

Bret Bailey, Principal
Corey Kiger, Assistant Principal
Jessi Cantlon, School Counselor
Version: School Year 2018/19
Board Approved: March 20, 2018

Hamilton Heights Middle School Student Handbook



The capstone experience for 8th grade students is the opportunity to travel together to Gettysburg and Washington, D. C. to see firsthand the places, memorials, and monuments that mark the great people and events of our nation's history. It is also a chance to reflect on their middle school educational experience as they transition into the next phase of their educational journey, high school.

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

-Vision Statement



Hamilton Heights Middle School
420 West North Street, P.O. Box 609
Arcadia, IN 46030
Phone: 317-984-3588, Fax: 317-984-3231
Website: <http://www.hhschuskie.org>

“Home of the Huskies”

The parent-student handbook is designed to provide students and parents with information regarding the organization and operation of our school. Students can access the handbook online or from their iPads. The information contained in the HHMS Student Handbook is accurate as of March 20, 2018. On this date the Hamilton Heights School Board of Trustees approved this document for the 2018-19 school year. The parent-student handbook is published electronically on the INFO Snap online registration form. Upon registration, you must mark that you have reviewed this document. You may also elect to print off your own copy. Some information may be subject to change or amended due to local, state, or federal regulations or mandates. If there is a change that is approved by the Board after the original publication of this document, the students and parents will be notified in writing, School Messenger, or through the school’s website of the specific change.

HHMS School Song

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

Letter to HHMS Students

Dear Huskies:

We would like to welcome you to Hamilton Heights Middle School. We are Huskies, and we are a family. We will seek to become the best version of ourselves every day by giving our best effort. As your administrative team, we will do everything we can to ensure that your time spent here is fun, rewarding, safe, and productive. It is our hope that, through the academic and extra-curricular programs, our middle school will serve as a bridge to help you transition from elementary to high school and adequately equip you to overcome the personal and professional challenges you will face throughout life.

The guidelines concerning this school's operation will always focus on providing you a safe, hassle-free, and positive learning environment. The primary rule is to be your best every day. Following this guideline will have a powerful impact on how you treat yourself, other students, HHMS staff, our resources, and our community. No student will be allowed to disrupt the learning environment in a classroom or bother another student. Those who choose not to behave appropriately will receive appropriate consequences.

Please feel free to come to us with your concerns. Our door is always open. We are here to help you. If it is important to you, then it is important to us. We hope your school year will be successful and productive as you seek to become the best version of yourself! Go Huskies!

Sincerely,
Bret Bailey, Principal
Corey Kiger, Assistant Principal

School Office Hours

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

School Telephone and Fax Numbers

HH Middle School, Principal Bret Bailey, Phone: 317-984-3588, Fax: 317-984-3231
HH High School, Principal Jarrod Mason, Phone: 317-984-3551, Fax: 317-984-3554
HH Elementary, Principal Julie Griffey, Phone: 317-984-3547, Fax: 317-984-3540
HH Primary School, Principal Julie Griffey, Phone: 317-984-1530, Fax: 317-984-1544
HH Central Office, Superintendent Derek Arrowood, Phone: 317-984-3538, Fax: 317-984-3042
HH Central Office, Business Manager Kristin McCarty
HH Central Office, Special Education Director: Kim Luckey

Phone Extension Numbers

When calling HHMS, please listen to the pre-recorded voice prompts that will assist you in connecting to the person or department with whom you wish to speak or leave a message. Below are the menu options and extension numbers for staff members.
(Extension numbers are correct as of the date of printing)

Office Staff

Principal – Bret Bailey	Assistant Principal & Athletic Director – Corey Kiger
Athletic Supervisor – Dan Smith	School Counselor – Jessi Cantlon
Secretary/Treasurer – Cindy Baldwin	Secretary – Linda Morris
School Nurse – Lori Jones/Amber Osswald	School Resource Officer – Deputy Jon Tindal

Assistance Directory

Below is a directory to assist you in meeting your needs. Use these contacts when you call the middle school to help you in your school business.

Athletic Eligibility: Athletic Supervisor, Mr. Smith
Club Registration: Club Sponsor
Curriculum Guide: School Counselor's Office, Ms. Morris
Dates for School Events: Main Office, Mrs. Baldwin
Honor Roll List: School Counselor's Office, Ms. Morris
Insurance Forms: Main Office, Mrs. Baldwin
Late Arrival or Early Dismissal: Main Office, Mrs. Baldwin
Lockers and Locks: School Counselor's Office, Ms. Morris
Lost Books or Damaged Computer Device: School Counselor's Office, Ms. Morris
Monthly Lunch Menu: Main Office, Mrs. Baldwin
Payment of Book Rental Fees: High School, Mrs. Kauffman
Pre-Arranged Absence: Main Office, Mrs. Baldwin
Schedule Change: School Counselor's Office, Mrs. Cantlon
Calendar: Main Office, Mrs. Baldwin
Transcripts: School Counselor's Office, Ms. Morris
Withdrawal from School: School Counselor's Office, Ms. Morris
Work Permit: School Counselor's Office

Vision Statement

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

Mission Statement

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

- I. Curriculum will:
 - A. Emphasize problem solving and critical thinking skills
 - B. Align with state standards
 - C. Undergo continuous improvement to facilitate the development of responsible, productive citizens
 - D. Be innovative and challenging for all learners
 - E. Utilize state-of-the-art technology as a learning tool
 - F. Use multiple assessments to measure student growth and steer curriculum instruction and decisions
- II. Students will:
 - A. Become self-directed learners
 - B. Develop lifelong learning skills
 - C. Display respect for others and accept responsibilities for their choices
 - D. Be challenged to become high-level thinkers
- III. Staff will:
 - A. Use best practices to ensure mastery of standards
 - B. Be highly qualified and committed to continuous growth and renewal
 - C. Participate in professional learning communities to collaborate on curriculum development
 - D. Engage in communication with colleagues, administration, students and parents
- IV. School Climate will:
 - A. Provide a safe, supportive nurturing environment for all students
 - B. Create an atmosphere of continuous improvement for students and staff
 - C. Regularly celebrate the efforts and achievements of students and staff

- D. Integrate new students and staff to feel welcome and become a part of the mission, vision, and goals of HHMS

Core Values:

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

Non-Discrimination Policy

It is the stated policy of Hamilton Heights School Corporation not to discriminate on the basis of race, color, religion, national origin, sex, gender, or disability.

This non-discrimination policy applies to students' access to courses and programs, to physical education and athletics, to counseling and guidance, to vocational education program, to financial assistance, to extra-curricular activities, and to other matters related to students.

A compliance officer has been appointed for the Hamilton Heights School Corporation. It is his responsibility to see that both the 'letter' and the intent of this non-discrimination policy are followed.

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 of employment in, any program or activity sponsored by this school 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, IN 46030, 317-984-3538, or to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-1100, 1-800-421-3481.

Asbestos Management Policy

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 community that the asbestos management plan is available for review upon request to either the superintendent of schools or to the principal of each individual building.

Pest Control Policy (State and Corporate Regulations)

Hamilton Heights School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances, they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. The Hamilton Heights School Corporation has developed a pest control policy to comply with federal requirements. This notification is to advise all interested members of the Hamilton Heights community that the required pest control plan is available for review upon request to either the superintendent of schools or to the principal of each individual building.

At the start of each school year and for all new enrollees thereafter, Heights' schools must invite/ provide parents, staff, and all other interested parties the opportunity to register in order to be notified when pesticides are applied at/on their building/ground site.

1. A minimum of 48 hours notice before application must be communicated to all individuals on the registry.
 - A. Notification must include:
 1. Name or address of school
 2. Name, license number and telephone of certified applicator
 3. Designee for information about application (if different from applicator)
 4. Date and time of application
 5. Pest being targeted: weeds, bugs, etc.
 6. Description of application area (football field, kitchen, MS fence line, etc.)
 7. Pesticides to be used: brand name, manufacturer, and EPA registration number
 8. Explanation if 48 hours advance notice is not provided as required.

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. It shall be a violation of this policy for any employee of the corporation to sexually harass a student or for a student to harass other students through conduct or communication of a sexual nature. The anti-harassment policy and procedures may be found in the Hamilton Heights' by-laws and policy manual (5517). This policy is available for review upon request from either the superintendent of schools or the principal of each building. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with state law.

Reports and Complaints of Harassing Conduct

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. The principal at each building will receive the complaints at the building level with district review by the superintendent.

Section 505 of the Rehabilitation Act of 1973

This Act is a civil rights statute which provides that: "no otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance or activity by any Executive Agency or by the United States Postal Service.

There are three ways that a person may qualify as an individual with disabilities under the regulations. A person is considered disabled under Section 505 if she/he:

1. Has a physical or mental impairment, which substantially limits one or more major life activities. Major life activities include walking, seeing, hearing, speaking, breathing, learning,

working, caring for oneself and performing manual tasks. The term does not cover children disadvantaged by cultural, environmental or economic factors.

2. Has a record or history of such an impairment.
3. Is regarded as having such an impairment.

The Hamilton Heights School Corporation will provide each student in the district with an appropriate education.

Access to Equal Educational Opportunity

The 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 residence within the boundaries of the Corporation or social or economic background, to learn through the curriculum offered in the Corporation.

Parents/Students Right in Identification, Evaluation, and Placement

The following is description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of, and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 505 of the Rehabilitation Act.
7. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who have known the student, the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement.
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Discuss your child's concerns with the building principal.

15. Request mediation and/or impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. A hearing request must be made to the district's local 505 officer and an independent Hearing Examiner will be assigned.

The person in the Hamilton Heights School Corporation who is the district's local 505 officer is:

Dr. Derek Arrowood
Hamilton Heights School Corporation
PO Box 469
Arcadia, Indiana 46030

1. File a local grievance.
2. Request technical assistance and/or file a complaint with:

U.S. Department of Education
Office for Civil Rights, Midwest Div.
111 North Canal St., Suite 1053
Chicago, IL 60606-7205
(312) 353-2480

The person in the Hamilton Heights School Corporation who is responsible for assuring that the district complies with Section 505 is:

Mrs. Kim Luckey
Special Education Director
(317) 984-3538

FERPA

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution:

- * access to the education records
- * an opportunity to seek to have the records amended
- * some control over the disclosure of information from the records

Suspected Child 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 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. CPS has the authority to interview students without parent or custodial guardian contact.

RIGHT OF NON-CUSTODIAL PARENTS

Non-custodial (natural birth parents) parents' rights will be respected in regard to visiting school, parent-teacher conferences, progress reports, student records, etc. A court order must be witnessed before either parent's right will be denied.

RELEASE OF PUPILS

1. A pupil is never to be released to an unidentified person.
2. Law officers, accompanied with a warrant or court order, may arrest a student and remove him/her from school.

3. The principal or his designee is justified in requesting a person show evidence he/she has legal custody of the child or permission of legal residence.
4. Law enforcement officers, accompanied with a warrant or court order, have authority to interrogate a student on school premises in the presence of a student's parents or the building principal or his designee. In the absence of a warrant or court order, parents will be notified and may elect to come to school or may grant permission to the principal or designee to be present during questioning of their child.

Visitors, Lunch Guests, and Volunteer Policy

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

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

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

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

Distribution of Materials by Students/Community Entities

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

Legal Protocol Afforded to Staff Members

Indiana law requires all school personnel to report incidents where a school employee has reason to believe that a school employee or student is the victim of battery at school, a school event, or outside of school. The law, however, does not distinguish between non-disabled 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

Closed Campus

Hamilton Heights Middle School is a closed campus. Students are not to leave the grounds during school hours without permission from the principal's office. School hours are defined as once the student has arrived on school grounds to begin the day at school and ending with the dismissal of the last period class of the students' day. Those individuals staying for extra-curricular activities that start at 3:05 PM will report to the west gym between 2:44 and 3:05 PM. On early release days, activities starting at 3:05 students will need to stay from 2:10 to 3:05 at study tables in the cafeteria. Students will not be permitted to return to practice if they do not stay after school. This time frame will be considered as an extension of the normal school day. Students who leave school grounds or the facilities without permission from the main office will be considered truant and receive disciplinary consequences.

Driving of Motorized Vehicles Prohibited

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

School Homework Policy: District Homework Statement

Homework at Hamilton Heights School Corporation constitutes an out-of-school assignment that is an enhancement and extension of the class work objectives. As such, the homework supports the current curriculum studied and state standards.

Homework requirements, complexity, and time commitments will vary from grade to grade, reflecting the student's age and the depth of subjects involved. The school buildings are charged with designing more detailed policy and procedures that fit their environment, and are to communicate these expectations effectively to students and parents.

District Homework Expectations and Guidelines: (Based on research and Best Practices)

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 your 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 insure appropriate concept understanding.

General time guidelines for consideration:

1. Grades 1-4 = 10 minutes times the grade level (Cooper, 2007)
2. Grade 5-6 = approximately 10 minutes times the grade level with cooperation among grade level teachers concerning projects.
3. Grades 7-8 = coordination among grade level teachers regarding assignments. 1 hour total recommended.
4. Grades 9-12 = depending on courses chosen. 1.5-2 hour maximum a night (10X12=120 min.)
5. Also remember that one size fits all homework doesn't make sense. Difference in student work speed and ability may require differentiation such as e.g. "Do as many problems as possible in 20 minutes."

- * All grade levels should be aware and coordinate when major projects, assignments or assessments occur. Overloading children with hours of homework can actually decrease achievement (Cooper, 2007).

Student Expectations:

1. Take home all materials needed to complete the assignment and set aside and plan appropriate time to complete the assignments.
2. Class or building rules/procedures should be carefully followed when completing assignments, and especially when completing missed assignments.
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. Insure that your student/s select a quiet, well lit, quality place to study, and establish a consistent time for homework completion.
2. Check to see what the student is working on, and have them explain the assignment and why it was assigned.
3. Encourage and support your student where necessary and be available for questions, but ensure the student does the work first and foremost for successful understanding.
4. If your student is having difficulty, insure they ask the teacher questions for clarification and don’t hesitate to communicate and ask for help from the teacher.

Guidelines

1. Homework assignments will be given when appropriate to support student learning.
2. Grading procedures:
 - A. All homework, quizzes, and tests will be graded in accordance with the following scale:

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

- B. All homework assignments will be returned to students with a grade or comment attached, within an appropriate period of time.
- C. Late homework with students present in class: Late homework is defined as any school work that is presented to a teacher beyond the specific time or date the assignment/project/test was requested by the instructor to be turned in. It will be at the teachers' discretion as to what grade value will be given to any work received from a student beyond the time/date requested by the instructor.
This statement refers to students who are present in class or arrived late for class without their assignment. The attendance policy towards homework for student absence from school will be followed in accordance with the student handbook.

- D. It is the student's responsibility, not the teacher's, to seek and ask for homework/projects/tests/etc. that were missed due to the student not being present in class. HHMS believes this is part of the middle school educational process in teaching responsibility skills to the students. For your convenience, current homework assignments are accessible via the Canvas Parent Portal.
- E. Absent students will be given the same number of days to make up missed work as days absent from school. Exception: students requesting a pre-arranged absence should have their work turned in to their teachers in advance, prior to departure, unless the individual teacher and student have agreed upon other arrangements.
- F. HHMS has the right to deny a student from attending extra-curricular activities (event or activity taking place after school or on the weekend) for poor academic performance in the classroom, lack of quality homework assignments, poor school attendance rate, or low quiz and test grades. This denial may range from one activity to all events for the remainder of the school year.

Requests for Homework

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

Parents/guardians who are going to let their child contact a fellow student concerning his/her missed assignments can request the student's textbooks any time before 1:45 PM by calling the guidance office. There is no limitation on the number of days a student must be absent before requesting textbooks only. Homework assignments for all grades may be picked up any time between 2:00 and 3:00 PM in the counselor's office if there is no access to Canvas at home.

If parents/guardians request textbooks and assignments, we ask they make every effort be made to secure these materials the day the call has been made to the office. It is advisable to personally pick up the textbooks and not depend on one of your child's friends to bring the books home with him/her. Please monitor the school work made up at home so all work is turned in on time and receives full credit. If requested homework is not turned in or picked up on a consistent basis, the school reserves the right to deny future requests.

Academic Recognition for Students

Honor Classes Expectations

A student enrolled in an Honor Course can be removed by the teacher and administration for failure to meet academic expectations (i.e. low assessment scores, poor performance on homework, not turning in assignments, etc.). This schedule change may only occur at the end of any nine weeks grading period. A parent/guardian may appeal the teacher's decision to remove a child from an Honor Course by contacting the principal, but he/she will utilize the standard stated above to make the final determination.

Honor Roll

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

HHMS Honor Society (7/8 Grade Students Only)

To be eligible for membership, a student must first have a grade point average (GPA) of at least 3.70. In addition to meeting the academic requirement of scholarship, a student must demonstrate excellence in leadership, citizenship, service, and character. The HHMS Honor Society sponsor will provide an application to all students who academically qualify. Students will then complete the application process and submit the application by the stated deadline. The application will include an essay. Finally, teachers will then have the opportunity to nominate students who have qualified with at least a 3.7 GPA, completed the application process, and met the core values of leadership, citizenship, service, and character. Finally, students must receive 3 teacher or administrator nominations. The induction ceremony is each spring. Induction into HHMS Honor Society does not automatically qualify a student for the NHS in high school. Students who do not qualify for membership during their 7th grade year may become eligible for membership during their 8th grade year.

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

Grade Point Average

We utilize a 4-point grading scale system.

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

Example:	Grade	Point
Math	B+ =	3.33
English	B- =	2.66
History	A- =	3.66
Health	C+ =	2.33
Science	B =	3.00
P.E.	A =	4.00
Art	B =	<u>3.00</u>
	7 courses	21.98

21.98 points \ 7 courses = 3.14 GPA

POINT SYSTEM

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

Awards, Recognition, and Acknowledgement

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

Criteria for Honors Courses

6th, 7th, & 8th Grade Honors English

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

Honors Math 6th Grade, Pre-Algebra 7th Grade, and Algebra 8th Grade

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

Honors Band 7/8th Grade

Band teachers will make the selection based on performance, possible entrance audition, interest, and the needs of individual students and performance groups for competitions and concerts.

Honors Art 7/8th Grade

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

Other Honors, Advanced, or Preference Courses

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

Student Organizations and Extra-Curricular Activities

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

Athletics

- Football 7/8
- * Basketball, Girls & Boys 6/7/8
- * Volleyball 7/8
- Track, Girls & Boys 6/7/8
- Cross Country, Girls & Boys 6/7/8
- * Golf, Girls & Boys 7/8
- * Cheerleaders 6/7/8

Wrestling 6/7/8
* Swimming 6/7/8
*indicates sports requiring try-outs

Clubs, Organizations, and Special Activities

Student Government (by election) 6/7/8

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

HHMS Honor Society

(by invitation), minimum 3.70 gpa for students in grades 7/8

*Process of selection:

- 1) See the explanation on page 16.

Once students are inducted:

Requirements:

- 1) Members will remain in good academic standing, maintain a GPA of at least 3.70.
- 2) Members will do at least one service project per month.
- 3) Members will maintain a high standard of character in and out of the school building.
- 4) Members will attend regular meetings and meet given deadlines.

Consequences:

- 1) If members do not do a service project for 2 months, they are placed on probation*. If you miss a third month, you are dismissed.
- 2) If members are caught cheating (in the classroom OR on Honor Society notes, business, etc.), they are placed on probation*. If it happens again, they are dismissed.
- 3) If members miss 3 deadlines, they are placed on probation*. If they miss a fourth, they are dismissed.
- 4) If members have 2 unexcused absences (from meetings), they are placed on probation*. After a third, they are dismissed.
- 5) If members are suspended from school, they are dismissed.
- 6) If members' GPA drops below a 3.70, they are on probation* for one nine weeks. After nine weeks of probation, if the GPA is still below 3.70, they will be dismissed.

*Probation= Parents contacted by advisor. Principal notified.

Academic Team (try out) 6/7/8

Art Club 6/7/8

Huskies for the Cross (HCF) 6/7/8

Media Club 6/7/8

Yearbook Staff 6/7/8

Bridges (Kiwanis) 6/7/8

MS BPA 6/7/8

Kindness Club 6/7/8

Yoga Club 6/7/8

Robotics Club & Teams 6/7/8

Future Farmers of America 6/7/8

Gay-Straight Alliance 6/7/8

Science Club 6/7/8

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

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

Interscholastic Athletic Participation and Eligibility

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

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

School Counselor Services

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

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

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

Promotion, Placement, and Retention

The School Board recognizes 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. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when he/she 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 Committee and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

Following sound principles of child guidance, the Board discourages the skipping of grades.

Work Permit Policy

Under Indiana Law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporations' standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grades or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and the employer so we can work together to ensure that the student's education remains the primary focus. Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen.

Grades

1. A student may not receive more than one failing grade (F) in all courses being taken during a grading period for a work permit to be issued.
2. If a student receives more than one failing grade after a work permit has been issued: The student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If the student receives more than one failing grade during the probation period: The school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued to the student if the student receives no more than one failing grade the next grading period.

Attendance

1. If a student misses more than ten (10) days of school in a semester the work permit will be revoked after a two-week notice.
2. If a student is chronically late in the morning because he/she has worked the night before the work permit will be revoked.
3. If a student has more than two truancies, four unexcused absences or multiple suspensions in a semester from school the work permit will be revoked.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and he/she will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the grade and attendance standards established by the school for receiving a work permit. The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

Withdrawal/Transfer from School

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

Withdrawal from School at Age 16

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age may withdraw from school prior to high school graduation after an exit interview with the student's parents or guardian is conducted with the principal and the parent/student signs a waiver. If the exit interview fails to occur, the principal will notify the proper authorities and ask that legal action be taken against the student and parent/guardian (I.C. 20-8.1-3-17). P.L.

121-1989 states a student may withdraw from school when the student graduates, turns 17, or turns 16 and has the written consent of a parent or guardian.

Enrollment of New Students within the Hamilton Heights School District

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

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

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

In compliance with Senate Enrolled Act 416 which passed the Indiana General Assembly in 1988, HHMS will report to the Indiana Clearinghouse for Information on Missing Children any student who does not provide a birth certificate or other proof of the student's date of birth within twenty days of enrollment.

Procedure and Criteria for Students Living Outside of the Hamilton Heights School District Wishing to Enroll

Parents living outside the boundaries of the Hamilton Heights School Corporation who wish their child(ren) to attend Hamilton Heights' schools must complete the Application for Transfer Status and provide the necessary documentation before the spring deadline announced at the beginning of each calendar year. All materials should be sent to the building level principal. Upon positive recommendation from the school administration and availability, the application will be sent to the School Board for their approval at a regularly scheduled meeting. Applications will be processed as received and parents will be notified promptly as to the action of the Board.

Student Fees and Charges

Due to the increasing cost of educational expenses, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the cost and labor of replacement or repair. Please see the iPad Acceptable Use Agreement for details regarding fees and student responsibilities for using school property and technology.

Immunizations

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

Communicable Diseases

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation. In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

Corporation 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), and newsletters. Students' pictures may also be used to show class or sports activities on a website, social media (i.e. Twitter), or media publication, but students would not be directly identified by name without prior parental consent. No student identifiable information will be used on a webpage without prior 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 for newspapers, newsletters
13. pictures 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 Corporation by August 1, 2017. This policy was adopted by the Hamilton Heights School Board on February 19, 2002.

Student Privacy and Parental Access to Information

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Access to Student Records

1. Natural parents or legal guardians of a minor student shall have access to their child's records.
2. Students eighteen years of age or over must sign a "consent to access" form if they wish to have a transcript forwarded or desire to have their parents inspect their records.
3. Persons with the proper qualifications in accordance with P.L. 93-380 may inspect the records without consent.
4. School policy conforms to the Federal Law "Family Rights and Privacy Act," Part 99, April 1988.

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.

Medication

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

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

9. Any unused medication that is unclaimed by parent by the last day of school will be destroyed.
10. The school may not send home medication with a student. Medications may be released only to the student's parent, guardian, or an individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication (IC 20-8.1-7-22).

Illness

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

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

Injury to a Student while in Attendance at School

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

General School Information

A. Soft Drinks, Snacks, Powerade

No outside soft drinks (soda pop) or snacks of any variety will be allowed to be consumed before and during school hours by students unless cleared by the office or classroom teacher ahead of time. We ask that those students who bring their lunches not bring these items as part of their meal. Students will not be allowed to purchase soft drinks and snack items until 30 minutes after school dismissal.

B. Business Transactions

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

C. Passing Periods

Students have four minutes to pass between all class periods. Please pass as quietly and courteously as possible since large numbers of students will be in the halls at one time and other students may still be in class. With this independent time, you are expected to be responsible for your own appropriate behavior.

D. Announcements and Daily Bulletins

Daily announcements will be posted on Canvas and on our website. Teachers shall review the daily announcements at the beginning of fifth period each day.

E. Entering or Leaving the Building

Students arriving to school after the 7:36 AM starting bell must sign in at the office. Students leaving the building before the end of the last class period of the school day, 2:40 PM, must sign out of the office after parent/guardian approval has been granted and verified with office personnel.

F. Husky Depot

Bookstore items/supplies may be offered during designated times and days, as supervised by a staff member. Selected items will be available for purchase through the Husky Depot.

G. Cafeteria Procedures

Questions? Please contact Cafeteria Manager, Helen Doss at 984-3588, ext. 2030, during normal school hours. Every student will have a computerized account and his/her own PIN number, which will be entered on a key pad at the cashier station. The lunch account must have money on deposit to be operational. This can now be done on-line (optional). This is NOT a charge account. There are NO charges. Students may elect to pay cash and not use the account.

HOW DOES THE LUNCH ACCOUNT WORK?

The student can deposit money as they go through line, before or after lunch, or the parent may mail it in to the cafeteria. Checks need the name of the parent and the student on them. Students will be notified when their account has reached \$5.00 or less. If a student account has insufficient funds, they can mix cash with the account money or pay all cash. The parent can pay by the week, month, or semester. At the end of the year, excess deposits will be refunded upon request by parent or guardian.

WHAT IS A FAMILY ACCOUNT?

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

WHAT ABOUT FREE OR REDUCED LUNCHES?

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

WHAT ARE THE ADVANTAGES OF THESE ACCOUNTS?

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

SECURITY

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

BREAKFAST

HHMS will offer an optional breakfast program for those students who wish to participate during period one Homeroom time. Procedures and guidelines will be discussed with students and implemented to be in compliance with state and federal guidelines.

H. Convocations

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

I. Social Events/Dances

Social activities are held for students throughout the year. Attendance to the next event is dependent upon the previous event. The rules and regulations of each social activity as set by committees will be faithfully observed. Social events such as Bradford Woods, Rally Days, Washington, D.C., field trips, class picnics, etc., may be denied to students who continually disrupt the classroom/school environment or fail to meet the behavioral expectations defined in this handbook. Only those grade level students the activity is designated for will be allowed to attend. Chaperons and parents will be allowed in the building at these functions if they've had a background check. If older brothers, sisters, friends, or acquaintances are going to pick up the students, they are to remain outside the building. Have a pre-arranged time to meet outside and then adhere to it.

* Students will not be permitted to leave a dance early unless a parent or guardian picks them up. Family members arriving early to pick up a student must have a note from the parent to do so. These instances must be approved by the building administrator on duty before a student is released. If a student needs to leave an after school dance early, his/her parent must come in and sign out the student.

J. Field Trips

1. Student safety, supervision and proper operation of school vehicles shall be of prime consideration.
2. Students going on a field trip must have permission from the following:
 - a. Principal and teacher
 - b. Written permission from parent
 - c. Parent permission is required on a trip-to-trip basis.
 - d. On trips inside the Hamilton Heights School Corporation, notification will be sent home by way of the student. Those parents not wanting their child to go need to call or send a note to the main office and inform them of their decision.
3. For trips outside the Hamilton Heights area, parents are encouraged to assist the teacher in charge of the trip and serve as chaperones, when applicable.
4. Overnight trips require approval by the board of school trustees.

Student eligibility, requirements, and expectations (field trips, dances):

Dances and field trips can be very enjoyable, educational, and entertaining if everyone conducts themselves in a respectful and responsible manner. On the other hand, student misconduct can quickly ruin the experience for everyone involved, as well as the reputation

of HHMS. We insist that our students behave responsibly in school in order to earn the privilege of attending field trips and dances. If not, students will simply not be allowed to attend these special events and activities. We will not allow the misbehavior of a few students ruin our school's reputation or our opportunity to return to somewhere of interest in the future.

1. Any student may attend a dance or field trip providing he/she meets the requirements set forth in advance (i.e.: fees, parent permission slip, administrative approval, etc.) and is a student of HHMS in good standing.
2. Any student who displays substantial misconduct while in attendance on a school approved field trip or dance will not be allowed to attend future field trips or dances for the remainder of the current school year, and will also be subject to additional disciplinary action. This also includes student misconduct while riding the bus to and from the approved field trip.
3. At any time during the school year, upon a student's second assignment/placement in TOR for a full day(s), he/she may not be allowed to attend any field trips or dances for a period of 60 calendar days, based on administrative decision, or the end of the current school year - whichever comes first. After this penalty period has expired, a student once again becomes eligible to attend any remaining field trips or dances. However, upon another placement in TOR, a suspension from school, or an expulsion from school - that student will forfeit his/her opportunity to attend any field trip/dance for the remainder of the current school year.
4. At any time during the school year, upon a student's first out-of-school suspension from school, he/she may not be allowed to attend any field trips/dances for a period of 90 calendar days, based on administrative decision, or the end of the current school year - whichever comes first. After this penalty has expired, a student once again becomes eligible to attend any remaining field trips/dances. However, upon another suspension from school, placement in TOR, or expulsion from school - that student will forfeit his/her opportunity to attend any field trip/dance for the remainder of the current school year.
5. Students who are ineligible to attend field trips will be assigned to the TOR room or a specified classroom under the direct supervision of an assigned staff member. These students will stay in this assigned area while his/her classmates are gone on the field trip.
6. Dances and field trips are open to HHMS students only! No guests (other than approved, adult chaperones) or other students are allowed.
7. Dismissal of School Due to Bad Weather
If the weather becomes too hazardous or mechanical failure requires that school be closed, the School Corporation will notify TV stations, send out a Tweet on Twitter, post the announcement on the School's webpage, and initiate an automated mass calling system (School Messenger) to programmed numbers notifying parents/guardians of school closings, delays or early dismissals. Be sure your contact information is current. Contact the office if you need assistance setting up your School Messenger account.

K. Student Dress Code

It is the expectation at HHMS that all students will dress in an appropriate style and manner that reflects a positive and wholesome student image conducive to a productive school environment. Just as in the workplace, there are many jobs and social functions which require appropriate attire. There is an appropriate way to dress for school and maintain a sense of individuality, but there are also things which are inappropriate and distracting to the educational process or school image. Only those clothing items/accessories deemed appropriate by the principal or his designee will be allowed to be worn at the middle school and/or school related activities. The school, through the principal or his designee, reserves the right to make the final judgment as to the appropriateness of the apparel and has the right to ask a student that a specific item(s) be removed and/or not worn again at school or school related functions. Clothing or other articles that are distracting to the educational environment, school purpose, or are deemed offensive because of the message stated, implied, or presented are not allowed. Clothing that is viewed as

too physically revealing or allows undergarments to be visible is also unacceptable. hats or other head coverings are not to be worn beyond the entry doors once students have entered the building during regular school hours. If these items are worn beyond this point, they will be collected by the principal or his designee for an appropriate period of time before they are returned. Upon arrival at school, hats, music/headset devices, and cell phones (turned off) are to be placed in lockers and remain there unused until school is dismissed. Headphones may be used with school iPads only. Hats and cell phones are permissible to be worn or used after school dismissal and at extra-curricular events and activities, except in the gym before afterschool activities. However, we request that all students remove their hats during the playing of the national anthem.

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

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

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

- Failure to follow guidelines will follow in appropriate, progressive consequences.

L. Student Bookbags

Due to the increasing number of students in the hallways and the need for space in the classrooms, bookbags are to be placed in students' lockers upon morning dismissal from the gym and remain there until departure for home each evening. Small string totes can be utilized during the day to transport iPads and class materials. The only exception is for 6th grade students who end the day in the 7th or 8th grade hallways. They may take their bags with them to 8th period only with the principal's approval.

M. Procedures for Staying After School for Extra Curricular Activities

The bell to dismiss school rings at 2:40 PM. All students staying after for a school related activity or other reason MUST report to the west gym by 2:44 PM and sit in the assigned area until dismissed by the bell at 3:05 PM to attend their activities. No student is to leave the gym without permission from one of the supervisors on duty. Consequences for not following instructions will include one of the following actions.

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

This policy is also for Early Release Days. Athletes that have practice at 3:05 will be required to be in the cafeteria by 2:11 until 3:05. Disruptive students will be warned about their behavior. If it does not improve, they will be denied the right to stay after school and participate in extra-curricular activities for an appropriate period of time. Specific after school guidelines for the time between 2:45 and 3:05 PM will be reviewed at the beginning of each athletic season with the students.

The time frame from 2:40 to 3:05 PM on regular school days and 2:06 to 3:05 PM on Early Release days is considered an extension of the normal school day. No student participating or preparing to participate in a school related activity is to leave the west gym and/or the school building without permission from their extra-curricular sponsor/coach or a building administrator. The exception will be if a parent has, in advance, made arrangements with the principal's office for their child to depart at 2:40 and return after 3:05 PM.

N. Rules for Students Riding School Bus

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

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

1. Riding a school bus is a privilege provided by the school district, not a right granted by law.
2. School bus windows and doors shall be opened only with the bus driver's permission.
3. Students are to obey the driver promptly at all times.
4. Be ready when the bus stops at your home or pick up station.
5. Take your turn and avoid pushing when entering or leaving a bus. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
6. Keep conversation in normal tones; vulgar language will not be tolerated. There shall be

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

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

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

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

PROCEDURES FOR RIDING A DIFFERENT BUS

A student must ride his/her assigned bus and get off that bus at his/her home or pre-established drop-off point. Most of our school buses are loaded to capacity. The practice of children riding home with their friends can result in overcrowded buses. If your child is planning to go home with a friend who rides a different bus or plans to have a friend over to your house, prior arrangements need to be made and secured (in advance) via a parent phone call or note to the main office by noon of that day, no exceptions. This is to be done in order to ensure seating accommodations are available. Office personnel must approve all cases in order to promote safety. Once office approval has been established, a STUDENT BUS PASS will be issued for your child to present to the bus driver before he/she will be allowed to board another bus other than the one he/she is normally assigned – NO EXCEPTIONS! The office must approve all cases via legitimate parent notification explained above. Failure to follow these procedures will result in the driver refusing entry to board a bus other than the one a student is normally assigned. This corporation procedure has been reviewed with the bus drivers and will be followed without exception. Thank you for your cooperation.

O. Locker Rules

Lockers are the property of HHMS and are only loaned to students during their attendance here. Each student will be assigned a locker. This will be the student's locker and he/she should be responsible in the care and general condition of it. The student's use of the locker, however, does

not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Lockers will not, as a rule, be inspected without reasonable suspicion. When possible or deemed appropriate by school officials, students will be given the opportunity to be present during the inspection of lockers and the contents. Students may not use their own locks to prevent access to lockers by officials, and any unauthorized locks may be removed without notice and destroyed. Use only the locker that is assigned and keep it locked at all times. Do not share lockers with other students. Students found sharing a locker may be subject to disciplinary action. If illegal substances, weapons, etc., are found to be present in the locker, it will give the appearance that all those in the locker are involved. The best way to avoid this situation is to simply use only the locker assigned. All personal items and books, when not in use, are to be kept in the lockers. Do not tamper with other lockers and give combinations to another student. If a problem develops concerning your locker, report it to the principal/guidance office. Stickers and posters are not to be attached to the front of the lockers unless approved by the administration.

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

R. Canine Search of School Facilities/Procedures

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

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

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

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

It should be noted that passively-trained canines are very reliable, but as in anything, the possibility of error can occur. A dog may make a hit on something other than illegal contraband. We are very sensitive to this issue and the resulting implications that our students may be subjected to. Therefore, as we review our procedures, we want to help put you at ease and convey the following information to you. No dog will be allowed direct contact with a student, as we realize a variety of things can trigger an animal's disposition and we certainly want to ensure the safety and well-being of our students. School facilities (including lockers and the contents), parking lots, and persons can be searched if reasonable suspicion exists. These searches will always be done in the presence of a school administrator and/or his designee.

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

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

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

S. Care of School Property

Students are responsible for maintaining proper care of all furniture, books, lockers, etc., supplied by the school. Students who vandalize school properties will be required to pay for the damage and receive appropriate consequences up to suspension or expulsion. The condition of each textbook and iPad will be checked and recorded before assigning to students. It becomes the responsibility of the student to maintain the condition of each item in his/her possession

through the school year. At the end of the term/year, items will be collected and checked for damages. Students found to have damaged items will be assessed a fine. It is the responsibility of the student to notify the issuing teacher if there is a drastic deterioration in the condition of any item. This is to be done immediately after the damage has taken place. Lost or damaged school property items not paid for will be placed on the student's fee as part of their financial school obligation for the next school year or turned over to the superintendent's office for prosecution in the Hamilton County Small Claims Court.

T. Telephones & Cell Phones

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

U. Internet - Student Use

HHMS offers its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. 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 may 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 HHSC's and the HHMS' 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 middle school institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's and middle school's acceptable use policy. That notwithstanding, the Corporation and middle 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. Access entails responsibility. Parents/guardians and students will have to sign the iPad Student User Agreement form before their student will be issued an iPad.

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 middle school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district and middle school 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.

The Hamilton Heights School Board policy procedures on student rights and responsibilities, adopted on 4/24/00, states:

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. 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. 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.

School Corporation Internet resources may not be used:

- To access another person's materials, information, or files without permission.
- To access, upload, download, distribute, or transmit pornographic, obscene, abusive or sexually explicit language or material.
- To violate any local, state or federal statute.
- To vandalize, damage, or disable the property of another person or organization.
- To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
- For commercial or for-profit purposes.
- For extensive personal and private business.
- For product advertisement
- To access "chat rooms" and other forums which are devoid of any educational purpose.
- To subscribe to or solicit information which incurs a cost.
- Users shall not misrepresent other users on the network.

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.

Web pages created by students should follow these guidelines:

- Student work and/or pictures may be posted on the Internet unless the parent and/or student objects in writing.
- All copyright laws must be followed.
- Contact person for projects should be the instructor, not the student.
- Students may be identified by name (with parent permission), but do not post identifying material such as personal phone numbers and home addresses.
- Personal web pages for students are not permitted on the corporation's webserver.
- Before student web pages are posted, the content must be evaluated by the teacher.
- Users who unintentionally access inappropriate sites should report the circumstances of such access to the teacher in writing as soon as reasonably possible.
- Violations may result in a loss of access as well as other disciplinary or legal actions.

Security Video

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

Criminal Background Checks

Per state and corporation policy, anyone employed by or wishing to volunteer his or her services for the school corporation is required to pass a criminal background check. Forms may be obtained and filled out at the middle school office and submitted to the principal's office for background check and final approval. Please note approval is also required (in advance) in order to chaperone any school event or activity or to visit your child for lunch.

Attendance Philosophy

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

Attendance Policy

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

Definitions of Student Absences

- Certified/Medically Excused: These absences are certified by a doctor, dentist, or another professional as designated by state law. Students must bring a note from the professional that specifically excuses the individual for the dates and times of the absence (please make sure the doctor includes all dates if more than one day was missed due to a medical concern). In other words, students will not be certified for a complete day when they have a dentist appointment at 2:30 PM. Anytime the nurse or other school official sends a student home for illness or injury, the absence will be considered certified. Certified absences DO NOT COUNT towards the progressive discipline in the attendance policy stated above.
- Excused: An excused absence in when the school has been informed by a parent or guardian that the student has a justifiable reason for not being present at school. Excused absences COUNT towards the progressive discipline in the attendance policy stated above. However, all missed work can be made-up for full credit.
- Unexcused: An unexcused absence is when the school has not been notified of the absence or the student does not present a justifiable reason for the absence. Unexcused absences COUNT towards the progressive discipline in the attendance policy stated above. Students are permitted to make up any missed school work. Examples include: car trouble, oversleeping, late ride, missing the bus, unnecessary appointments, babysitting, work, skip day, etc.
- Truancy: Truancy is when the parent or guardian is unaware of the student's absence or the student refuses to attend school or assigned class or school program (i.e. Study Tables) in defiance of parental authority, i.e. skipping. Truancies COUNT towards the progressive discipline in the attendance policy stated above. Additional disciplinary action will be taken as well for instances of truancy (Community Service, Friday School,

Saturday School, ISS, OSS, etc.). Students are permitted to make up missed work for full credit.

- Exempt: Exempt absences are those absences that DO NOT COUNT towards the progressive discipline in the attendance policy stated above and are protected by State statute. Students have the privilege of making up all missed work for full credit.
- Suspensions/Incarceration: The days that a student is absent as a result of a suspension or being incarcerated by law enforcement officials, DO NOT COUNT towards the progressive discipline in the attendance policy stated above. Students are permitted to make up missed work for full credit.

IDOE's Statement on Chronic Absenteeism

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

Absences on the Day of Extra Curricular Events

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

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

is out of school for an excessive amount of days related to medical complications (20 or more days).

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

Absence Procedures

A TELEPHONE CALL TO THE SCHOOL, 317-984-3588, MUST BE MADE ON THE DATE OF A STUDENT'S ABSENCE PRIOR TO YOUR CHILD RETURNING TO SCHOOL. THIS HELPS ENSURE THE SAFETY OF YOUR CHILD. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSSED ABSENCE. PLEASE LEAVE A MESSAGE ON THE ANSWERING MACHINE IF YOU CALL AFTER THE OFFICE HAS CLOSED.

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

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

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

Consequences for Truancy from a Class:

- 1st Offense: Friday Night School
- 2nd Offense: TOR (In-School Detention)
- 3rd Offense: Two days Out-of-School Detention
- 4th Offense: Five days Out-of-School Detention in the OSS Program
- 5th Offense: Request for Expulsion and process as a habitual truant. Notification to the Prosecutor's Office will take place.

Absences Due to Vacations during School Days

Since the current school calendar allows for more than five weeks of vacation time during the school year, other absences for vacations are strongly discouraged. Vacations must be approved by the administration, and the parents must personally file a request at least five (5) days prior to the trip. The student is responsible for having the prearranged absence form signed by his/her teachers and making arrangements concerning tests and assignments. All tests are to be taken prior to leaving, and any assignment due before vacation should also be turned in before leaving at the discretion of the teacher. Some teachers may elect for their students to make up missed work upon their return. Advance homework assignments received by the student before going

on vacation are due the day he/she returns. Students will have the same amount of days as they have missed to make up all past work not given to them at the time it was requested before leaving on vacation. The vacation days DO COUNT towards the progressive discipline in the attendance policy stated above.

Pre-Arranged Excused Absences

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

Attendance Awards

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

Tardy Policy

The following tardy policy applies to each semester of the school year. Students have four (4) minutes to move between classes, and must be in the classroom when the final bell rings.

Teachers will record all tardies for each grading period with the following guidelines:

- A. Students are to be inside the doorway, with all class materials, at the appropriate class take up time (unless the teacher has prior knowledge of the lateness or the student presents an excused pass from another teacher).
- B. A student will be counted absent for a class that he/she is unexcused late for 15 or more minutes.
- C. 1st tardy: A verbal notification to the student from the teacher will be issued with no penalty. Parent notification not required at this point.
2nd tardy: A verbal notification to student from the teacher will be issued. Parent contact should be made by the teacher.
3rd tardy: A verbal notification to the student from the teacher will be issued. A mandatory notification to parents from the teacher should be made to inform them of a 30 minute after school detention. Students will serve the after school detention in the TOR. Teachers will be responsible for arranging this with the student and communicating the date and time with a parent and the administration.
4th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for further disciplinary action. Upon the fourth tardy, the student will be assigned to 1 hour after school detention.
5th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. Upon the fifth tardy, the student will be assigned to 2 hours of community service on school grounds.
6th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. Upon the sixth tardy, the student will be assigned to one (1) session of Friday Night School and parents will be notified. A parent/student conference will take place and a Tardy Contract will be issued, discipline for the infraction will still be included.

7th tardy: Upon the seventh tardy, the student will be assigned one (1) session of Saturday Morning school and parents will be notified.

8th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. At this point, the student will be assigned to one (1) day of in-school suspension (TOR).

9th tardy: A verbal notification to the student from the teacher will be issued. The student will be referred to the office for disciplinary action. At this point, the student will be assigned to two (2) days of in-school suspension (TOR). Parents will be notified that continued tardiness will result in further In School Suspensions.

10th tardy: Teachers will deny entry of the student into their class and immediately send him/her to the office to speak with a building administrator. The student will receive more days of In of School Suspension, and subsequent excessive tardies for the remainder of the semester could result in Out of School Suspensions.

- D. Students not present at school when the school day starts are considered tardy to school. Those entering after this time should report to the office for a pass to enter class. Students who need to leave school early must check out through the office before leaving.
- E. Tardiness to school will be recorded by the office and dealt with in a similar manner. On the fourth tardy to school, students will be referred to a guidance counselor and follow-up written notification will be made with parent. If students are late or tardy to school, they are to stop in the office to obtain a pass before entering class. Any combination of excused late arrivals/tardies to school and/or tardies to first period that accumulate to five incidents or more will result in disciplinary action (for each occurrence) with the same actions taken as listed under classroom tardiness.
- F. Tardies to specials or other exploratory classes will accumulate and follow students on to their next rotation class with a semester time frame.

Student Behavior Code

Please note that our building is equipped with a video surveillance system. It is imperative that a school maintain an orderly, safe, and disruption-free environment, which is conducive to learning. Students are asked to behave responsibly, respecting the rights of others. Students will be held accountable for their actions; consequently, we ask that they utilize wise self-control and make decisions regarding their actions as a reasonable adult citizen should.

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

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

1. Smoking (cigarettes, cigars, etc.), or possessing on school grounds any type of tobacco or tobacco product (Dissolvable tobacco or other smokeless tobacco). In addition, a tobacco citation will be issued and some tobacco offenders may be referred to the county tobacco deferral program if eligibility requirements can be met. The citation will be issued by a law enforcement officer and will require a court appearance by the student and parent/guardian. Failure to appear may result in a fine.
2. Knowingly possess, use, purchase, provide, sell, or transmit to another person or have in

your body system any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, inhalants (i.e.: glue, liquid paper, etc.), or intoxicant of any kind on school grounds, or within a thousand feet of school property. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision, unless it is passed off to another person other than who it is intended for (per prescription label). This includes "huffing" of any substance or product not intended for human consumption.

3. No student may provide by sale, or otherwise, any substance which he/she represents as the above mentioned drugs (see #2) or such substances as caffeine tablets or any substance which interferes with school purposes (look-alike drugs).
4. No student is to possess any paraphernalia designed to be used primarily to store, process, deliver or consume illegal drugs, alcohol, or tobacco products (i.e. pipes, rolling papers, clips, belt buckles, lighters, etc.).
5. Skipping school or classes.
6. Abusive or profane language, obscenity, written or oral. This also includes possession of obscene materials.
7. Immoral conduct (indecent exposure, suggestive clothing, de-pantsing, etc.).
8. Fighting or intentionally causing or attempting to cause physical injury or intentional behavior in such a way as could reasonably cause physical injury to any person. Reasonable self-defense may not constitute a violation of this rule.
9. Pulling false fire alarms, making a bomb threat (will be reported to police), or setting fire to or substantially damaging any school building or property.
10. Possession or exploding of any fireworks (firecrackers, etc.), including lighters of any type.
11. Lying, cheating, making false calls to the school, or having others make false calls.
12. Possessing, handling, transporting, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any items that can be considered a weapon, capable of bodily harm or threatening the safety of individuals.

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

- i. No student shall possess, handle or transmit any firearm on school property.
- ii. The following devices are considered to be a firearm under this rule:
 - *any weapon that 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 that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - *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 shotgun which the owner intends to use solely for sporting recreational or cultural purposes.
- iii. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the

- expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- iv. The superintendent or designee shall notify police and the county prosecuting attorney's office when a student is expelled under this rule.
- B. Possessing a Deadly Weapon (I.C. 35-41-1-8)
- i. No student shall possess, handle or transmit any deadly weapon on school grounds.
 - ii. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - *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
 - *an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
 - *The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
 - iii. The principal shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 - iv. House Bill 1093 (as endorsed by the governor) effective 2008-09 reads:
Offenses on school property or against school employees. Makes possessing a knife on school property or on a school bus a Class B misdemeanor. Makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
13. Throwing projectiles (pencils, rocks, snowballs, etc.).
 14. Causing or attempting to cause damage to school property or private property, stealing, conversion or attempting to steal school or private property. Restitution will be sought for damage to school property. Please note that restitution for damages to private personal property falls under the responsibility of the injured party. The school can punish and assist in these matters, but has no legal recourse or authority to press charges and recover damages for property that does not belong to the school corporation.
 15. Reckless driving.
 16. Failure to comply with the direction of any school employee (disrespect or abusive behavior).
 17. Threatening, intimidating, bullying, and harassment of others, also extortion.
 - 17a. Hamilton Heights School Corporation defines bullying as follows: bullying is the substantiated, repeated, and purposeful negative acts or gestures committed by an individual student or a group of students towards another, with the intent to harass, ridicule, intimidate, threaten, humiliate, or harm the targeted student or students. Inappropriate acts or gestures may be committed by the following means: written communication, oral comments, physical acts, or intimidating gestures and/or acting out expressions.
Acts of bullying should be reported to a classroom teacher, counselor, or principal. A building safety committee exists in each school to address bullying issues and develop building policy and anti-bullying programs for students and staff.
 - 17b. Cyberbullying - Students are reminded that they may be subject to suspension or expulsion for engaging in any unlawful activity if such activity may reasonably be considered to interfere with school purposes or educational functions. This would include activity outside of school, during non-school hours, including vacations and holiday. There does not necessarily need to be police action, arrest or conviction of unlawful activity if the school finds evidence that unlawful activity has occurred.
 18. Any other conduct which interferes with the orderly control and management of the school or classroom.

19. Upon arrival to school, electronic devices /iPods/hats/cell phones/etc. are to be put into lockers and remain off until after school dismissal.
20. Serving as a look out for a student engaging in improper conduct.
21. Forgery or alteration of any school, parent/guardian, medical note or any other written form to the school.
22. Repeatedly wearing clothing that is considered distracting, immoral, or obscene (including sagging pants).
23. Cell phones are not to be used in school or at school-related educational/field trips at (unless permitted by the field trip director), during regular school hours. These devices often pose a disruption to the educational environment. These devices are permissible at extra-curricular activities and at the conclusion of the instructional school day.
- 23a. "Sexting" – Students are reminded that they may be subject to suspension or expulsion from school for engaging in any unlawful activity involving the transmission or viewing of inappropriate photos or messages (denoted as sexting). Offenders will also be referred to local law enforcement (required by law) and may be subject to further legal action, should it apply.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY:

* The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person /student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes. This applies to both the alleged violator, as well as any victim under the age of 18.

*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.

*It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/ student (1) to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

**"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.

*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.

*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.

24. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
25. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under their supervision.

26. Engaged in unlawful activities on school grounds which take place during school holidays, breaks, or vacation, or other periods of time when a student is not attending classes or a school function.
27. Those students who do not have legal settlement in the Hamilton Heights School Corporation and have not gone through the proper annual enrollment process.
28. Passive resistance which constitutes an interference with school purpose.
29. Urging other students to engage in acts that are against school policy or unlawful under state statutes.
30. Willful absences or tardiness to school.
31. Inappropriate public display of affection on school grounds.
32. Wearing chains or any other item that could be used in a dangerous, threatening, or disruptive manner toward others and disrupt the educational environment.
33. Any student misconduct and/or substantial disobedience (including habitual offender) that interferes with the school's purpose, including any activity forbidden by the laws of Indiana.
34. Laser light pens and pointer devices are not allowed on school grounds at any time, as they are a distraction and often times a safety hazard/danger to the eyes. This includes during extra-curricular events, as well.
35. Hazing, defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in school policy.
36. It is unacceptable to turn in work that contains plagiarized or copied content. Students guilty of doing so will be subject to appropriate academic and/or disciplinary action.
37. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

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

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

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

Alternative to Expulsion Possession of Drugs

Students who are caught with drugs/alcohol may be given an alternative to being expelled from school. A student may be suspended for up to ten days. During this period of time, the student must be enrolled in a drug/alcohol rehabilitation program which is approved by the administration

of Hamilton Heights and at the expense of the student or parents. In some cases, the student's parents may be required to attend with the student. The student must sign a contract with the school and must complete the program or face expulsion. This option is offered only one time during a student's school career. A second offense would result in expulsion from school.

Drug Testing Policy

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

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

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

The first time a student appears to be under the influence of an illegal substance, the administration will have a conference with the student and parents. It will be the recommendation of the administration that the student should seek professional help with his/her problem. Both the parents and the student will be informed that, should there ever be another problem of this nature; the student may be required to submit to a urine test.

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

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

Drug Offenses Impact Interscholastic Athletic Participation

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

Discipline Procedures for Minor Infractions

Self-discipline is an important quality which we hope to assist students in acquiring as a step necessary in becoming productive and responsible citizens. It is not our objective to develop a purely punitive discipline program. We hope to deal with the causes of the misbehavior and not just the symptoms. Counseling will be utilized extensively, and we seek initially to cooperate with the students and the parents to keep students in school and learning acceptable modes of conduct. However, we will not compromise the learning atmosphere necessary in the classroom. Repeated unruly, disrespectful, and uncooperative behavior will not be tolerated and will be promptly addressed.

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

*Prior to this process, the 6th, 7th, and 8th grade teams develop plans for teachers to address minor misbehaviors prior to involving the administration. These processes could involve "X-Grids" or electronic methods (i.e. Class Dojo in the 6th grade). Individual teachers and/or grade level teams will be in touch if minor misbehaviors begin to increase in occurrence or become more disruptive in nature. Please contact the grade-level team leaders with any specific questions about minor misbehavior classroom policies or management plans.

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

Friday Night School/Extended After-School Detention

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

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

Community Service

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

In-School Suspension

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

Suspension from School

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

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

Expulsion from School

Expulsion is an extended removal from school for a semester, remainder of a school year, or 365 days. It is the philosophy of HHMS to only use expulsion in extreme or severe situations, and usually as a last resort if other consequences do not meet the severity of the misbehavior or if other forms of discipline and constructive/educational methods have been utilized to improve the extreme misbehaviors or harmful actions and were not successful. Students may also be expelled if they have earned a high number of discipline log entries for repeated misbehaviors, after progressive disciplinary consequences have been utilized. Parents and students may ask for an expulsion hearing if they believe the decision to expel was unfair, too severe, or not within with the policies and guidelines set forth in this handbook.

Hamilton County Out of School Suspension Program (O.S.S.P.)

Designated site is at the Hamilton County Juvenile Services Center, located in Noblesville. Should this designated site or program philosophy and implementation change during the year – parents and students will be notified of such before anyone is assigned to this program.

When a student has exhibited a particularly severe or reoccurring behavior problem or where the student has been involved in a series of disciplinary incidents, HHMS, in cooperation with the Hamilton County Prosecutor's Office and the Hamilton Circuit Court, has developed the Out of School Suspension Program (O.S.S.P.). HHMS may implement this program in an effort to provide a consequence to a student exhibiting behavioral problems. The Out-Of-School Suspension Program requires students who are suspended from school to report to the Hamilton County Circuit Court at 8:00 a.m. on the first day of suspension. The student is then court ordered to be taken by the parents to the designated location. The students are to bring a lunch, schoolbooks and assignments and be ready to work. While in the OSS Program, the students are supervised by a licensed schoolteacher and an aide. If they complete their work or fail to bring it with them, they will be given other school-type assignments to work on. Students in this program receive varying degrees of credit for the work that they complete depending on the school system that they come from. At the completion of the suspension period, the teacher will send a written report back to the school of origin and to the Prosecuting Attorney, reporting on attendance, attitude and behavior, work completed, etc. If there is additional work or information that the school would like back from the teacher they communicate that to the teacher. While in the OSS Program, students will be expected to abide by the rules provided to them, which includes dress code guidelines. Listed below are the steps all parties will be required to follow:

1. The student will be informed by appropriate school personnel that he/she has been suspended from school for a specific number of days. The student will also be advised about homework assignments and lunch requirements during the suspension period.
2. The parents/guardian will be informed by telephone or in person of their child's suspension from school and the reason(s) for such suspension. The parents/guardian will also be advised concerning the procedures they and their child are to follow during the days the student is suspended from school.
3. The parents/guardian will receive, either in person, by certified mail or through hand-delivery by their child, a notification form from the Hamilton County Prosecutor's Office. The form will instruct the student and parents/guardian to report to the Hamilton Circuit Court by 8:00 a.m., usually on the next day for a hearing. Upon completion of this hearing, the Court will sign an Order approving the serving of the student's suspension term at the designated location.
4. It will then be the responsibility of the parents/guardian to deliver their child to the designated location where the suspension time will be served. A parent/guardian will also be expected to pick up the student at a pre-determined time and place in the afternoon. The student will be expected to complete all school assignments given to them and will receive appropriate credit for same. The student will be responsible for returning all school work to the assigning teacher, upon the student's re-entry to school.
5. All rules and policies of Hamilton Heights Middle School concerning suspension from school will apply.
6. The OSS rules and Hamilton Heights Middle School rules will be enforced. Students who violate the rules while serving their suspension at the designated location will be dealt with by the Hamilton County Prosecutor's Office and the Hamilton Circuit Court.
7. Failure of the student and/or the parents/guardian of the student to comply with the O.S.S. suspension procedures will be reported to the Hamilton County Prosecutor's Office and thereafter to the Hamilton Circuit Court for further action.
8. Should the student or responsible adult fail to comply with these provisions for out-of-school suspensions, further court action may be initiated by the prosecutor's office in appropriate cases.

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 the students. These guidelines encompass procedures for: statements of charges, summary of evidence, opportunity to explain conduct, suspensions/expulsions, meetings, appointment of examiners, placements for students with disabilities, and the appeal process. Copies or information regarding due process rights can be obtained upon request from the principal's office or corporation office.

Law Enforcement Officials/School Safety

- A. A Hamilton Heights school police resource officer (SRO), supplied by the Hamilton County Sheriff's Department, is currently servicing our corporation at the middle school, high school, and Elementary/Primary Schools on a full-time basis and is on-call to assist any of our buildings, should the need arise. In the course of insuring safety and order at school, the resource officer may confer with a student on school premises in the presence of school administrators, their designees, or the student's parents/guardians. An attempt will be made to contact parents if questioning occurs, and an administrator will be present at questioning.
- B. A county court probation officer is also part of our law enforcement support staff. This officer has court authority to monitor, counsel, and enforce expected school behaviors, as dictated by the student's court ordered plan. This includes arrest and pick-up authority.

Student Well-Being/Safety Drills

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

Safety and Security Procedures

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

HHSC Anti-bullying Policy

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

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner

(including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

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

Bullying does not include:

- 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.

(c) **Applicability:** The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) **Education:** All students may be required to receive information on anti-bullying measures.

(e) **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. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) **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.

(g) **Intervention/Responses:** If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

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

HHMS Athletic Handbook

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

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

Top Sports Priority Commitment Policy

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

This policy means:

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

Gender Equity

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

HHMS believes that gender equity is more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere and an environment where opportunities and resources are distributed fairly to boys and girls, an atmosphere where no person experiences discrimination on the basis of gender.

Interscholastic Athletic Eligibility

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

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

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

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

1. PHYSICAL AND CONSENT FORMS

Between May 1 and the student's first practice in preparation for interscholastic athletic participation, the student shall have had (1) a physical examination or certification by a physician holding an unlimited license to practice medicine, and (2) written consent of parent/guardian for such participation on file with the athletic director.

2. ILLNESS AND INJURY

In the case of an injury or illness, an athlete may be required, upon the request of the coach, athletic director, or principal, to provide a statement from a physician, holding an unlimited

license to practice medicine, that he/she is physically fit to participate in interschool athletics. The athlete may be held out of practice and contest until this statement is provided.

3. CONDUCT

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

4. ACADEMIC REQUIREMENT

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

5. PRACTICES

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

6. WEIGHT ROOM AND SCHOOL FACILITIES

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

7. INSURANCE

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

8. GROOMING AND APPEARANCE

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

9. MULTIPLE SPORT PARTICIPATION

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

10. TRAVEL

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

11. ATTENDANCE POLICY REQUIREMENT

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

Athletic Code of Conduct Rules and Penalties

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

1. You are in violation of the Hamilton Heights Athletic Policy if you:
 - A. Use, possess, sell, purchase or distribute illegal controlled substances and/or look-alike drugs. This includes, but is not limited to: narcotic drugs, hallucinogens, amphetamines, barbiturates, inhalants, unauthorized prescription drugs and marijuana, or intoxicant of any kind. An athlete guilty of possession or use of the aforementioned drugs will be suspended for 40% of his/her current season.
 - B. Use or possess alcoholic beverages. An athlete guilty of drinking or possessing alcoholic beverages will be suspended for a minimum of 40% of his/her current season.
 - C. Use or possess tobacco. An athlete guilty of using or possessing tobacco in any form (including dissolvable tobacco) will be suspended for a minimum of 40% of his/her current season.
 - D. Steal. An athlete guilty of theft will be suspended for a minimum of 40% of his/her current season. This includes wrongful possession of HHMS equipment.
 - E. Any athlete convicted of a felony at any time shall be excluded from athletic participation for one full year (12 months) from time of conviction. Conviction of a misdemeanor shall be subject to athletic suspension for the athlete. Continuation in a sport or on a squad until a conviction is brought forth is contingent upon the decision of the principal, athletic director and head coach. Any athlete determined to have committed a delinquent act may be subject to suspension.
 - F. Second violation. A second offense of any one (1) rule or any combination of two (2) of the above rules will result in a suspension for a minimum of one (1) calendar year from the date the second offense is confirmed.
 - G. A third offense. A third offense of any one (1) rule or any combination of three (3) of the above during the middle school career of an athlete will result in permanent suspension from all athletic competition at Hamilton Heights Middle School for the remainder of that athlete's career.
 - H. Hamilton Heights athletes should not attend parties or gatherings where alcoholic beverages or drugs are being used. If this situation arises unexpectedly, the individual shall leave the premises immediately. If an athlete knowingly attends a party where drugs or alcohol are involved and fails to leave immediately, he/she will be subject to athletic suspension.
 - I. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the Athletic Code or state or federal law may result in additional punishment or suspension.

Additional Athletic Polices Include:

2. Drug testing. In the event a violation occurs involving the use of illegal drugs, the athlete may be required to submit to periodic drug testing (student/parent expense) in the calendar year

immediately following the violation in order to maintain athletic eligibility or face a one (1) year suspension from athletics.

3. A violation out of season. If an athlete commits a violation of any of the above rules while not currently participating in a sport or season, he/she will serve his/her suspension in the next sport season he/she participates.
4. Improper conduct. Improper conduct or behavior in or out of school, during practices, games, etc., may result in suspension from athletics as determined by the Principal, Athletic Director, or coach during that coach's sport season.
5. School suspension, TOR (in-school suspension) and Friday Night School. Athletes suspended from school or assigned TOR are not eligible to participate in practices or contests during the time they are assigned to an out of school suspension or a full day/days in TOR. This also applies to weekend events (practices and/or contests) if the assigned time is not completed by the week's end. If an athlete is assigned to Friday Night School, he/she may participate in practice or contests that same day, only after his/her assigned time is served.
6. Removal from a team. Once a student begins practice in a sport and his/her team membership is terminated by the coach or school for a reason other than being "cut" due to a lack of ability, he/she is ineligible to practice or participate in any other sport during that season.
7. Quitting a team. Any athlete who "quits" a team may not try out for the next season until the team he/she quits completes their respective season. This may be waived by written permission from the coach of the team the athlete quit.
8. Completing a season. (by Principal, Athletic Director, Coach or Parent). Any athlete who does not complete the season in good standing is not eligible for any athletic awards. Athletes serving any athletic suspension are required to attend and participate in practice sessions, but cannot participate in contests. Additional coaching rules may also apply.
9. Athletic equipment. Possessing athletic equipment from a team in which you are not a member or equipment from other schools will be regarded as theft. An athlete will be ineligible to participate in a sport season or receive any awards until all school equipment issued to him/her is returned from previous seasons. Punishment for theft will also apply (see rule 1. D - Stealing).
10. In the event a suspension can not be served in its entirety in one sport season, the suspension will carry over to the next sport season in which the athlete participates.
11. An athlete must successfully complete the season in which he/she serves a suspension.
12. When an athlete violates a training rule, that violation is recorded and kept on file for the entire time the athlete is enrolled at Hamilton Heights Middle School. All violations of the disciplinary policy are cumulative throughout an athlete's middle school career.
13. Parents of an athlete will be informed when a suspension from a team, due to a violation of athletic policy, is taking place. The parents may request an informal meeting within (5) school days from the notification with the principal and athletic director.
14. The "current season" is defined as all regular season contests and tournaments. In computing suspensions, contests will be counted per guidelines for number of contests in each sport season. An athlete whose suspension includes the first game of a season may not participate in a pre-season scrimmage.
15. Additional guidelines above the minimum and approved by the athletic director, may be imposed by the head coach of each respective sport.
16. Sexual harassment (including hazing). Harassment on the basis of sex is a form of illegal sex discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a school-sponsored program or activity.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or athletic decisions affecting that individual; or

- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or athletic performance or creating an intimidating, hostile, or offensive environment.

Hamilton Heights Middle School will not tolerate sexual harassment (including hazing) of students or employees by members of its faculty, staff, student body or by other agents of the school, and will respond in a suitable manner to every complaint. To assure the school is free of sexual harassment in athletics and academics, appropriate sanctions will be imposed on offenders over whom the school has jurisdiction.

17. Non-discrimination policy. Hamilton Heights Middle School encourages all of its pupils, regardless of sex, color, race, national origin or handicap to enroll in any course or participate in any activity which will promote their educational social, and personal development.
18. Note: At the end of an athlete's one year suspension, the athlete's suspension will be re-evaluated by the principal, athletic director, and coach. A decision to reinstate or deny the athlete's participation in athletics will be made at that time.

Guidelines for Practices and Contests When School Is Cancelled

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

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

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

Sportsmanship Expectations for Student-Athletes

Each Student-Athlete is expected to:

- A. Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, Corporation, and community.
- B. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- C. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
- D. Treat opponents the way the student would like to be treated, as a guest or friend. Who better than the participating athlete can understand all the hard work and team effort that is required of the sport?
- E. Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial or sexual nature.
- F. Refrain from intimidating behavior.
- G. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- H. Respect the integrity and judgment of game officials.
The officials are doing their best to help promote athletes and the sport. Treating them with respect, even if the athlete disagrees with their judgment, will only make a positive impression of the athlete and the team in the eyes of the officials and all the people at the event.
- I. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

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

Sportsmanship Expectations for Cheerleaders

EACH CHEERLEADER is expected to:

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

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

Sportsmanship Expectations for Student Groups

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

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

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

Sportsmanship Expectations for Spectators

EACH SPECTATOR is expected to:

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

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

Sportsmanship

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

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

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

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