletic team can apply days of practice completed at their previous school to meet this requirement. Athletes who participate in sports that overlap in the same season may be considered eligible to participate in an immediately following season's sport contest after 5 days of joining that team.

Weight Room and School Facilities

The weight room and school athletic facilities are available for use by athletes before and after school as scheduled by coaches and the weight room supervisor. No student shall use the weight room or other school facilities without adult supervision.

Insurance

HHMS administrators, coaches, and trainers are very safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are encouraged to have an insurance policy to cover athletic injuries and the cost of treatment. It should be noted Hamilton Heights Middle School does not carry any kind of primary insurance coverage for athletic injuries.

Grooming and Appearance

HHMS athletes are representatives of the school and community and therefore are required to exhibit a well-groomed and appropriate appearance. The Principal, Athletic Supervisor, and Coaches will determine Athletic Department guidelines as needed concerning the appropriateness of styles within the context of safety and accepted social norms.

Multiple Sport Participation

The HHMS Athletic Department supports the concept of participating in more than one middle school sport. Coaches should not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season." A student-athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student-athlete will be asked to designate a "primary" sport if necessary.

Travel

HHMS athletes are required to travel to and from athletic contests and special events in school approved vehicles (bus or mini-bus) under adult supervision provided by HHMS. In the event of an emergency or special parental and/or educational circumstance, a release form must be signed and submitted by the parent or guardian to and approved by the head coach. Athletes may ride home from away contests with their parents or guardians ONLY.

Attendance Policy Requirement

Students must attend at least half a day of school to be eligible to attend practice or contest. Using the present 7:35-2:35 school day, a student must enter school and sign in at the office by 11:10 a.m. Exceptions can be made for funerals, doctors' appointments, and other reasons, provided they have been cleared, through the principals' or athletic director's office, prior to the absence or departure from school. Students leaving school early due to sickness will not be eligible to attend practice or contests that same day.

Athletic Code of Conduct Rules and Penalties

We expect proper conduct of all athletes and support personnel (i.e. managers, cheerleaders, mascot, etc.) at all times. The athletic code of conduct is in effect 24 hours a day, 365 days a year. Our policies are designed in the best interest of our student-athletes while at the same time not compromising the integrity of interscholastic and Husky athletics. This code of conduct takes effect when a student becomes a member of any interscholastic team at HHMS and applies throughout the athlete's middle school years of eligibility.

1. You are in violation of the Hamilton Heights Athletic Policy if you:

1. Use, possess, sell, purchase or distribute illegal controlled substances and/or look-alike drugs. This includes, but is not limited to: narcotic drugs, hallucinogens, amphetamines, barbiturates, inhalants, unauthorized prescription drugs and marijuana, or intoxicant of any kind. An athlete guilty of possession or use of the aforementioned drugs will be suspended for 40% of his/her current season.
2. Use or possess alcoholic beverages. An athlete guilty of drinking or possessing alcoholic beverages will be suspended for a minimum of 40% of his/her current season.
 - a. Hamilton Heights athletes should not attend parties or gatherings where alcoholic beverages or drugs are being used. If this situation arises unexpectedly, the individual shall leave the premises immediately. If an athlete knowingly attends a party where drugs or alcohol are involved and fails to leave immediately, he/she will be subject to athletic suspension.
3. Use or possess tobacco. An athlete guilty of using or possessing tobacco in any form (including dissolvable tobacco) will be suspended for a minimum of 40% of his/her current season.
4. Steal. An athlete guilty of theft will be suspended for a minimum of 40% of his/her current season. This includes wrongful possession of HHMS equipment.

5. Any athlete convicted of a felony at any time shall be excluded from athletic participation for one full year (12 months) from time of conviction. Conviction of a misdemeanor shall be subject to athletic suspension for the athlete. Continuation in a sport or on a squad until a conviction is brought forth is contingent upon the decision of the principal, athletic director and head coach. Any athlete determined to have committed a delinquent act may be subject to suspension.
6. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the Athletic Code or state or federal law may result in additional punishment or suspension.

Second violation. A second offense of any one (1) rule or any combination of two (2) of the above rules will result in a suspension for a minimum of one (1) calendar year from the date the second offense is confirmed.

A third offense. A third offense of any one (1) rule or any combination of three (3) of the above during the middle school career of an athlete will result in permanent suspension from all athletic competition at Hamilton Heights Middle School for the remainder of that athlete's career.

Additional Athletic Policies Include:

1. Drug testing. In the event a violation occurs involving the use of illegal drugs, the athlete may be required to submit to periodic drug testing (student/parent expense) in the calendar year immediately following the violation in order to maintain athletic eligibility or face a one (1) year suspension from athletics.
2. A violation out of season. If an athlete commits a violation of any of the above rules while not currently participating in a sport or season, he/she will serve his/her suspension in the next sport season he/she participates.
3. Improper conduct. Improper conduct or behavior in or out of school, during practices, games, etc., may result in suspension from athletics as determined by the Principal, Athletic Director, or coach during that coach's sport season.
4. School suspension, TOR (in-school suspension) and Friday Night School. Athletes suspended from school or assigned TOR are not eligible to participate in practices or contests during the time they are assigned to an out of school suspension or a full day/days in TOR. This also applies to weekend events (practices and/or contests) if the assigned time is not completed by the week's end. If an athlete is assigned to Friday Night School, he/she may participate in practice or contests that same day, only after his/her assigned time is served.
5. Removal from a team. Once a student begins practice in a sport and his/her team membership is terminated by the coach or school for a reason other than being "cut" due to a lack of ability, he/she is ineligible to practice or participate in any other sport during that season.
6. Quitting a team. Any athlete who "quits" a team may not try out for the next season until the team he/she quits completes their respective season. This may be waived by written permission from the coach of the team the athlete quit.
7. Completing a season. (by Principal, Athletic Director, Coach or Parent). Any athlete who does not complete the season in good standing is not eligible for any athletic awards. Athletes serving any athletic suspension are required to attend and participate in practice sessions, but cannot participate in contests. Additional coaching rules may also apply.
8. Athletic equipment. Possessing athletic equipment from a team in which you are not a member or equipment from other schools will be regarded as theft. An athlete will be ineligible to participate in a sport season or receive any awards until all school equipment issued to him/her is returned from previous seasons. Punishment for theft will also apply (see rule 1. D - Stealing).
9. In the event a suspension can not be served in its entirety in one sport season, the suspension will carry over to the next sport season in which the athlete participates.
10. An athlete must successfully complete the season in which he/she serves a suspension.
11. When an athlete violates a training rule, that violation is recorded and kept on file for the entire time the athlete is enrolled at Hamilton Heights Middle School. All violations of the disciplinary policy are cumulative throughout an athlete's middle school career.
12. Parents of an athlete will be informed when a suspension from a team, due to a violation of athletic policy, is taking place. The parents may request an informal meeting within (5) school days from the notification with the principal and athletic director.

13. The "current season" is defined as all regular season contests and tournaments. In computing suspensions, contests will be counted per guidelines for number of contests in each sport season. An athlete whose suspension includes the first game of a season may not participate in a pre-season scrimmage.
14. Additional guidelines above the minimum and approved by the athletic director, may be imposed by the head coach of each respective sport.
15. Sexual harassment (including hazing). Harassment on the basis of sex is a form of illegal sex discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a school-sponsored program or activity.
 - Submission to or rejection of such conduct by an individual is used as the basis for academic or athletic decisions affecting that individual; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's academic or athletic performance or creating an intimidating, hostile, or offensive environment.
- Hamilton Heights Middle School will not tolerate sexual harassment (including hazing) of students or employees by members of its faculty, staff, student body or by other agents of the school, and will respond in a suitable manner to every complaint. To assure the school is free of sexual harassment in athletics and academics, appropriate sanctions will be imposed on offenders over whom the school has jurisdiction.
16. Non-discrimination policy. Hamilton Heights Middle School encourages all of its pupils, regardless of sex, color, race, national origin or handicap to enroll in any course or participate in any activity which will promote their educational, social, and personal development.

Note: At the end of an athlete's one year suspension, the athlete's suspension will be re-evaluated by the principal, athletic director, and coach. A decision to reinstate or deny the athlete's participation in athletics will be made at that time.

Guidelines for Practices and Contests When School Is Cancelled

During a declared state or county snow emergency: No practice session or contest will be conducted while under this status.

Practices/Contest: Practice sessions and games (home or away) will be cancelled if we are not in session. Special administrative consideration may be given if weather conditions improve and opposing school is agreeable to play. If there is any doubt, a decision to cancel will be made and an attempt will be made to reschedule.

Student athletes who complete the middle school athletic career and intend on participating in high school athletic programs are subject to the high school athletic handbook policies once they have been declared a member of a high school team.

Sportsmanship Expectations for Student-Athletes

Each Student-Athlete is expected to:

- Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, Corporation, and community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
- Treat opponents the way the student would like to be treated, as a guest or friend. Who better than the participating athlete can understand all the hard work and team effort that is required of the sport?
- Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial or sexual nature.
- Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Respect the integrity and judgment of game officials.

The officials are doing their best to help promote athletes and the sport. Treating them with respect, even if the athlete disagrees with their judgment, will only make a positive impression of the athlete and the team in the eyes of the officials and all the people at the event.

- I. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.

Sportsmanship Expectations for Cheerleaders

EACH CHEERLEADER is expected to:

- A. Understand the seriousness and responsibility of his/her role, and the privilege of representing the school, Corporation, and community.
- B. Treat opposing cheerleaders the way the student would like to be treated, as a guest or friend.
Who better than the cheerleader can understand all the training and team effort that goes into a cheerleading squad?
- C. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- D. Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to the school's spectators.
- E. Select positive cheers which praise the school's team without antagonizing the opponents.
- F. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- G. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time the school's squad would want in performing cheers, and treat opposing players like the school's team is treated.
- H. Give encouragement to injured players and recognition to outstanding performances for both teams.
- I. Respect the integrity and judgment of game officials.
Treating them with respect, even if the cheerleader disagrees with their judgment, will only make a positive impression of the team, the squad, and community in the eyes of the officials and all at the event.

Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.

Sportsmanship Expectations for Student Groups

MEMBERS OF OTHER STUDENT GROUPS (PEP CLUB, BAND) are expected to:

- A. Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- B. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization and involvement.
- C. Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- D. Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial or sexual nature.
- E. Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- F. Respect the integrity and judgment of game officials.
Treating them with respect, even if disagreeing with their judgment, will only make a positive impression of the team, the squad, and community in the eyes of the officials and all at the event.
- G. Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.

Sportsmanship Expectations for Spectators

EACH SPECTATOR is expected to:

- A. Remember that s/he is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- B. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- D. Learn the rules of the game, so that s/he may understand and appreciate why certain situations take place.
- E. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as one would treat a guest in his/her own home.
- F. Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial or sexual nature.
- G. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- H. Recognize and show appreciation for an outstanding play by either team.
- I. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- J. Use only those cheers that support and uplift the teams involved.
- K. Recognize and compliment the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- L. Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season, school year, calendar year, suspension from school, and/or referral to the police. Unacceptable behavior by non-student spectators may result in removal from the event, denial of admission to school athletic events for a season, school year, calendar year, a formal no trespassing order, or referral to local authorities

Sportsmanship

HHMS is expected by the IHSAA to provide a safe environment that promotes good sportsmanship for officials, coaches, players and visiting fans. At a time when society is experiencing increased incidents of physical confrontations and unmanaged anger associated with sports at all levels, Hamilton Heights Middle School wishes to keep our athletes, officials, coaches and fans safe by insisting on proper behavior and promoting our positive reputation for good sportsmanship.

HHMS will not condone or permit inappropriate behavior towards players, school staff, the opposing school, or the game officials.

Parents and fans who violate the high standards of sportsmanship that we expect will be removed from the contest or premises and may face temporary or permanent banishment from attendance at HHMS athletic events.

Remember, buying a ticket does not give you the right to act inappropriately; it simply gives you the right to attend. We have some very talented teams at Hamilton Heights and they deserve your positive support. We strive to make good sportsmanship at Hamilton Heights an expectation where the players play, the coaches coach, the officials officiate, and the fans are positive!