

**Hamilton Heights
Primary School
and
Elementary School
Students and Parent
Handbook
2019-2020**



**Hamilton Heights Primary School
25350 State Road 19, Box 419
Arcadia, Indiana 46030
317.984.1530**

**Hamilton Heights Elementary School
25150 State Road 19, Box 400
Arcadia, Indiana 46030
317.984.3547**

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HAMILTON HEIGHTS PRIMARY AND ELEMENTARY PARENT HANDBOOK 2019 - 2020

This handbook has been prepared for your convenience and information. We urge you to read each item, discuss the information with your child, and assist us in carrying out the various policies and regulations stated herein. We also suggest that this handbook be kept in a convenient place for handy reference throughout the year. Parents are encouraged to contact the school with questions and concerns.

HAMILTON HEIGHTS TELEPHONE NUMBERS

Hamilton Heights Primary School: 984-1530

Little Huskies Learning Center: 984-1530 ext. 4060

Little Huskies Learning Center Director, Andrea Griswold: 984-1530 ext. 4063

Little Huskies Before and After Care Director, Sara Cox 984-1530 ext. 4062

Hamilton Heights Elementary School: 984-3547

Hamilton Heights Middle School: 984-3588

Hamilton Heights High School: 984-3551

Hamilton Heights Transportation: 984-8404

HHPS/HHES School Resource Officer, Josh Ireland: 317-407-3577

HHSC School Safety Officer, Mr. Cliff Hackman: 984-1530

Free/Reduced Lunch/Textbook Assistance, Mrs. Patty Hicks: 984-1530

Textbook/Fee Payments, Mrs. Jennifer Kauffman: 984-3551

Hamilton Heights School Corporation Office: 984-3538

HAMILTON HEIGHTS PRIMARY & ELEMENTARY LEADERSHIP TEAM

Superintendent, Dr. Derek Arrowood

Business Manager, Ms. Kristin McCarty

Hamilton Heights Primary School Principal – Mrs. Julie Griffey

Hamilton Heights Primary School Assistant Principal – Mr. Cliff Hackman

Hamilton Heights Elementary School Principal – Mrs. Julie Griffey

Hamilton Heights Elementary School Assistant Principal – Mr. Ken Watson

K – 12 Data District Coach, Mr. Keith Ecker

K – 5 District Instructional Coach, Mrs. Becky Clark

Hamilton Heights Primary & Elementary School Counselor – Mrs. Tricia Rudy

English Language Learner Coordinator, Mrs. Kim Luckey

High Ability Coordinators Mr. Keith Ecker & Mr. Ken Watson

Special Education Director, Mrs. Kim Luckey

Little Huskies Learning Center Director, Andrea Griswold

MISSION STATEMENTS

HHPS: Our mission at Hamilton Heights Primary School is to provide a safe and nurturing learning environment that challenges each student to master grade level academic standards in order to reach his/her potential while fostering positive social and emotional growth and wellness. We are committed to obtaining this outcome through our educational support system along with family and community.

HHES: Hamilton Heights Elementary, with family and community, provides a safe and comprehensive learning environment, which encourages all students to attain their fullest potential as they take pride in becoming responsible, respectful, and productive lifelong learners.

VISION STATEMENT

HHPS & HHES: Experience Excellence, Cultivate Curiosity, Inspire and Give Back

CORE VALUES

I nnovation	seek creativity in methods, solutions and resources
C ommunity	serve the common good of our community
A ccountability	demonstrate ownership and a sense of duty
R espect	admire and value each individual
E ncouragement	inspire the spirit and potential within each person
E xcellence	continuously pursue exemplary performance

SCHOOL HOURS

HHPS

Car rider drop off: 8:30 – 8:45 a.m.

Student arrival: 8:40 a.m.

Students arriving in their classroom after 8:50 a.m. are tardy

Instructional day: 8:50 a.m. - 3:25 p.m.

Car rider dismissal: 3:10 p.m.

Bus rider dismissal: 3:25 p.m.

Office hours: 8:00 a.m. - 4:00 p.m.

HHES

Car rider drop off: 8:40 – 8:50 a.m.

Student arrival: 8:45 a.m.

Students arriving in their classroom after 8:55 a.m. are tardy

Instructional day: 8:55 a.m. - 3:25 p.m.

Car rider dismissal: 3:25 p.m.

Bus rider dismissal: 3:30 p.m.

Office hours: 8:00 a.m. – 4:00 p.m.

Wednesday Early Release Schedule

HHPS

Car rider dismissal 2:35 p.m.

Bus rider dismissal 2:45 p.m.

HHES

Car rider dismissal 2:50 p.m.

Bus rider dismissal 2:55 p.m.

ARRIVAL

1. Car rider students should not arrive prior to 8:30 a.m. (HHPS)/8:40 a.m. (HHES) without approval from the office.
2. Students arriving late to school are tardy and are to be brought to the office by an adult before going to class.
3. Students should not be dropped off unless you see one of the car rider staff at the drop off site.

DISMISSAL

1. Students will follow their normal departure procedure unless the school has been notified of a change by the parent/guardian. Transportation changes must be made with a note or a phone call to the school office as staff does not always have time to check e-mail continually throughout the school day. **Please do not email or fax dismissal changes/transportation changes.**
2. Students who need to be picked up during the school day for appointments must be picked up at the office. Once signed out by a parent or guardian, the office personnel will contact the classroom teacher in order to have the child sent to the office. Please wait in the office until your child arrives.
3. Parents should avoid picking up students in the office at the end of the day. This is a very hectic time in the office as we try to conclude the day's activities and ensure a smooth and safe dismissal for each of our students. In most cases the car rider line will be quicker than trying to check out through the office. We thank you in advance for your cooperation.

CAR RIDERS

1. For those families whose child is a car rider on a regular or frequent basis, car rider forms are available with the registration information and in the main office. If you need more than one copy of the name tag/car rider number, please indicate this on the form.
2. A car rider tag for your vehicle will be distributed once the completed form has been received. Please notify the office of lost tags so they may be replaced quickly.
3. Parents picking up students at dismissal should line up (in their vehicle) in the designated pick up area (HHPS: north parking lot/HHES: southwest door), place the appropriate parent pick up card in your vehicle, and wait for their child to exit the building.
4. The car rider dismissal staff will dismiss students once they see the name card/car rider number and they are sure that it is safe for the child to depart the school.
5. Anyone possessing your car rider tag will be assumed to be authorized by you to pick up your child.

6. Anyone without a sign must have an ID and the child must have a note indicating that the child is authorized to go home with that person or that person has been preapproved on the registration forms by the parent for pickup.
7. Drivers need to remain in their vehicle and have the child enter the car on their own.
8. HHPS: There are two lines for car rider dismissal: one for the early childhood students and one for all other students.

RELEASE OF STUDENTS

The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them:

1. Students are released from school **ONLY** to their parents/guardians or to persons authorized by their parents/guardians. Authorized persons are listed on the school's computer and student enrollment forms. The principal or his designee is justified in requesting a person to show evidence that he/she has legal custody of the child or permission of legal guardian. Additionally, personal identification may be requested.
2. Students are released to police officers with a warrant or court order.
3. In the case of family dissension (divorce, step-parents or grandparents of separated parents, etc.) the request occasionally comes to prohibit one party of the conflict from taking the child from school...**SUCH REQUESTS ARE HONORED ONLY IF LEGAL STATUS IS ESTABLISHED THROUGH COURT DOCUMENTS.**
4. Law enforcement officers have authority to interview a student on school premises in the presence of a student's parents, the building principal, or his designee.
5. Children are released for days of religious observances upon the request of their parents. A written request must be sent to the office by the parents prior to the observance.
6. In case of illness or emergency, a child is sent home only with the parent/guardian or with another authorized adult.
7. Requests for released time for dental and medical appointments are honored. Appointments after school and on non-school days are desirable; however, some circumstances may make that impossible. Parents are asked to keep such appointments during the school day at a minimum.
8. **IF A CHILD MUST LEAVE SCHOOL DURING SCHOOL HOURS FOR ANY REASON OTHER THAN ILLNESS, THE PARENT/GUARDIAN NEEDS TO SEND A NOTE TO SCHOOL AND COME TO THE SCHOOL OFFICE TO PICK UP THE CHILD.** The parent must sign the child out in the office before leaving the building and must sign the child in upon his return to school that day.

GOING HOME WITH ANOTHER STUDENT OR A DIFFERENT ADDRESS

If your child needs to be transported to a different location than normal, the following procedures must be used.

1. A student riding home on a different bus must have a note stating that he will not be coming home after school but accompanying a specific student home or going to a different address, ex: sitter, relative
2. The note must include the full address, name of the person where they are going, and the telephone number of that person. If going home with another student, only the name of the other child is needed.
3. The school office must receive this note no later than the morning of the transportation change. This information should not be emailed or faxed to school – a written note is needed.
4. **Any last minute changes must be called into the school office preferably by noon.**
5. The Office personnel will provide the student/students with a bus pass to hand to the driver upon entering the bus.

PARKING

HHPS

Parking is available on the north and northeast areas of the school.

Parking in front of the school should not occur during school hours

There will be a safety gate that will prohibit parking in front of the main office doors during the school day.

HHES

Parking is available on the east and south areas of the school.

DRUG USE

Use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on the Hamilton Heights School Corporation property or at any school-related event is prohibited. This drug-free zone includes an area within 1000 feet of any facility used by the School Corporation for educational purposes. For the purpose of this policy, "drugs" shall mean:

1. all dangerous controlled substances as so designated and prohibited by Indiana statute;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. tobacco and tobacco products;
5. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to the HH School Board policy;
6. anabolic steroids;
7. any "look-alike" substances;
8. intoxicants of any kind
9. any other illegal substance so designated and prohibited by law. (HHSC Policy 5530)

VISITORS/VOLUNTEERS

A volunteer background check form will need to be completed and passed for any visitor wanting to have lunch with a student at HHPS or HHES. Lunch visitors are limited to parents and grandparents unless communicated to administration and parents prior to the lunch visit, There is cost for the background check; Outside background checks cannot be accepted. 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. The Hamilton Heights School Corporation policy states that all volunteers who would have care, custody, or control over students are required to have a criminal history background check. If you or any family member (grandparents, step-parents, aunts, uncles, etc.) plan to go on a field trip with your child, attend lunch or work with children in the school, you must submit a completed volunteer background check form to the school office at least two weeks prior to the event or time you wish to volunteer.

1. 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 and receive a visitor's sticker. **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 sticker 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.
2. 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. Other lunch visitors would need to be approved by parents and building

administration. 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.

3. If you bring a forgotten item to school, have a message for a child, need to pick up a child for an appointment, or wish to speak to a teacher, come directly to the office for assistance.
4. Parents who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the teacher and indicate the purpose of the visitation.
5. A visitation should be no longer than sixty (60) minutes. The number of visitors at any one time should not exceed three parents. In order to create an optimal learning environment during the visit, small children should not accompany the parent.
6. The frequency of visits for any student's parents should be no more than one every week.
7. Visitors should be silent observers and not create any disturbances or disruptions to the learning process.
8. Any comments made by individual students are to be maintained in confidence by the visitor.
9. If a visitor wishes to record a conversation with a staff member, he must request permission from the individual although the person is not obligated to do so. If the staff member wishes to record a conversation with a visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
10. Any comments or concerns are to be discussed with the staff member when students are not present.
11. If a parent has a concern about what is transpiring in his/her child's classroom, he should address the matter first with the teacher and, if not rectified, to then meet with the assistant principal or principal. (HH School Policy 9150)

SMOKING PROHIBITED

Smoking is not allowed on school property/school grounds; this includes parking lots or in your car on school property. This includes e-cigarettes.

ENTRANCE REQUIREMENTS

Kindergarten pupils must be five years of age and first grade pupils must be six years of age on or before August 1st of the current school year. If a child transfers from another school district that has a different entrance age requirement, that child will be allowed to enroll in the grade level from which she came. A certified birth certificate (hospital certificates are unacceptable) is required. **AS PER STATE LAW, IF THE CERTIFIED BIRTH CERTIFICATE AND PROOF OF IMMUNIZATIONS ARE NOT PROVIDED TO US WITHIN 20 DAYS OF ENROLLMENT, THE CHILD WILL NOT BE ALLOWED TO REMAIN IN SCHOOL UNTIL THESE REQUIREMENTS ARE MET. Hamilton Heights strongly encourages that immunization records be provided by the first day of school. If not provided by the 20th day of school, your child will not be allowed to remain in school until immunization requirements are met.**

All students who enter school may be required to have a complete physical, and dental and eye examinations. They are required by Indiana State Law to have complete immunizations as follows:

2019 – 2020 School Year

Grade	Minimum Immunization Requirements
Pre-Kindergarten	<ul style="list-style-type: none"> ▪ 4 doses of DTaP (Diphtheria-Tetanus-acellular Pertussis) ▪ 3 doses of IPV (Inactivated Polio) ▪ 3 doses of Hepatitis B vaccine ▪ 1 dose of MMR (Measles, Mumps, & Rubella) on or after the first birthday ▪ 1 dose of Varicella (chickenpox) vaccine or PHYSICIAN written documentation of history of chickenpox disease, including month and year of disease.
Kindergarten – 3rd grade	<ul style="list-style-type: none"> ▪ 5 doses of DTaP (Diphtheria-Tetanus-acellular Pertussis) * ▪ 4 doses of IPV (Inactivated Polio) ** ▪ 3 doses of Hepatitis B vaccine ▪ 2 doses of MMR (Measles, Mumps, & Rubella) on or after the first birthday *** ▪ 2 doses of Varicella (chickenpox) vaccine or PHYSICIAN written documentation of history of chickenpox disease, including month and year of disease. ▪ 2 doses of Hepatitis A ~ ****
Grade 4 – 5	<ul style="list-style-type: none"> ▪ 5 doses of DTaP (Diphtheria-Tetanus-acellular Pertussis) ▪ 4 doses of IPV (Inactivated Polio) ▪ 3 doses of Hepatitis B vaccine ▪ 2 doses of MMR (Measles, Mumps, & Rubella) on or after the first birthday ▪ 2 doses of Varicella (chickenpox) vaccine or PHYSICIAN written documentation of history of chickenpox disease, including month and year of disease. ▪ 2 doses of Hepatitis A

***DTaP:** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child’s fourth birthday.

****IPV:** Three doses of polio vaccine are acceptable if 3rd dose was administered on or after child’s fourth birthday and the doses are all IPV or OPV.

The 4th dose of polio vaccine **must** be administered on or after the child’s fourth birthday.

*****MMR:** If given as single antigen, 2 Measles, 2 Mumps, and 1 Rubella are required.

******Hep A:** The minimum interval between first and second doses of Hepatitis A is six calendar months.

IMMUNIZATIONS

All children entering school must be up-to-date on their immunizations. The school nurse is available to review your records if you have any questions. Please see the Entrance Requirement section of this handbook or our web site for immunization schedules and information. Any immunizations that your child may receive during the school year or throughout the summer must be reported to the school nurse.

Any student who has not attended Hamilton Heights Schools previously must present proof of immunization for diphtheria, tetanus, whooping cough, measles, mumps, rubella, polio, hepatitis A, hepatitis B, and varicella. Students have 20 days after enrollment date to get immunizations or will be suspended from school. This policy is in accordance with Indiana Code Section 20-34-4-5. **All immunization records need to be provided by the first day of school. If not provided by day 20. Or if immunizations are not up to date, the student will be suspended from school until requirements are met.**

FEES AND CHARGES

Because of the limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge. (HHSC Policy 6152)

The textbook rental fee is pro-rated, but workbooks and other consumables cannot be used again and must be paid for in full.

SCHOOL INSURANCE

Accident insurance is available for those who wish to receive it and pay the premium. Information and applications are available on the school corporation website –www.hhschuskie.org. The premiums are paid directly to the insurance carrier and the insurance company handles all paperwork. **THE SCHOOL CORPORATION DOES NOT CARRY ANY INSURANCE FOR ANY STUDENT.**

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL

Parents must notify the school of any changes of address, telephone number, and email during the school year.

WITHDRAWAL PROCEDURES

If the family plans to move during the school year, we request that the parent come to the school office and formally withdraw the children. The parent may pick up the child's supplies, paper, and any workbooks that have been purchased. Also, if there is a refund due for book rental or lunch money, this can be handled at that time. If the name of the school the child is transferring to is known, we can immediately send records to facilitate the child's enrollment there.

ATTENDANCE

The Indiana Compulsory School Attendance Law requires students to attend school daily. Absence is one of the major causes of poor work and failure in school. A close correlation between attendance and scholastic achievement has always existed. The daily student/teacher/peer dialogue is extremely important and can't be duplicated effectively outside of school. Parents can be fined or imprisoned for not following state attendance compulsory laws. If a parent fails to enroll his child in school, as required by Indiana Law, Educational Neglect charges can be filed. We need parents' total cooperation to ensure students attend school every day.

ATTENDANCE POLICY

WHEN A CHILD IS ABSENT, PARENTS/GUARDIANS MUST CALL AND/OR SEND A NOTE TO THE SCHOOL OFFICE BEFORE 9:30 AM TO REPORT THE STUDENT'S ABSENCE (HHPS: 317.984.1530; HHES: 317.984.3547). Our attendance line (option 3) allows you to report students' absence 24 hours a day. You will receive an automated telephone call from our attendance line anytime your child is reported absent by the classroom teacher and we have not received notification. **Please contact the office in the event there is a discrepancy so that we can verify your child's attendance.**

Failure to report your child absent will result in an unverified absence. Parents will have 3 days to verify the absence with a phone call, note, or doctor's note thus changing it to an excused absence. Students will be able to make up all worked missed when absent.

If a child has an extended illness, parents/guardians must notify the school each day. The school may request a doctor's excuse. Students may stay inside from recess only three (3) days in succession without a doctor's statement.

Students absent or who have left school early due to an illness are not to attend a school program or extracurricular activity the day the absence occurs. In addition, students not at school when it takes up in the morning must be in attendance the second half of the school day in order to participate in a program or extracurricular events. The exception will be those parents who have cleared through the principal the student's presence at the program or extra curricular activity prior to the day the absence takes place.

EXCUSED ABSENCES

The following are considered excused absences only if parents notify the school about the absence(s):

1. Illness verified by a note from the parent
2. Illness verified by a note from the physician
- ~~3.~~ Required court attendance
4. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- ~~5.~~ Death in the immediate family or of a relative
6. Observation or celebration of a bona fide religious holiday in accordance with Policy 5223
7. Maternity
8. Military connected families' absences related to deployment and return
9. Such other good cause as may be acceptable to the Superintendent or permitted by law

UNEXCUSED ABSENCES

An unexcused absence is when the school has not been notified of the absence and/or the absence is not covered under the definition of excused absences. Vacations scheduled during the week ending each semester, not approved by the principal, and/or not under the supervision of a parent or legal guardian will be counted as unexcused. A student shall be considered a "habitual truant" when when the student accumulates more than ten (10) unexcused absences in a school year.

CHRONIC ABSENTEEISM

Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.

HABITUAL TRUANT

A student shall be considered a “habitual truant” when the student accumulates more than ten (10) unexcused absences in a school year. Under IC 20-33-2-25, the school shall report a child who is habitually absent from school to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40.

EDUCATIONALLY RELATED NONCLASSROOM ACTIVITY

A school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity and non-classroom activity must meet all the following conditions:

1. Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
2. Facilitates the attainment of specific educational objectives.
3. Is a part of the goals and objectives of an approved course or curriculum.
4. Represents a unique educational opportunity.
5. Cannot reasonably occur without interrupting the school day.
6. Is approved in writing by the school principal or designee.

If the student or household member participates/exhibits at the State Fair, up to five days will be permitted without counting as an absence.

All absences/tardies are monitored closely. Letters will be sent to parents of students who have excessive absences/tardies 6, 10, and 12 days. After numerous absences/tardies, the Hamilton County Prosecutor’s Office will be notified and the Prosecuting Attorney will initiate procedures to bring parents into compliance with state attendance laws. Parents can be fined or imprisoned for not following state compulsory attendance laws. If a parent fails to enroll his child in school, as required by Indiana Law, Educational Neglect charges will be filed.

If a student is in good academic standing and the student or a member of the student’s household has an exhibition at the Indiana State Fair for educational purposes, that student may miss up to five (5) days of school.

CERTIFICATE OF CHILD’S INCAPACITY (IC 20-33-2-18)

Sec. 18. (a) If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

(b) The certificate required under this section must be signed by:

- (1) an Indiana physician;
- (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
- (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

As added by P.L.1-2005, SEC.17. IC 20-33-2-18

PRE-ARRANGED ABSENCES

Whenever a student is going to be out of school for three or more days for any reason other than an unexpected illness or a health related matter, a pre-arranged absence form must be obtained and completed in order for the absence to be considered by the principal. No pre-arranged absences will be granted during periods of standardized testing. Pre-arranged absences are granted at the discretion of the school principal and are highly discouraged. No more than three days of pre-arranged absences will be counted as an excused absence. If the student has already missed 10 or more days of school, the pre-arranged absences will be counted as unexcused. A copy of the needed form can be found on the school website or picked up in the office.

TARDY POLICY

Students are counted **tardy** if they report to **their classroom after 8:50 a.m. (HHPS)/8:55 a.m. (HHES)**. Students must report directly to the office to secure a pass before entering their classroom and must be accompanied by an adult. Habitual tardiness to school is reported to the Truancy Officer and dealt with in the same manner as excessive absences.

MAKE-UP WORK

Students are expected to obtain all make-up assignments from their teacher following any absences. Teachers provide make-up assignments and allow one day of make-up for each day missed. For example, if a student has been absent for two days, he has two days to complete assignments upon his return to school. Work requests for absent students must be requested by 10:00 am in order to allow time for the teacher to collect the needed work. Additionally, such work should only be requested when students are absent for multiple days. For single day absences, students will obtain the missed work upon their return.

HEALTH POLICIES

The school is concerned with the health of your child. Habits formed in early childhood are important to the growth, health, and happiness of your child in later life. Regular school habits are established in early childhood; therefore, good school attendance is important. The school nurse is available to you and your child for any health concerns or questions you may have. Please contact the school nurse if you have a question as to whether or not your child should come to school.

1. Your child **MUST** be fever free for 24 hours, without the aid of a fever reducer, before returning to school. A fever is considered to be anything over 100 degrees.
2. Students should stay home, or will be sent home if experiencing severe and /or frequent episodes of diarrhea or vomiting for more than 24 hours.
3. Your child **MUST** have a doctor's note to stay in from recess after three (3) consecutive days, or 1 week of physical education.
4. If your child misses more than three (3) days of school due to illness the school may require a doctor's note to excuse the illness.
5. If your child has had a fracture, there **MUST** be a doctor's note stating any limitations. When the cast is removed, the student **MUST** have a doctor's note stating when normal activity may resume.
6. If your child has surgery, there **MUST** be a doctor's note stating whether or not your child has any physical restrictions.
7. Any milk allergies requiring juice to be substituted at lunch **MUST BE ORDERED BY A PHYSICIAN**. All allergies should be reported to the school nurse and classroom teacher.
8. Report all communicable diseases to the school nurse immediately.
9. Report any additional immunizations your child may receive to the school nurse so we may keep the health records up-to-date.
10. Please inform the school nurse of any medication your child is taking long-term during the school year.
11. Kindergarten physicals are recommended to have an eye exam stating acuity before school starts.
12. Inform the school nurse of any specific health conditions your child may have. Certain health conditions will require a Health Care Plan to be completed by parents and physician, and will require a signature. These may include, but are not limited to: asthma, diabetes, allergies, and seizure. Health care plan forms are located on the school website or may be picked up in the nurse's office.

In order for your child to experience success in school he or she must be healthy and come to school prepared to learn. The following are a few suggestions as to what you can do as a parent to help your child's success in school.

1. Arrange for your child to get adequate sleep. Establishing a set bedtime encourages good sleeping habits.
2. Get your child up in plenty of time to eat a good breakfast or lunch. Help your child to choose clothing he can manage and is appropriate for the weather. Getting your child to school on time decreases stress and anxiety for you and your child.
3. Keep your child at home until he has fully recovered from an illness.
4. In order to help your child to the utmost, the teacher should be made aware of any school fears or changes in the child's physical health.
5. Keep the teacher informed of any stressful situations in the home that may have a bearing on the child's emotional well being (i.e. death, divorce, separation, etc.).
6. Report to the teacher AND the school nurse any serious illness or health problem your child has or may have had.
7. Teach him/her to use the drinking fountain without touching his/her lips on the faucet.
8. Teach him/her to wash his/her hands after using the toilet and before eating.
9. Teach him/her to cover his mouth when sneezing or coughing and to use and care for a tissue.

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 guidelines will be observed: (See the Hamilton Heights School Corporation By Laws & Policies 5330- Use of medications)

1. ALL prescription medication and non-prescription medication must be brought to the Nurse's office by a parent or guardian.(or anyone over the age of 18 with parent/guardian permission) Students ARE NOT permitted to carry medication or drugs. At HHPS, this does include cough drops, due to the young age of the students. Therefore, HHPS students may not carry cough drops to or from school or while at school. At HHES, students may bring cough drops if parents have given signed permission on the appropriate health form.
2. The term "medication" is not limited to prescription medication but would include over-the-counter medication such as Tylenol, cough syrup, etc.
3. The prescribing physician must provide a written order stating the amount of prescription medication, hours for administration, and period of time medication is to continue.
4. Prescription medication must be brought to school in the pharmacy's original container. Non-prescription medications must also be in their original container.
5. 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. (See form 5330F)
6. Long-term medication must be re-verified at the beginning of the school year as well as at our request during the school year.
7. 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. (See form 5330 F)
8. The school nurse or designated staff member will administer the medication.
9. You may withdraw permission at any time; this must be in writing.
10. 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, Antifungal cream, 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.
11. Any unused medication that is unclaimed by parent by the last day of school will be destroyed.
12. 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.
13. Please call the school nurse if you have any questions or problems getting medication to school.

HEAD LICE POLICY

While head lice are a nuisance, they do not spread disease, and are not a public health problem. Lice are a fact of life in the school setting. Educate your child how lice are passed from one person to another. Talk to your child about not sharing hats, coats, and hair accessories. Please inspect your child's hair regularly for lice or nits. Refer to our web site (www.hhschuskies.org), NASN epiclesis position statement (<http://www.nasn.org/Default.aspx?tabid=237>), or www.nasn.org/programs/educational-initiatives/lice-lessons

Should a case of head lice be brought to the school's attention, the School Nurse will:

1. Evaluate the scalp for nits and live lice.
 - A. If only nits are found, and the nits are more than ¼ inch away from the scalp, the School Nurse will consider the student to have an inactive infestation and the student may remain in school.
 - B. If live (moving/crawling) lice are found, OR nits are seen within ¼ of an inch of the scalp, the School Nurse will notify the parents/guardians and the student will be sent home. The student can be readmitted into school when evidence of treatment is submitted to the School Nurse, and the student is found to be free of live lice. The student should not ride the bus to school until s/he has been checked by the School Nurse and found to be free of the active infestation.
2. Ensure all siblings and other students living in the home who attend HHSC are screened.
3. Not to disrupt instructional time with entire classroom pediculosis screening.

HEALTH SCREENINGS

Periodic screening programs are an integral part of the student health assessment and a state mandated requirement of the Indiana State Board of Health and Indiana State Board of Education. These programs are designed to detect children who deviate sufficiently from the established normal values and warrant further evaluation that could improve their physical and educational performance. Hamilton Heights School Corporation will conduct the following screenings:

Vision Screening:

A vision test, using the modified clinical technique, is conducted for each student enrolled in grade 1. A visual acuity screening will be conducted for each student in grade 3, grade 5, and grade 8. Vision screenings may also be given to any student who has transferred into the school corporation or to any student suspected of having visual difficulties.

Hearing Screening:

All students in grade 1, grade 4, grade 7, and grade 10 shall have an audiometer test, or similar test, to determine hearing efficiency. Hearing screenings may also be conducted on any student who has transferred into the school corporation or is suspected of having hearing defects.

TEACHER QUALIFICATIONS

Parents may request information regarding the professional qualifications of their student's classroom teachers and paraprofessionals, who provide instructional assistance, including:

1. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
2. If the teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived;
3. The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Please contact the principal for this information, if desired. (NCLB)

SCHOOL PROGRAMMING

Instructional emphasis is placed on the sequential teaching of basic skills and from all academic areas with methods dictated by the pupil's maturity, learning style, and special talents. Youngsters are placed in classrooms based on information from the staff and the parent to give a balance in every room of children with different abilities while clustering youngsters with similar needs together.

The Media Center serves to coordinate materials school-wide and extend classroom activities by being open and available to individuals, groups and classes alike. Title 1 program offers a remedial program based on students' reading needs. The Special Education program promotes a philosophy of providing learning opportunities in the least restrictive environment for each child. Nutrition is stressed both by menu, dining environment, and health units to enhance both the mind and body of the growing child. Art, music, and physical education instruction are offered to all students in grades kindergarten through fifth. Family Life Education is a part of the fourth and fifth grade health curriculum. In fourth grade, growth and development curriculum (Social Health Association Program) is taught by the school nurse (girls) and the physical education teacher (boys) during the second semester. In fifth grade, Creating Positive Relationships (CPR) will implement the Family Life Curriculum. Questions about the program should be addressed with the school nurse. Smart Steps: A Body Safety Program for Children is a child sexual abuse prevention and education program that teaches elementary school-aged children their bodies belong to them, they have the right to say "NO!" to touches to their private parts for "no good reason or just to play a game", and to tell an adult about any touches that make them uncomfortable. The program will be presented to Kindergarten through 5th grade students. Each presentation is given in individual classrooms and will last approximately 30 minutes. Although not required, each child's attendance in the program is strongly recommended.

MEDIA CENTER

During the school year, students come to the Media Center with their class to check out books. Book check out guidelines: HHPS: Kdg. – one book per student first semester, two books per student second semester, grades 1 and 2: two books per student; HHES: Three books per student- Additional books may be checked out at teacher request or for research. If a book is damaged to the point that it is unusable it will be treated as a lost book. Regardless of the fine paid, the ownership of the book is retained by the Media Center. Lost books will be handled in a similar manner. The student will be charged for lost books. If the book is later found, the student can return the book to the Media Center and their money will be either refunded or credited to their account through the Superintendent's Office.

MUSIC PROGRAMS

Special music programs with students performing on stage for their parents, family members, and friends are presented at the Primary and Elementary buildings. The goal is to allow students the opportunity to be on stage in first and third during their elementary education. These programs are considered a part of the music curriculum and are designed and directed by the music teacher. Participation by students in the programs is expected. Programs will occur during the school day.

LEAST RESTRICTIVE ENVIRONMENT

“Least Restrictive Environment” is considered to be the instructional area where each student can comfortably and effectively work to best achieve his academic and social potential. Each student is assigned to a general education classroom and is afforded additional support either inside or outside that classroom as is deemed appropriate.

INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the Hamilton Heights School Corporation not to discriminate against any otherwise qualified individual with a disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Hamilton Heights School Corporation, P.O. Box 469, Arcadia, Indiana, 46030, 317.984.3538, or the Office for Civil Rights, US Department of Education, 400 Maryland Avenue, S. W., Washington, D.C., 20202-1100, 1.800.421.3481.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in HHPS/HHES shall be entitled to inspect those instructional materials, which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

NON-DISCRIMINATION POLICY STATEMENT/PHILOSOPHY OF RIGHTS

Hamilton Heights Schools encourage all of its students, regardless of sex, race, color, national origin, or handicap, to enroll in courses and participate in any activity in which they are interested or which will promote their educational, social, and personal development.

HOMEWORK

Throughout the school year, the classroom teachers will have the option to make homework assignments. The goals for those assignments will include, but not be limited to:

1. Provide opportunities for concept and skill development. (Practice)
2. Extend classroom learning and/or provide practice in applying concepts initially learned in the classroom. (Application)
3. Provide opportunities for extension. (Enrichment)

Students, parents, and teachers all have a role to ensure that homework benefits students' learning.

Teacher's Role:

1. Properly prepare the student for the assignment – give and share the purpose of the homework (clear academic purpose, no busy work).
2. Clearly convey to parents the homework purposes and provide explanations for correct completion.
3. Assign homework to enhance, reinforce, and/or expand the unit lesson for increased potential for student understanding.
4. Homework is never to be given as punishment or for disciplinary purposes.
5. Homework should be doable (helps students feel positive about themselves as learners), has a clear purpose, and is personally relevant and engaging.
6. Homework results should be shared with students in a timely manner to correct and ensure appropriate concept understanding.
7. Keep vacation periods homework free.
8. Homework will not be a significant factor in determining academic grades.

Student’s Role:

1. Take home all materials needed to complete the assignment.
2. Set aside and plan appropriate time to complete the assignment.
3. At school, take advantage of study help before going home; ask the teacher for help.
4. Check all work carefully before turning in and ensure all guidelines or rubrics the teacher has set are followed.

Parent’s Role:

1. Establish a consistent time for homework completion.
2. Encourage and support your child where necessary and be available for questions, but ensure the student does the work first and foremost for successful understanding.
3. If your student is having difficulty, ensure they ask the teacher questions for clarification and don’t hesitate to communicate and ask for help from the teacher.

REPORT CARDS

Cooperation and understanding between child, parent, and school are necessary parts of the student’s progress and effective communication is the essential link. All students are issued a report card at the end of each grading period. (Report cards are sent home electronically.)

GRADING SCALE

Students in kindergarten through second grade have a standards based report card. One of the following marks will be used to indicate your child’s progress: M – Meets expectations/standards, P – Progressing, or I– Improvement Needed. Students in third grade also utilize a standards based report card. The following marks will be used to indicate your child’s progress: M- Meets Standards, P- Progressing, I- Improvement Needed. As the Primary and Elementary schools consolidate, we will communicate any changes to the grading scale and report card procedures.

Grades for third, fourth and fifth grade students will be based on the following scale:

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

PROMOTION, PLACEMENT, AND RETENTION

We recognize that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. A student will be promoted to the next grade level when s/he has completed the course requirements at the presently assigned grade and /or demonstrated the degree of academic, social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student’s IEP.

Following sound principles of child guidance, grade skipping is discouraged.

Indiana Public Law 109 requires the evaluation of reading skills (IREAD-3) for all third grade students in the spring of each year. Any student who does not pass the evaluation will receive remediation and will be given the opportunity to retest on a date determined by the Indiana Department of Education. Any student who does not pass the IREAD-3 a second time will be officially counted as a third grader the following year.

The school’s professional staff will recommend the promotion, placement, or retention of students and parents will be informed in advance of the possibility of retention of a student at a grade level. However, the final responsibility for determining the promotion, placement, or retention of each student is assigned to the school principal. (HHSC Policy 5410)

ACCESS TO EDUCATIONAL RECORDS

A student's official educational record is kept at the school office. Parents do have access to those records. The parents can initiate access by formally notifying the school principal.

Correction or deletion of information:

1. If a parent or student wishes to change the record in any way, he/she has five days to notify the principal after the inspection.
2. The principal is to conduct an informal hearing within ten days and inform the complainant and the superintendent of his decision.
3. The superintendent will make the final determination within ten days.
4. Within thirty days of the superintendent's decision, the complainant can appeal to the school board.

School policy conforms to the Federal Law "Family Rights and Privacy Act," Part 99, April 1988.

NON-CUSTODIAL PARENT RIGHTS

Non-custodial parents' rights will be respected regarding visiting school, parent-teacher conferences, progress reports, student records, etc. A court order must be witnessed before either parent's rights will be denied. Non-custodial parents wishing to receive copies of their child's report card, midterm reports, etc. will need to provide self-addressed stamped envelopes to their child's teacher.

PARENT-SCHOOL COMMUNICATION

Student success depends largely upon full cooperation between parents and school staff. On occasion, problems may arise and, if so, the following process should be used to resolve the matter.

STEP 1: The parents/guardians should first talk with the teacher/school staff member involved to resolve the concern.

STEP 2: If the concern is not resolved, the parent/guardian may wish to contact the school principal.

STEP 3: If the concern needs to be reviewed further, the parent may wish to contact the school superintendent or assistant superintendent.

We urge parents to discuss school policies, problems, and complaints with the appropriate school personnel, rather than with other parents or community members. We desire our school to be a place where teachers, staff, and parents/guardians work together for the benefit of the children. When this is the case, we can all feel safe to express our ideas and concerns. Together we can create an environment where communication is based upon mutual understanding and respect, and relationships are designed to be positive and respectful rather than demeaning and non-productive.

It sometimes happens that students take complaints to their parents concerning school matters. In such cases, parents are urged to contact their child's teacher or the appropriate staff member and withhold judgment until the matter is investigated. It is unwise to discuss the teacher or staff member in the presence of the child since once the child loses respect and confidence in the teacher, the learning process is greatly hindered.

SCHOOL-PARENT-COMMUNITY PARTNERSHIP

Studies have found that students with involved parents, no matter what their income or background, are more likely to:

- ✓ Earn high grades and test scores, and enroll in higher-level programs;
- ✓ Pass their classes, earn credits, and be promoted;
- ✓ Attend school regularly, and

- ✓ Graduate and go on to postsecondary education.

Therefore, our school recognizes that educating students and helping them achieve success is a shared responsibility between the school and parents. Both must work together to ensure that students develop the necessary skills for success in life.

The stakeholders in the process of educating students can each contribute unique individual and cultural aspects to forge partnerships that are meaningful and productive. Hamilton Heights Primary and Elementary Schools support the development, implementation, and continuing evaluation of activities that promote:

- ✓ Communication between parents and schools
- ✓ Recognition of the primary roles of parents and parenting
- ✓ Successful student learning and skill development
- ✓ Parents and their contributions as welcomed assets
- ✓ Parents as vital members of the decision-making body of schools
- ✓ Community partnerships that expand horizons for students.

TITLE ONE PARENT INVOLVEMENT GUIDELINES

Hamilton Heights Primary and Elementary Schools intend to follow the parental guidelines in accordance with the No Child Left Behind (NCLB) Act of 2001. Hamilton Heights Primary/Elementary Schools will distribute the guidelines to parents of students participating in the Title One program and parents will be updated as warranted.

Guidelines

An annual meeting will be held early in the school year to inform, discuss, and explain the literacy interventions used by the Title One staff. Meetings will include review and explanation of the curriculum, means of assessment, the proficiency levels students are expected to achieve and maintain, and how progress monitoring will be shared with parents. Alternate meeting times will be offered to meet the needs of the parents such as in the morning or evening if the scheduled meeting occurs during the school day.

- Parents will receive the requirement and rights of the parents to be involved.
- Parents will be involved in an organized and timely manner to plan, review, and improve programs. A Title One Council comprised of participating students' parents, Title One staff, and program administrator will provide guidance on the parent policy, school-parent compacts, and other pertinent decisions having implications for program improvement. Appropriate changes will be made based upon the Council's recommendations. The Title One Council will meet at least once a year and act as a liaison between the parent and program when appropriate.
- Parents of participating students will receive information regarding the program.
- Parents may request regular meetings to discuss suggestions and participate in decisions (as appropriate) related to the education of their children and how the school will respond in a timely manner. Additionally, parents may request reasonable support for parental involvement activities.
- Ensure to the extent possible that information sent home is in a language the parents can understand. For parent-teacher conferences, an interpreter will be provided when possible for those parents who speak Spanish only.
- The curriculum for instruction is anchored to the Indiana State Standards for English/Language Arts/Common Core State Standards. The program goal for students is appropriate grade level reading proficiency, which includes phonemic awareness, phonics, vocabulary, fluency, and comprehension.

- Academic assessment used to measure student progress includes AIMSweb, Acuity, Gates-McGinnis, Developmental Reading Assessment (DRA), Scholastic Reading Inventory (SRI) and /or reading success in the classroom.
- The school will develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents, and the student for academic improvement and the means by which the school and parents will build and develop a partnership to help children achieve the high standards established by our state and school corporation.
- In order to build the schools' and parents' capacity for strong parental involvement, educators, with the assistance of parents, will learn the value and utility of contributions of parents and how to reach out to:
 - communicate with, and work with parents as equal partners,
 - implement and coordinate parent programs, and
 - build ties between parents and the school.
- The school will coordinate parent involvement programs and activities with Head Start, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschools, and conduct other activities that encourage and support parents in more fully participating in the education of their children.
- The school will educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Materials on how parents can improve their child's achievement will be available through the parent library in the Parent Resource Room, monthly newsletters, and any reasonable needs requested by the parents to the Title One staff, school administrators, the program administrator, or the Parent Advisory Council.
- Information related to parent and school programs, meetings, and other activities are sent to parents of participating children in a format and, to the extent practical, in a language the parents can understand.
- All written comments indicating parents' dissatisfaction with the Hamilton Heights Primary/Elementary Title One program will be collected and submitted along with the Title One Application for Grant to the Indiana Division of Compensatory Education.

PARENT-TEACHER ORGANIZATION (PTO)

The Hamilton Heights Primary and Elementary School Parent Teacher Organization serve to provide a richer learning and growing environment for all our children. The key to our success is your involvement. The various committees of our PTO perform many valuable functions and offer special activities for the students, parents, and staff at Hamilton Heights Primary and Elementary Schools. The PTO Board meets the second Tuesday of each month, except December and July, at 6:30 p.m. in the Orange Bowl at Hamilton Heights Elementary School or in the Large Group Instruction (LGI) room at Hamilton Heights Primary School, to conduct the business of the PTO and to plan for upcoming events. Meeting locations rotate yearly. All parents are encouraged to attend the monthly meetings. This opportunity allows parents to share ideas, plan events, and become actively involved in their child's education on a school wide level.

HUSKIES ROCK BEHAVIOR

We have implemented “Huskies ROCK” behavior in our schools. Huskies ROCK (**RESPECT, ORGANIZATION, CO-OPERATION, and KINDNESS**) is a program that rewards students for displaying positive behaviors in all areas of our school building. We are taking a proactive rather than a reactive approach to school wide behaviors, rewarding and encouraging students to make positive choices.

DISCIPLINE

We believe that the atmosphere at school must foster learning and respect for others. We all share a responsibility to maintain this atmosphere. School discipline is simply a matter of courtesy, manners, and attitudes on the part of our students. All staff members have equal authority and responsibility. Students are expected to do what is asked of them while under the jurisdiction of any staff member. It is important to understand both the school's regulations and the rights of the student. Any disciplinary action is intended to result in a positive change in the student's behavior. Toward that end, staff members will utilize methods of positive reinforcement to emphasize that behavior which is desired. All conferences and disciplinary actions are confidential and will be done in such a manner as not to belittle the child. We ask parents to assume responsibility for correcting their child's misconduct after being informed of the details from the teacher and/or the administration.

Corporal punishment is not an approved policy in our corporation. Other disciplinary methods, such as time-out, in-school suspension, out-of-school suspension, and loss of privileges will be utilized.

If a child departs the school building without adult supervision and leaves the perimeter of the inner school area, 911 will be called for assistance. The parents or guardian will be notified and the student will be sent home for the remainder of the school day, at a minimum.

SCHOOL RULES/PROCEDURES

Because we believe that learning best occurs in a non-threatening environment that emphasizes order and positive self-concepts. Good conduct is a requirement for quality education to occur. All students are expected to follow these rules.

1. All students are expected to follow the instructions and/or directions given to them by any adult authority figure on the school staff.
2. Students are prohibited from any physical contact that could be dangerous to another student, including throwing objects (pencil, eraser, paper wad, rock, snowball, etc.).
3. The use of profane, abusive, threatening or inappropriate language that is disruptive to any school situation is prohibited.
4. It is expected that every student will demonstrate: a positive attitude; respect for other children, adults, and property; and responsible self-discipline.

BEHAVIOR GUIDELINES

1. Students are to walk quietly in the hallways.
2. Students are to be orderly and patient when forming or joining lines.
3. Students are expected to keep their hands and feet to themselves and off of the walls inside the building.
4. Students are expected to be good “housekeepers” in their rooms, the hallways, and the restrooms.
5. Students are expected to use all equipment inside and outside of the school in the manner for which it was intended.
6. Students are not to bring toys to school unless so directed by the teacher.
7. Students are not allowed to have chewing gum, candy, etc. unless the teacher gives specific permission.
8. Cell phones are not to be used at school or on the bus.
9. Students are encouraged to take PRIDE in their total school surroundings and activities. Many efforts will be initiated to promote and expand opportunities for growth in this area.

ELECTRONIC DEVICES

Upon arrival to school, all electronic devices are to be put in a backpack and turned off until after school dismissal. This includes cell phones, iPods, portable gaming systems and any other item that will interfere with the orderly control and management of the school or classroom. The exception would be items requested by the classroom teacher for educational purposes.

Cell phones are not to be used in school or on school-related educational fieldtrips at any time during regular school hours. These devices serve no educational purpose during this time period and, if present, would pose a disruption to the educational environment.

SUSPENSION/EXPULSION

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, **Section C and D**.

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A below apply when a student is:

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

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Fighting.
2. Stealing of school or personal property.
3. Threat or intimidation of fear or physical harm.
4. Insubordination, obscenities, vulgarities, or immoral conduct toward faculty or staff.
5. Vandalism of school property.
6. Threat, possession, or use of a dangerous instrument or weapon (toy or real).
7. Leaving school without permission, skipping school.
8. Smoking or having cigarettes in possession on school property, including the school bus.
9. Use or possession of dangerous drugs, alcoholic beverages, or intoxicant of any kind.
10. It is a violation of the disciplinary code of Hamilton Heights Schools to possess, provide to another person, or be under the influence of any substance which is, contains, or is represented to the student to be or contain: tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen on the school grounds at any time or at any school sponsored activity at any location including the school bus. In addition, it is also a violation of this same disciplinary code to possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of any of the named substances or anything that is represented to the student to be or contain any of those substances. Again, this violation refers to on school premises at any time or at any school sponsored activity at any location including the school bus. Some examples of things that are not to be possessed or provided to another student include, but are not limited to the following items: pipes, rolling papers, clips.

11. Use of medication by a student which is prescribed by a medical doctor, a dentist, or other medication for that student, does not violate this rule, provided the proper procedure for administering medication at school has been followed. Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact her teacher, counselor, nurse, or principal. There will be “Zero Tolerance” of drugs/alcohol abuse in Hamilton Heights Schools.

B. Bullying

1. Bullying is **prohibited** by Hamilton Heights School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.
2. 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.

Bullying does **not** include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

4. Applicability: Hamilton Heights 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 Hamilton Heights 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. Hamilton Heights School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.
5. Education: All students may be required to receive information on antibullying measures.
6. 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 extent permitted by law. Hamilton Heights 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.

7. 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.
8. Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then Hamilton Heights School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. Hamilton Heights 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.
9. 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 Hamilton Heights School Corporation policy.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - 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
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - 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
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or

incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: 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 superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 5. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. 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.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. a biological disease, virus, or organism that is capable of causing serious bodily injury
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Inappropriate Cell Phone Use

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is prohibited.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

1. 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.
2. 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.
3. It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student 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.
4. “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.
5. 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.
6. 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.

F. Unlawful Activity

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

G. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

H. A student while under suspension will not be allowed to take part or attend any school-sponsored activity. This would include extra-curricular sports, practices, etc.

I. Right to appeal

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: **I.C. 20-33-8-1 et seq.** **I.C. 35-41-1-8**
 I.C. 35-47-5-2-4 **I.C. 35-47-1-5**

BATTERY REPORTING

Indiana law requires all school personnel to report incidents where a school employee has reason to believe that a school employee is the victim of battery at school or a school event. The law does not distinguish between nondisabled students and disabled students. Know that, however, there is no requirement that law enforcement act on the report. The building principal will report the details of the situation to law enforcement and law enforcement will make the judgment call of whether further action is required. I.C. 20-33-9 I.C. 35-42-2-1

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 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 the corporation office.

STUDENT DESKS/STORAGE AREAS

All desks/storage areas made available for student use on the school premises are the property of the school corporation. These desks/storage areas are made available for student use for storing school supplies and personal items necessary for use at school. The desks/storage areas are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a desk/storage area or its contents. The student's use of the desk/storage area does not diminish the school corporation's ownership or control of the desk/storage area. The school corporation retains the right to inspect the desk/storage area and its contents to ensure that the desk/storage area is being used in accordance with its intended purpose, to eliminate fires and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the desk/storage area to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

CARE OF SCHOOL PROPERTY

Students are responsible for maintaining proper care of all furniture, books, etc. supplied by the school. Students who vandalize school properties will be required to pay for the damage and face suspension or expulsion. The condition of each textbook will be checked and recorded before assigning the books to students. It becomes the responsibility of the student to maintain the condition of each text in his possession through the school year. At the end of the year, books will be collected and checked for damages. Students found to have damaged books beyond normal wear and tear 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 the textbook. 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 obligation for the next school year or turned over to the superintendent's office for prosecution in the Hamilton County Small Claims Court.

SEARCH AND SEIZURE POLICY

In the event that it would become necessary to personally search any student or any student desk/storage area, such search would be conducted in accordance with the policy as stated in the Hamilton Heights School Corporation Policy Book.

SUSPECTED STUDENT ABUSE

In accordance with Public Law 135, the child abuse statute which became effective January 1, 1979, school personnel are responsible for reporting to the Child Protection Service (CPS) any suspicion of physical injury, sexual abuse, abandonment, or cruel treatment of any student. This must be done without parent permission or notification. The CPS is responsible for conducting the investigation.

SEXUAL HARASSMENT POLICY

It is the policy of the Hamilton Heights School Corporation to maintain a learning and working environment that is free from sexual harassment. A copy of the full policy is available at the principal's office.

ANTI-HARASSMENT

It is the policy of the HH School Corporation to maintain an educational and work environment, which is free from all forms of unlawful harassment, including sexual harassment. (HHSC Policy 5517) Complaints of sexual and other forms of unlawful harassment should be reported to the principal in a timely manner.

LAW ENFORCEMENT OFFICIALS/SCHOOL SAFETY

1. Resource officers, supplied by the Hamilton County Sheriff's Department, provide their services to our school corporation. 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. An attempt will be made to contact parents if questioning occurs, and an administrator or designee will be present during questioning. This officer also may also be involved in attendance and other school related concerns.
2. 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

SAFETY AND SECURITY

1. All visitors during the school day will be required to identify themselves with identification, and state their business in a secure entry alcove at the main building entrance. A staff member will speak with the visitor via intercom to determine their ID and direct their business. If a visitor is going into the classroom or attending lunch, **a Volunteer Background Form must be filled out prior to the visit.**
2. The holding area will have operating video surveillance at all times. The visitors will then be admitted to the inner office where they will sign in, and receive a name tag and be directed to their destination. All other doors to the building will be locked during the day once students are inside.
3. In order to protect school property, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the potential use of video surveillance and electronic monitoring exists in all school buildings, school grounds, and school vehicles. (HH School Board Policy 7740)
4. Our school policy does not tolerate the possession of weapons, devices, instruments, materials, or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury by anyone while on school property, at a school-related event, or while enroute to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. (HH School Policy 5772, 7217)
5. Hamilton Heights School Corporation has adopted The A.L.I.C.E. plan (**A**lert, **L**ockdown, **I**nform, **C**ounter, and **E**vacuate) which offers a different philosophy in light of recent school violence, and is supported by the Department of Homeland Security and the U.S. Department of Education. The philosophy of A.L.I.C.E. is to use technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.
6. With tightened school security, the office staff works carefully to monitor people entering the building and where they are going. Additionally, we look to avoid having non classroom volunteers in the classroom when the teachers are not present. Upon entering, a visitor must show ID, sign-in, and obtain visitor's sticker. Although this can be time consuming, these procedures help us ensure the safety of all students and staff.
7. Locked Doors – In order to keep our school as safe as possible, all classroom doors remain locked throughout the school day.

General information:

1. Any parent wishing to check out their child during or at the end of one of these crisis situations will need to sign out their child with school authorities. However, during a crisis, NO children will be allowed to leave the building for their safety and the safety of others.
2. A photo ID should be available if needed, when checking out your child.
3. A written note from the child's parent will be needed for signing out additional children.
4. The school principal will be involved with directing the emergency plans and access to the principal may not be possible until after the emergency.

PUBLIC RECORDS

- All requests for access to public records shall be made in person and received between 8:00 a.m. and 4:00 p.m. on regular business days. Requests must identify, on corporation forms, the record for which disclosure is sought.
- Records may be inspected only at the office or location where they are regularly maintained.
- The cost for copies of the records will be the greater of ten cents per page that are not color copies or twenty-five cents per page for color copies or the actual cost of copying the document.

PEST CONTROL POLICY

In order to provide students with a safe environment, the Hamilton Heights School Corporation adheres to the state mandates and regulations regarding the use of pesticides at school. Parents, staff, and all other interested parties are offered the opportunity to register in our front office if they wish to be notified when pesticides will be applied at our school site. A posting will be placed on our school door or in the school office at least 48 hours prior to pesticide applications. The POW Pest Control is scheduled to be at our schools the week before school starts and during spring break.

The Pest Control Policy is available for review upon request to the-superintendent of schools at 984-3538 or in the school office.

ASBESTOS MANAGEMENT PLAN

The Hamilton Heights School Corporation has developed an asbestos management plan in order to comply with federal requirements. This notification is to advise all interested members of the Hamilton Heights School community that the asbestos management plan, which is required, is available for review upon request to either the superintendent of schools or to the principal of each individual building.

BUS SERVICE

- Bus transportation to and from school is provided for all children in early childhood through five grade.
- Any permanent transportation needs that change, such as address change and baby sitter change, need to be made through the transportation department – 317.984.8404.
- Students are not allowed to ride bicycles to school due to the traffic hazard and location of the school. To reduce traffic congestion between cars and buses, we expect parents to take advantage of this bus service.
- When a situation demands that you bring your child to school or pick your child up in the afternoon, we ask that you follow the guidelines outlined in sections “School Hours” and "Dismissal" of this handbook.
- A child must ride his assigned bus. Most of our school buses are loaded to capacity. The practice of children going home with their friends can result in overcrowded buses. **See "Going Home with Another Student."**
- Bus concerns should be addressed with your child’s bus driver and if further assistance is needed, please contact the bus service office at 984.8404.

BUS PROCEDURES AND CONSEQUENCES

RIDING A SCHOOL BUS IS A PRIVILEGE PROVIDED BY THE SCHOOL DISTRICT, NOT A RIGHT GUARANTEED BY LAW. We ask that you have a brief discussion with your child concerning bus safety and behavior. Students must sit in their seats, speak only in conversational tones, and display courteous behavior at all times. Drivers must be able to give their full attention to the road.

THE BUS DRIVER HAS THE AUTHORITY TO MAINTAIN DISCIPLINE ON THE BUS AT ALL TIMES. SCHOOL ADMINISTRATORS WILL SUPPORT AND WORK WITH THE BUS DRIVER ON DISCIPLINE MATTERS.

1. Riding a school bus is a privilege provided by the school district, not a right guaranteed 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 the bus.
6. Keep conversation in normal tones; vulgar language will not be tolerated.
7. Sit three to a seat and remain seated until the bus comes to a complete stop.
8. Students will keep their hands to themselves, and not tease others.
9. The student causing the damage will pay for any damage to a bus.
10. All students shall keep the bus clean and sanitary and put trash in the container on the bus. Students are not to bring soda pop or other bottled or canned drinks or food to be consumed on the bus without prior permission of the bus driver.
11. Do not stand or play in the road prior to your bus's arrival.
12. Water bottles, radios, etc. are not allowed to be used on a bus without driver approval.
13. Pets or laboratory animals may NOT be transported on a bus.
14. Students should use sidewalks, when available, when walking to and from the bus stop. Respect private property.
15. Congregating on bus stop corners and waiting for your bus to arrive can be unsafe. Schedule your arrival time at the bus stop so that you have to wait no more than 5 minutes. Your bus driver will help you establish the proper time to begin waiting on the bus to arrive each morning.
16. The bus driver has the authority to suspend a student's privilege of riding a bus for one day as a result of violating these rules or for other good and just cause. The Principal or Assistant Superintendent may suspend the student's riding privilege for infractions of these or other school rules and other good or just cause for an indefinite time not usually to extend beyond the current school year. The exception is an infractions occurring during the last days of a school year leading to penalties in a succeeding school year. After investigation of alleged misconduct and the determination of a violation, suspension from riding district-provided transportation may occur without providing a due process hearing.

STUDENT APPEARANCE

The manner in which a person dresses is reflective of his attitude and his respect for himself and the learning environment. In that regard, students are expected to keep themselves well groomed and appropriately dressed at all times. Any form of dress or hairstyle/hair color that is considered contrary to good hygiene or that is distracting or disruptive in appearance and detrimental to the purpose of the educational setting will not be permitted. Students should dress according to the weather and in clothes that are comfortable, neat, and clean. Examples of clothing deemed inappropriate would include: clothing with wording or pictures calling attention to drugs, alcohol, tobacco, violence, or bad taste; clothing which has been torn and/or cut; tank tops or midriff tops, or clothing that does not cover the stomach. For student safety, children are not to wear "flip-flops", sandals without back straps, or "heelies". These pieces of footwear are not safe to wear on the playground. It is the parent's responsibility to monitor what their child wears to ensure the clothing will not be disruptive to any child's learning in the school. (HHSC Policy 511)

On school spirit days, students may wear small school related painted figures on their face. Anything that has the potential to disrupt the learning environment will not be accepted (ex. entire face painted big wigs).

DRESSING FOR GYM CLASS

For safety reasons and freedom of movement, students are to wear tennis shoes and socks on the days they have gym class. Shorts, skorts, long pants, jeans, or warm-ups are the proper attire for gym. Students may not participate in gym class if they are wearing boots, crocks, sandals, "flip-flops", "heelies", skirts,

dresses, or other attire that the teacher deems unsafe or inappropriate for the planned activity or class. For the Primary School, parents can refer to the school lunch menu for specials' days.

RECESS

Students should come prepared each and every day to have recess outside. **Students are expected to wear coats on cold weather days.** If a teacher deems a student not appropriately dressed for the weather, the student may be asked to borrow a loaner coat from the nurse's office if one is available or stay inside for recess. Students will remain inside during recess time if the outside temperature is 20 degrees Fahrenheit or below. Wind chill factors, inclement weather changes, and other factors will be taken into consideration when making the decision whether to have students stay inside or go outside for recess. Occasionally students may go outside for a portion of their recess and then spend the remainder of their recess inside so they may have some outside air and movement.

FIELD TRIPS

Field trips are designed to compliment and extend children's learning. However, students must earn the privilege of leaving school to enjoy these enriching activities. Teachers articulate clear behavior and work expectations for their students. Students who choose not to behave or work during their class time may be denied the opportunity to attend the field trip. If this should be necessary, the parents will be contacted and the student will remain at school during the field trip time.

Parents wishing to join their child on the field trip must have a criminal history background check completed at least two weeks prior to the field trip (Please refer to the volunteer section of this handbook). Due to safety and liability, chaperones **may not bring other children** with them on the field trip. Students must ride the bus to and from the field trip even if the parent drives separately. Parents still need to report to the school to check in with the teacher if they are driving separately. There will be no refunds for field trips.

BREAKFAST PROGRAM

- At the beginning of each school day, students will be offered an opportunity to purchase a breakfast in the school cafeteria in the classroom except on the days when there is a two hour delay at the start of the school day.
- Students will proceed directly to the cafeteria once they enter the building.
- The breakfast program is available to all students.
- **If you do not want your child to have the option of breakfast, please remind your child to report directly to the classroom upon entering the building.**
- Students will use the same system for payment as they use for lunch.
- Free and reduced priced meals are available to students who qualify. Applications are available at any time throughout the school year.

LUNCH PROGRAM

- Hot lunches are served each day that school is in session. Parents will receive lunch prices in email from Child Nutrition Services prior to the start of each new school year. Monthly menus are available online. Please visit <http://www.hhschuskies.org> for menus and more information regarding Child Nutrition Services at Hamilton Heights.
- Free and reduced priced meals are available to students who qualify. Free and Reduced applications are available and accepted the entire school year. Parents may complete an online application at <https://www.ezmealapp.com/> or complete a paper copy (available online or at any HHSC school).
- Students may elect to bring a sack lunch from home and purchase milk as ala carte at school if they desire. All children, including students who qualify for Free or Reduced meals, must pay ala carte prices for a carton of milk to go with their sack lunch. Please do not send glass containers or pop in their sack lunches.

- All students have an individualized computerized account and a personalized individual number (P.I.N.) that is entered at the cashier's station after going through the lunch line. Parents are responsible for monitoring their child's lunch account at <https://ezschoolpay.com>. Parents may pre-pay any amount they wish.
- When sending in payments, please include the student's name and P.I.N. number on the envelope. Payments may also be made online at <https://ezschoolpay.com>
- Charges are limited to \$5.00. If a student will exceed a negative charge of \$5.00 a substitute lunch consisting of a sandwich, fruit or vegetable and milk will be offered.
- Email reminders go out daily for any negative lunch account.
- There will be a \$15.00 charge for all returned checks written to Hamilton Heights Schools.
- This institution is an equal opportunity provider.

Guests for lunch:

- **All visitors must have a Volunteer background check Form filled out and passed prior to coming for lunch with a student.**
- Parents are welcome to eat with their child. If a special guest plans to join your child for lunch, please contact the office before 9:00 a.m. to make us aware of these arrangements. Upon arrival, please remember to sign in at the office and receive your visitor's sticker.
- Please plan to eat the schools hot lunch or a sack lunch with your child. **Do not carry in food from a local or fast food restaurant.**
- Be sure to eat at the guest tables to ensure sufficient seating at the regular tables for our students.
- Students may select two students from their own room to eat lunch with them. This selection is done prior to entering the cafeteria.
- Students at the guest tables should watch for their class to be dismissed so they may rejoin their classroom on time.

INVITATIONS

Invitations to events outside of the school setting should not be distributed at school, unless all students are invited or unless all children of the same gender are invited. This avoids hurt feeling and misunderstandings of children.

PARTIES/BIRTHDAYS/FOOD AT SCHOOL

Classroom parties may be held in celebrating special holidays (Christmas and Valentine's Day) throughout the year. The parties will be under the teacher's direction. For birthdays, the school will acknowledge the child's birthday. No snacks or outside treats are to be brought in for birthday celebrations. Only food that is on the accepted snack list will be allowed at school parties.

DELIVERIES AT SCHOOL

Flowers, balloons, or gift deliveries of any kind are not to be sent to students during the school day. If this occurs, parents will be contacted to come to school to pick up the item.

LOST AND FOUND

A Lost and Found wishing well is located in the school's front lobby at HHPS and the back foyer at HHES. Please mark your child's name on all articles of clothing and personal property. This is very important since each year many lost articles are unclaimed. Unclaimed items will be given to charity periodically.

STUDENT VALUABLES

Students should not bring items of value to School as the School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

TELEPHONE POLICY FOR STUDENTS

Students are not to use the telephone during regular school hours without permission from school personnel.

BEFORE AND AFTER SCHOOL CARE

Parents of Hamilton Heights' kindergarten through fifth grade students have the opportunity to participate in a before/after school care program at school. For more information, contact the school office or Sara Cox at 317.984.1530, ext. 4062

ANIMALS

No animals are to be brought to school without permission of the school principal or designee. The only exception would be a certified service animal (not therapy animals) that services a handicapped student, visitor, or staff member (e.g. blind student/person).

USE OF SCHOOL FACILITIES

Any organization or individual desiring to use school facilities shall complete an application and submit it to the school office at least six weeks prior to the requested date. Applications are available in the school office or on the parent page of our website – www.hhschuskies.org

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal.

DISTRIBUTION OF MATERIALS BY STUDENTS/COMMUNITY ENTITIES

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

1. All requests must be submitted on the Community Information Flyer Approval Request form, which is available in the school office or on the parent page of our website – www.hhschuskies.org
2. Requests must be submitted to the school office at least one week prior to distribution.
3. A copy of the flyer must be submitted with the request form.
4. A contact name and telephone number must be on the flyer for parents to contact for further information.

STUDENT SALES

Students are prohibited from selling materials of any kind while at school.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student’s education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Hamilton Heights School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing. The hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation discloses educational records without consent to officials of another School Corporation in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education Independence Avenue, S.W. Washington, D.C. 20202-4605.

Hamilton Heights Primary and Elementary Schools will adhere to the policy of the Hamilton Heights School Corporation regarding the release of certain “Directory Information”.

Directory information is information that can be released by the school corporation without parental consent for uses such as, but not limited to, athletic programs, newspaper releases (sports, honor roll, special events), corporation website and social media, and newsletters.

Students’ pictures also may be used to show class or sports activities on a website but students would not be directly identified by name without prior written parental consent. No student identifiable information will be used on a web page without prior written parental consent. Hamilton Heights School Corporation has designated the following information as directory information:

1. Student’s name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study

6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Date of graduation
10. Degrees and awards received
11. Listing on an honor roll
12. Pictures and videotape not used in a disciplinary matter for newspapers/newsletters
13. Pictures not used in a disciplinary matter for a website

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the school office.

INTERNET AND ELECTRONIC MAIL

Hamilton Heights Schools offers its students’ access to the Internet. This computer technology will allow students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base.

Parents should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Hamilton Heights School Corporation's and the School's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation and School institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's and School's acceptable use policy. That notwithstanding, the Corporation and School believe that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. (Technology Acceptable Use Policy) Parent permission is required. Access is a privilege - not a right. Access entails responsibility. Parents/guardians will have to sign a permission form before their students will be permitted to utilize the Internet and e-mail at the school.

Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district and school standards and will honor the agreements they and their parent or guardian have signed. Beyond the clarification of such standards, the district and schools are not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

1. The Hamilton Heights School Board policy procedures on student rights and responsibilities states:
 - a. It is important to remember that the use of the Internet is a privilege, not a right. Any infraction of the following usage guidelines may result in the revocation of Internet privileges.
 - b. All school use of the Internet must be in support of education and research and consistent with the mission of the Hamilton Heights School Corporation.
 - c. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
 - d. School Corporation Internet resources may not be used:

- i. To access another person's materials, information, or files without permission.
- ii. To access, upload, download, distribute, or transmit pornographic, obscene, abusive or sexually explicit language or material.
- iii. To violate any local, state or federal statute.
- iv. To vandalize, damage, or disable the property of another person or organization.
- v. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
- vi. For commercial or for-profit purposes.
- vii. For extensive personal and private business.
- viii. For product advertisement
- ix. To access "chat rooms" and other forums which are devoid of any educational purpose.
- x. To subscribe to or solicit information which incurs a cost.
- e. Users shall not misrepresent other users on the network.
- f. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- g. Web pages created by students should follow these guidelines:
 - i. Student work and/or pictures may be posted on the Internet unless the parent and/or student object in writing.
 - ii. All copyright laws must be followed.
 - iii. Contact person for projects should be the instructor, not the student.
 - iv. Students may be identified by name (with parent permission), but do not post identifying material such as personal phone numbers and home addresses.
 - v. Personal web pages for students are not permitted on the corporation's web server.
 - vi. Before student web pages are posted, the teacher must evaluate the content.
 - vii. Users who unintentionally access inappropriate sites should report the circumstances of such access to the teacher in writing as soon as reasonably possible.
 - viii. Violations may result in a loss of access as well as other disciplinary or legal actions.

ACCESS TO EQUAL EDUCATION OPPORTUNITY

The Hamilton Heights School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residency within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. (HHSC Policy 2260)

COMPLAINT RESOLUTION

No one likes to give or receive complaints. But handled properly, these concerns can provide the energy for positive change in a school. If you have a concern, please follow the chain-of-command below in seeing that it is resolved.

First, go to where the problem originated and voice your concern to the adult in charge. This could be the classroom teacher, bus driver, cafeteria worker, etc. It is very important that you hear both sides of the problem and get all of the facts. The vast majority of problems can be resolved at this level.

If there is still a concern after following the first step, you may wish to contact the principal about the problem. Collectively, the three of you may come up with a solution that is agreeable to all.

The next step would be to take the concern to the superintendent. All pertinent information and documented material about the problem will be taken into consideration.

Skipping steps in the chain, or "going over someone's head," often causes more problems than it solves. Everyone resents it when they are not consulted regarding a problem that involves them. Our goal is to work with you as much as possible. You can help us by following the correct procedure when you have a concern.

School employees will view anonymous communications as information only, but such communications will not hold the same weight as signed communications, documented material, and facts. Parents/guardians are encouraged to sign all written complaints.

SCHOOL POLICY CHANGES

The policies in this handbook were current at the time of printing. They may be subject to change in accordance with future corporation, state, or federal legislative actions.

WHAT TO KNOW AND DO ABOUT SCHOOL CLOSINGS AND DELAYS

After careful discussion with the Board of Trustees, the following guidelines and policy have been developed and will be implemented when deciding to close or keep open school during inclement weather:

The Transportation Director, Superintendent and a team of bus drivers will survey all four quadrants of the district; and Hamilton County and State Police Agencies may be consulted when determining to close or hold open school.

Bus drivers have been directed to utilize their expert judgment and not travel down roads that they determine to be too treacherous and unsafe. We will not endanger student or driver safety.

Students located on roads where bus drivers determine that they can't reach will be excused from attendance at their respective schools, and parents may elect to bring them to school anytime during the day or keep them home the entire day.

Parents may also determine that they do not want their child standing or walking to a bus stop because of perceived danger in their location, and they will be excused from school, and it is the parent's discretion whether to bring them to school or not as outlined above.

Parents are asked to call their child or children's individual schools and inform the office of their decision to keep the child home. We also ask that the parents call the Transportation Department if they determine that the bus cannot safely reach their child, or they decide that they do not want their child riding to school. This will allow the driver to be contacted on the route by the dispatcher, and the bus will not stop or drive to the location of the student not attending.

**** It is the administration's objective that this policy will meet the needs of the vast majority of our students and parents, and it should allow us to transport our students safely and effectively in our efforts to conduct school consistently. It is obviously our goal to also respect and encourage parent decision-making and input in this difficult process.**

How will parents learn about these decisions?

- The Superintendent and his staff will evaluate weather and road conditions early in the morning.
- Local TV stations will usually announce school closings and delays by 6 AM.
- The superintendent's office will notify parents via School Messenger. Parents will receive the message via telephone unless they have revised the notification process on the School Messenger website. If you need information on how to access your information on the School Messenger program, please contact the school office.

Two hour delays

- Buses will arrive two hours later than normal.
- HHPS: 10:30 – 10:45 am – car rider arrival time; 10:40 am – bus arrival time; 10:50 am – tardy bell
- HHES: 10:40 – 10:50 am – car rider arrival time; 10:45 am – bus arrival time; 10:55 am – tardy bell
- No breakfast will be served since many students will arrive at the time to begin lunch service.

What local radio and television stations will provide school closing information?

Television: WRTV – Channel 6 WISH – Channel 8 WTHR – Channel 13

What are parent responsibilities when there is a threat of inclement weather?

- When school is delayed, parents/guardians should make arrangements for childcare or supervision until the buses arrive.
- Parents should arrange for childcare or supervision if the superintendent closes school for the day.

- Students should know where to go when school is dismissed early. Announcements will be made over the TV as well as via School Messenger as early as possible.
- It is the parents' responsibility to plan ahead for early school dismissals. Children will be sent home per the directions provided by parents on the emergency dismissal section of the bus information form
- Parents who have students in the school's childcare program need to be aware of their school delay and school closing policies.

Will morning early childhood classes meet when school is delayed?

If school is delayed by two hours or less, the morning Early Childhood class will NOT meet, but the afternoon Early Childhood class will meet. There will also be no LHLC half day preschool. Those enrolled in full day extended preschool can arrive as early as 7:30 a.m. for the before care program.

Will afternoon early childhood classes meet when school is dismissing early due to weather?

If school is dismissed early due to bad weather, afternoon early childhood WILL NOT MEET.

Do snow days need to be made up?

Yes, either through use of built in flex days, if sufficient, or they will be added to the end of the school year.

FOOD & NUTRITION SERVICES

HHSC strives to serve nutritious, high quality meals in a clean, caring and friendly environment.

AVAILABILITY

All schools serve breakfast and lunch daily. Menus are available at

<https://www.hschuskies.org/domain/70>

The chart below summarizes meal times, locations and pricing:

Meal Period	Time	Location	Pricing
Breakfast PS , ES	Varies – see Food Service Dept. Website	Grab and Go	See Food Service Dept. website
Lunch PS, ES	Varies – see Food Service Dept. Website	Cafeteria	See Food Service Dept. website

Foods that are not included in the price of the meal are “ala carte”. Elementary students have ala carte options that are limited to extra servings of meal items. Extra milk with a meal or milk needed to go with a sack lunch from home is ala carte and must be paid for as an ala carte item (see pricing on Food Service Dept. website).

OFFER VS SERVE

For students wanting to purchase a meal, each meal must meet certain nutrition requirements in order to qualify for the meal price listed in chart above. Each day students are offered a lunch containing the following food groups: Meat or Meat Alternate, Grain, Fruit, Vegetable and Milk. Out of the five food groups offered, student must choose at least three food groups to qualify as a meal. Additionally, one of the chosen food groups must be a Fruit or Vegetable. Many entrees count as more than one food group (i.e. Meat + Grain). Students can decline any part of the meal (i.e. Milk) as long as three food groups (one of which is a fruit or vegetable) are represented on tray. At breakfast, student must choose the entrée + fruit. Milk is optional. For more guidance on Offer vs Serve please see “Understanding the Lunch Line” on our Food Services Department website.

MEAL ASSISTANCE

Households can apply for Free/Reduced Meals by one of the following methods:

- Apply online at www.ezmealapp.com
- Download and print a hard copy from <https://www.hhschuskies.org/domain/70>
- [Pick up a paper application at any HHSC school or the Administrative Office](#)

Applications are accepted any time after July 1 of each school year when HHSC opens the Free/Reduced application process. This typically occurs around July 15. Parents who are expecting Free or Reduced meal eligibility should ensure that applications are completed and submitted prior to the start of school. Applications may be submitted any time during the school year. Households may reapply if there is a change in income or household size. For more information go to <https://www.hhschuskies.org/domain/70>

[MEAL PAYMENT DIRECTIVE-Document can be found at https://www.hhschuskies.org/domain/70](#)

Payments

I. Accounts

- a. All students have an account and employees are eligible for an account within the Food Service Department computerized meal payment system. Funds can be applied to the account by the payment methods listed below and used for the purchase of breakfast, lunch, milk, and ala carte foods.
- b. Payments
 - i. Methods
 1. Cash – placed in sealed envelope with student’s name and lunch PIN
 2. Check
 - a. placed in sealed envelope with student’s name and lunch PIN
 - b. payable to school cafeteria (HHPS, HHES, HHMS, HHHS)
 3. Online payments
 - a. Follow link on school website to online payments
 - b. Payment transaction fee paid by parent/guardian
 - ii. All meal payments must be made by the designated times and locations per building
 - iii. Any additional money taken during or after service should be deposited into accounts in software
- c. Staff accounts (including substitute teachers)
 - i. Must have account or pay with exact change
 - ii. If staff have children in district cannot charge purchases to child’s account
 - iii. Adult accounts with no internal email will have a zero charge limit.
- d. Visitors
 - i. Exact change
 - ii. Cannot charge purchase using child’s account
- e. Balance
 - i. Monitor account with point of sale online payment system
 - ii. Contact school cafeteria manager
- f. Notifications
 - i. Point of sale online payment system email alerts set by parent/guardian
 - ii. Point of sale system emails parents daily when balance is negative.
 - iii. Point of sale system emails parents daily when balance is <\$5.00.
 - iv. Verbal communication to student when balance is low or negative.
- g. Remaining funds
 - i. Rollover to student’s account for use following school year
 - ii. Withdrawn students may request refund of positive balance greater than \$10
 - iii. Seniors may request refund of positive balance greater than \$10

II. Refunds

- a. For accounts with balances greater than \$10
- b. Upon written request for withdrawn students and seniors only
- c. Request form available online or contact school cafeteria manager
- d. Within 30 days of withdrawal date or graduation
- e. Refund check 6-8 weeks to process

III. Returned checks

- a. Student account adjusted for returned check amount
- b. Parent/guardian contacted
- c. \$15 fee for all returned checks. Fee may be debited from student account for payment
- d. Student account may be designated "Cash Only" upon review of Food Service Director

IV. Charges (negative balances)

- a. Primary & Elementary
 - i. Up to \$5.00
 - ii. Substitute lunch will be provided if account exceeds negative \$5.00
 - iii. Recurring negative balance accounts may have charges blocked
- b. Middle & High
 - i. No charges – substitute lunch will be provided
- c. Staff & Visitors
 - i. Permanent Staff - \$10.00
 - ii. Substitutes and Visitors – no charges

Nutrition Information and Dietary Modifications

Nutrient analysis and allergen identification for foods served in meals is available to students and parents. This information can be accessed through the mobile application Mealviewer or by viewing Mealviewer online at <https://www.hschuskie.org/domain/70>

Students with special dietary needs can bring foods prepared from home or may be eligible for a modification to the meal provided by the school. Dietary modifications to student meals are made on an individual, case-by-case basis. If a student desires to receive a modification to school meals, parent must contact the school nurse to explain the modification request and complete the proper documentation (HHSC Dietary Modifications Request form) as necessary. Modifications include substitutes or omissions to the regular meal offerings that meet the student's individual dietary need. All requests must begin with the school nurse and then evaluated by the HHSC Food Service Director. The Food Service Director will discuss available options with parents/student in order to create a specialized diet plan for the student. School level cafeteria personnel cannot approve or implement any modification requests. HHSC will make every effort to implement modifications in a timely manner but in order for students to be served as quickly as possible, parents should make such requests at least two weeks prior to the desired start date of the modified service. In the case where specific allergens can be avoided without requesting modifications to the regular menu, school nurse should still be notified. HHSC will work to ensure students can access a safe meal according to specific dietary needs, but cannot guarantee that the school environment is 100% free from particular reaction-causing food items. Therefore, especially in the case of life-threatening allergens or conditions, the best way of ensuring your child's safety would be for your child to bring his/her lunch from home to school. For more information and to view this form go to <https://www.hschuskie.org/domain/70>

Guests for Lunch:

- All visitors must have a Volunteer background check form filled out and passed prior to coming for lunch with a student.
- Parents are welcome to eat with their child. If a special guest plans to join your child for lunch, please contact the office before 9:00am to make us aware of these arrangements. Upon arrival, please remember to sign in at the office and receive your visitor sticker for your visit.
- Please plan to eat the school's hot lunch or a sack lunch with your child. Do not carry in food from a local or fast food restaurant.
- Be sure to eat at the guest tables to ensure sufficient seating at the regular tables for our students.
- Students may select two students from their own room to eat lunch with them. This selection is done prior to entering the cafeteria.
- Students at the guest tables should watch for their class to be dismissed so they may rejoin their classroom on time.

HAMILTON HEIGHTS PRIMARY SCHOOL AND ELEMENTARY SCHOOL CLASSROOM SNACK LIST FOR 2019-2020

Due to the increasing concerns about allergies, Hamilton Heights Primary School and Elementary School have created a **list of food items that are acceptable for classroom parties and activities**. From this list, you should be able to find items that have been staples of parties in the past. **Please do not bring in any items unless they are from the list as it has been compiled with the safety of all our students in mind.** Items sent in that are not on this approved list will be returned to the provider and not distributed. We also request that your snack items remain in their original packaging so that labels can be double checked before snacks are distributed in the classrooms. No additions will be made to this list during the school year. Thank you for your understanding and cooperation.

Current approved snack lists are available online at under the HHPS and HHES Parents tab "More Parent Links" section and in the school offices. www.hhschuskies.org

Hamilton Heights School Corporation Prearranged Absences (HHSC Administrative Guidelines 5200)

Per policy, students are permitted to go on vacation during the school year without penalty (**except the week ending each semester**). The purpose of this administrative guideline is to establish standards to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence for vacation is requested, parents must discuss it with the building principal (or the designated school administrator). The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The Board will only recognize a student's absence for a vacation as an excused absence when the student is in the company of the student's own parent(s). Parents of other students are not sufficient unless there are extenuating circumstances approved by the principal or designee. If a student is absent for any other type of vacation, the absence will be unexcused.

In the event the prearranged absence is or can be educational in nature, the administration has the ability to count these absences as "Field Trip" days, which is a present code. In order for these absences to be counted this way, it is imperative that students provide documentation of the vacation/trip and explain its educational value. HHSC understands that the ability for the student to express this is different based on the age and cognitive ability of the student. The required documentation outlined below will need to be completed in addition to any and all classroom work missed.

Documentation Requirements:

HHPS and HHES:

- 1-3 Day(s) Prearranged Absence Documentation Requirement
 - o The student and parent must fill out the Prearranged Absence Form (available in the main office), and turn it in before departing on their trip. The student must also meet with administration prior to leaving for the vacation/trip. The student must then pick one of the following:
 - Minimum one page written report
 - Minimum five minute technology presentation (PowerPoint, Prezi, etc.)
 - Minimum five minute verbal presentation with artifacts (pictures, maps, photos, etc.)
- 4+ Days Prearranged Absence Documentation Requirement
 - o The student and parent must fill out the Prearranged Absence Form (available in the main office), and turn it in before departing on their trip. The student must also meet with administration prior to leaving for the vacation/trip. The student must then pick one of the following:
 - o Minimum two page written report
 - o Minimum ten minute technology presentation (PowerPoint, Prezi, etc.)
 - o Minimum ten minute verbal presentation with artifacts (pictures, maps, photos, etc.)

*Prearranged Absence Forms may be picked up in the front office of your child's respective school.