

*Hamilton Southeastern  
Elementary Schools  
Behavior Expectations & Student Handbook  
2018-2019*



*Hamilton Southeastern Schools  
13485 Cumberland Road  
Fishers, Indiana 46038  
317-594-4100  
317-594-4117-Transportation  
[www.hse.k12.in.us](http://www.hse.k12.in.us)  
Dr. Allen Bourff, Superintendent  
Dr. Jan Combs, Assistant Superintendent  
Dr. Bill Carnes, Assistant Superintendent*

*Geist Elementary School  
14051 East 104<sup>th</sup> Street  
Fishers, Indiana 46040  
317-915-4260 -Phone      317-594-4269 -Fax  
Christi Thomas, Principal  
Lynn Laffey, Assistant Principal  
Lisa Keller, Counselor*

## HAMILTON SOUTHEASTERN SCHOOLS 2018-2019 DISTRICT CALENDAR

T = Number of Teacher Days      S = Number of Student Days

T: 20      S: 18

August				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

T: 19      S: 19

September				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

T: 18      S: 18

October				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

T: 19      S: 19

November				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T: 15      S: 15

December				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

T: 18      S: 17

January				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

T: 19      S: 19

February				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

T: 20      S: 20

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T: 17      S: 17

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

T: 19      S: 18

May				
M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

T: 19      S: 18

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Teachers Only

No School

Start/End Days

20 Minute Early Release Day\*\*

Grading Period Ends

Make-up Days if Needed

### First Semester

Total Student Days 89

- Aug 6-7 Teacher Orientation and In-Service All Staff
- Aug 8 First Full Day for All Students
- Sept 3 Labor Day - No Students or Staff
- Sept 7 Mid-Term - 1st Grading Period
- Oct 5 1<sup>st</sup> Grading Period Ends
- Oct 15-19 Fall Break
- Nov 9 Mid-Term - 2nd Grading Period
- Nov 21-23 Thanksgiving Break
- Dec 21 First Semester Ends – Last Day Before Winter Break

### Second Semester

Total Student Days 91

- Jan 7 Teacher Orientation and In-Service
- Jan 8 First Day after Winter Break
- Jan 21 Martin Luther King Jr. Day - No Students or Staff
- Feb 1 Mid-Term - 3rd Grading Period
- Feb 18 Presidents Day - No Students or Staff
- Mar 8 3rd Grading Period Ends
- Mar 29 - Apr 5 Spring Break
- Apr 19 Mid-Term - 4th Grading Period
- May 24 Second Semester Ends – Last Day for Students
- May 27 Memorial Day - No Students or Staff
- May 28 Last Day for Teachers
- May 31 Commencement Rehearsal
- June 1 Commencement

Board Adoption: 11/29/17

\*eLearning days will be used as instructional days to make up for any cancellation days.

\*\*Staff Professional Development days will take place on Mondays. Students will be released 20 minutes early on these days.

**Hamilton Southeastern Schools**  
**Elementary Student Handbook**  
**2018-2019**  
**Board Approval 3/28/2018**  
**Table of Contents**

Hamilton Southeastern Calendar	2
Regular School Hours	5
HSE Board Meetings	5
School Counseling	5
School Attendance Guidelines	5
Attendance	5
Enrollment—Students’ Legal Settlement	6
Textbook Rental and Fees	6
Health Clinic Services and the School Nurse	7
Immunization Policy	7
Medical Referrals	7
Communicable/Contagious Diseases	7
Reporting Absences	8
Student Fever	8
Student Vomiting	8
Homework Due to Illness	8
Injury/Illness	8
Non-participation in Class/Activities	8
Tardiness	9
Medical Appointments	9
Late Start or Early Release for Non-School Activities	9
Walking or Bicycling To/From School	9
Alternate Route Home/Permanent Change	9
Transportation Change During the Day	10
Two-Hour Delay/School Closing/Early Release	10
Skylert Instant Alert System	10
Emergency Phone Numbers	10
Background Checks/Anti-Bullying Training	10
Building Visitors	11
Directory Information-FERPA	11
Recess	12
Playground Rules/Consequences	12
Lunch Room Rules/Consequences	12
Lunch Payment Procedure	13
Lunch Time Visitors	14
Medication Administration	14
Food Allergies	15
Milk Allergies	15
Snacks in the Classroom	15

School Newsletter	15
Access to School Before or After School Hours	15
Academic Evaluation	15
Dissection and Dissection Alternatives	16
HSE21	17
Use of Personal Computing Devices	18
Student Computing Resources & Internet Access Consent	18
Student Office 365 Accounts	20
Backpack Identification	20
Birthdays	20
Classroom Celebrations	21
Evening School Events	21
Field Trips	21
Pets	22
Parent-Teacher Organization	22
Reporting Child Abuse	22
Telephone Calls and Emails	22
Withdraw/Transfer of Students	22
What to do if you suspect a disability/Child Find	22
Legal Description of HSE's Child Find Procedure	23
Response to Instruction	23
Behavior Expectations	23
Student Rules	23
Dressing for School	24
Sexual Harassment	24
Discipline Code	24
Anti-Bullying	25
Discipline Consequences	26
Serious Discipline Consequences	26
Student Due Process	27
Bus Expectations	27
Basic Rules of Conduct	27
Violations of School Bus Rules	28
Assigned Seats	28
Video Surveillance	28
Criminal Organizations	29
Nondiscrimination Statement	29
Notification of Rights Under FERPA	29
B.E.S.T. P.A.R.E.N.T	30
Geist Elementary School Procedures	31

## **REGULAR SCHOOL HOURS**

Preschool 8:30AM-11:40AM for AM students  
12:25PM-3:35PM for PM students  
Grades K-4 8:45AM Buses Unload  
8:55AM Tardy Bell Rings  
3:40PM Buses Dismiss

\*\*Monday Early Release Days--Buses Dismiss at 3:20PM

## **HAMILTON SOUTHEASTERN SCHOOLS BOARD MEETINGS**

The Hamilton Southeastern School Board meets the second and fourth Wednesday of every month in the Administration Building on Cumberland Road. The 7:00PM meetings are open to the public. Parents and community members are encouraged to attend. Board Members include Matthew Burke, John DeLucia, Michelle Fullhart, Amanda Shera, Sylvia Shepler, Mike Bottorff, and Terry Tolle.

## **SCHOOL COUNSELING**

The school counselor is here to help students have a positive school experience. Our counselor talks with students individually or in small groups, as well as providing classroom guidance for all children. Consulting with teachers, parents, and other school specialists, our counselor helps facilitate and address children's needs as well as sponsoring school-wide programs that promote a positive school climate and support the school's character education goals. In addition, our counselor serves as a liaison between parents, the school, and community resources.

Often times, children face difficulties which may prevent them from working well in school. These could include upsetting events, such as divorce, job loss, a recent move, or a death in the family. Sometimes children have trouble adjusting to school or are having difficulty with their friendships. Please let our counselor know if there is a situation in which we can help your child.

## **SCHOOL ATTENDANCE GUIDELINES**

Indiana Law requires anyone between the ages of seven and sixteen to attend school. Indiana Code 20-8.1-3-17 sets the age requirement for school enrollment as follows:

Kindergarten

Age 5 on or before September 1<sup>st</sup>

Grade 1

Age 6 on or before September 1<sup>st</sup>

## ATTENDANCE

It is important that your child is at school each day. Good attendance is one of the keys to achieving your child's full potential in the learning process. The overall rate of attendance is one of four determining factors in our accreditation rating with the Indiana Department of Education. Depending upon the time of year, absence can also have an impact on school funding.

Attendance will be excused but not counted against absence numbers for the following reasons:

- School-sponsored trips;
- Court appearance or witness in judicial proceedings;
- Service as a legislative page;
- Participation in an election;
- Active duty with the Indiana National Guard;
- Active duty with the Indiana wing of civil air patrol;
- Religious instruction;
- Attendance excused by the principal/designee;
- Exhibiting or participating in State Fair-- A student may be excused if the student or member of the student's household participates or exhibits in the Indiana State fair for educational purposes. The student's parent must provide a written note indicating the educational purpose and the school principal must approve the absence. A student may not miss more than (5) days in a school year due to attending the State Fair. The student must be in good academic standing with the school as determined by HSE.

Attendance will be excused but counted against absence numbers for the following reasons:

- The student's illness or injury (documented);
- Accident involving the student's transportation;
- Death or serious illness in the student's immediate family;
- Religious observations;
- College visits;
- Attendance excused by the principal/designee

Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.

Excused absences at the elementary school level means the student is counted as absent, but it falls under one of the legal reasons for an absence. All other absences are considered unexcused. An excused absence, unexcused absence, tardy, or early departure will count against perfect attendance.

**A maximum of eight (8) days per semester** and a maximum of sixteen (16) days per school year will be excused. Further undocumented absences will be unexcused. Students must have a written explanation from their doctor for every absence above and beyond the maximum of **8 days per semester or** 16 days per year. Parents need to understand that they are ultimately responsible for their child's school attendance.

At the elementary level, the half day absence mark is 12:15PM for student day. Any student arriving prior to 12:15PM will be marked tardy, or late to school. Students arriving after 12:15PM will be marked absent for the morning.

## **ENROLLMENT—STUDENTS’ LEGAL SETTLEMENT**

A student may be expelled from school if the student’s legal settlement is not in the attendance area of the school corporation where the student is enrolled. (I.C. 20-33-8-17)

## **TEXTBOOK RENTAL AND FEES**

The term “textbook” means “systematically organized material designed to provide a specific level of instruction in a subject matter category, including a book, hardware that will be consumed, accessed, or used by a single student during a semester or school year, computer software and digital content.” Textbook Rental Fee Statements are available on Skyward Family Access in late August under the Fee Management tab. Fee Payments are due by the payment due date. Up to \$8.35 in processing fees along with collection fees may be added if the balance remains outstanding after the due date and no payment arrangements have been made.

Loss, theft, or “beyond use” damage fees will be assessed by the school and collected at the end of each semester or year. **Payments and payment arrangements may be made online via eFunds by the due date.** A link to eFunds can be found on Skyward Family Access under the Fee Management page or the district and school websites under **“Quick Links.”** If you do not have internet access you may contact your child’s school to request a paper statement. ***Please help us keep paper costs down by going PAPERLESS.***

If a student leaves Hamilton Southeastern Schools, no refund of fees aggregating \$20.00 or less will be made unless there are extreme circumstances. Refunds over \$20.00 will be processed through normal procedures. Material and Consumable fees will not be refunded and will be collected at full price unless the materials or consumables have not been issued or used. Textbook Rental Fees will be prorated based on number of days the student is enrolled in school.

## **HEALTH CLINIC SERVICES AND THE SCHOOL NURSE**

A full time registered nurse is employed by Hamilton Southeastern Schools and located in each of the building’s school health clinic to assist students with their medical and health needs during the school day. The goal of the school nurse is to provide a safe and healthy environment for the students. Please contact the nurse if you have any health related questions or concerns.

All routine medications and treatment for students will take place in the health clinic with the exception of those specifically addressed in the student’s Individual Health Plan (IHP). The clinic facilities are provided for ill, injured and students with health concerns and should not be abused. Parent/guardian will be notified if a student has frequent visits to the clinic.

The health of our students, health education, and health maintenance are a high priority for our nursing professionals in the school system.

A *Clinic Service Handbook* is available on the HSE web site and parent/guardians should refer to this regarding more detailed information on all health policies and procedures.

## **IMMUNIZATION POLICY**

At the time of enrollment, in any grade, it is the responsibility of the parent/guardian of a student to provide proof of proper immunizations in accordance with current Indiana law. On his/her first day of attendance, a student without proof of proper immunization is considered in violation of Indiana law (unless a waiver has been granted) and will not be allowed to attend. A waiver may be granted due to religious or health reasons as allowed by law. Medical exemptions require that a health care provider documents that receiving the required immunizations would be detrimental to the student's health. Religious and/or medical exemptions must be completed annually. A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required.

## **MEDICAL REFERRALS**

It is the position of the Hamilton Southeastern Schools to stay neutral in marketing community businesses. Therefore, school personnel will not make referrals to a specific health care provider.

## **COMMUNICABLE/CONTAGIOUS DISEASES**

Hamilton Southeastern Schools recognizes its responsibility in the control and spread of communicable disease. The Corporation has adopted as its standard, the protocol established for communicable or contagious disease control as stated in the Indiana State Department of Health *Communicable Diseases Reference Guide for School Personnel*. Healthy children perform at their best. After any illness, your child should be fever free (temp < 100) for twenty-four (24) hours before returning to school. Not all contagious illnesses are accompanied by fever; therefore, the child must also be symptom free for twenty-four (24) hours before returning to school in order to protect others from infection. Symptom free would include fever, vomiting, and diarrhea free for twenty-four (24) hours. We encourage parents to communicate their child's illness or diagnosis with the school nurse so that he/she can track the rate of incidence of any of the following conditions in his/her building.

## **REPORTING ABSENCES**

When your child is absent from school, please call the school office before 9:00AM each day he/she is absent. Please report the child's name, classroom teacher, and illness. It is helpful for the school nurse to know the nature of illnesses in our school to identify symptoms of others seen in the clinic. A doctor's permission to return to school may be required dependent upon the length and type of illness your child is experiencing. We ask you to do this to ensure the safety of your child and to confirm that he/she is either here or with you at home. Our voicemail system will take messages concerning absences before and after office hours. If you do not contact the office, contact will be made with you by the school.

## **STUDENT FEVER**

A student with an oral temperature measuring 100 degrees Fahrenheit or greater will be sent home from school. It is the responsibility of the parent/guardian to make arrangements for their student's transportation home. The student must remain fever free for twenty-four (24) hours before returning to school. Students will not be sent to the YMCA After-School Program with a temperature of 100 degrees Fahrenheit or greater.



## **STUDENT VOMITING**

Any student who has vomited due to illness must stay home from school. The student must be vomit free for twenty-four (24) hours before returning to school. Any student who has vomited while at school or on a school sponsored field trip will be evaluated by the school nurse, or an accompanying teacher. If the student is believed to have an illness, that student will be required to leave school, or the school sponsored field trip. It will be the responsibility of the parent/guardian to arrange transportation for the student to get home.

## **HOMEWORK DUE TO ILLNESS**

In case of absences, parents may request homework for their child on the second consecutive day of absence due to illness. Please call the school office by 9:30AM if requesting homework, so that the classroom teachers have adequate time to prepare the assignments. Homework may be picked up in the office between 3:00PM-4:00PM. Generally speaking, a student has one day for every day absent to complete make up work.

## **INJURY/ILLNESS**

When a child returns to school following a fracture, severe injury, prolonged illness, or medical procedure, parents must provide a doctor's note if activity restrictions apply. The doctor needs to specify dates the restrictions apply (i.e. start and stop dates).

## **NON-PARTICIPATION IN CLASS/ACTIVITIES**

**RECESS**—All students are expected to participate in recess each day. Recess will be held outdoors on all days in which weather permits. Therefore, students should dress appropriately on all days as they will be expected to go outside with their class. Students not participating may bring a note from home or their physician. Our school policy only allows a student to use a note from home for three (3) school days after which time a parental note should be replaced with a doctor's note. Any student missing physical education, for any reason, will not be permitted to participate in recess activities. He/She will go outside for recess and may be an observer, but may not participate in recess activities. Parents need to communicate any recess excuse to both the school nurse and the classroom teacher. Parents who wish to discuss a particular situation may contact their student's classroom teacher.

**PHYSICAL EDUCATION**—As a vital part of our curriculum, all students are required to participate in physical education. To be excused from participating, a student **MUST** have a doctor's note stating why he/she cannot participate and for how long the student will be excused. If a student is injured and is waiting to go to a doctor, a parental note may be used. However, a parental note will only be good for one day. The student **MUST** have a doctor's note to continue to be excused from physical education class. Any student with an excused absence/non-participation day in physical education is not permitted to participate in active extracurricular functions. This includes sports, camps, bowling, intramural athletics and travel sports teams. Please keep in mind that teachers are not physicians. When notes are being written to our teachers, be specific. The note must contain a stop and start date for the restrictions. Terms such as "limited activity, some activity, not too much activity, and do what they feel like" are very ambiguous and open to varied interpretation. Therefore, any notes which are not specific will be interpreted as no physical activity. Students who physically do not participate in physical education class will be responsible for everything taught on an informational/knowledge/intellectual basis. However, a student must also participate to earn at least a satisfactory grade in physical education. Prolonged absence from physical education, without a doctor's excuse, could jeopardize the student's grade. Therefore, all communication for excused participation from physical education should be made with the physical education teacher. Parents who wish to discuss a particular situation may contact their student's physical education teacher.

**AFTER SCHOOL ACTIVITIES**—Any student who is ill and has either not attended school or has been sent home sick from school may not participate in any after-school activities until symptom free for twenty-four (24) hours. In order to participate in any extra-curricular or after school activity, a student must be in attendance at school a minimum of one half day on the day of the event.

### **TARDINESS—TARDY BELL RINGS AT 8:55AM**

If for some reason your child is late to school, please sign him/her in at the front office. Do not, for any reason, drop your child off at the front door. If students are tardy due to circumstances beyond the family's control (power failure, late bus, weather conditions) no tardy report will be filed.

### **MEDICAL APPOINTMENTS**

If a doctor or dentist appointment requires that your child arrive late to school or be released early from school, your child must be signed in and/or signed out at the school office. Students who arrive late, leave early, or leave for an appointment and return during the school day are not eligible for perfect attendance recognition, even though such appointments are considered excused. If your child is routinely arriving late or leaving early from school, he/she is missing accumulated instructional time.

### **LATE START OR EARLY RELEASE FOR NON-SCHOOL ACTIVITIES**

Late starts or early releases for activities such as lessons, practices, etc. are discouraged as they are not in the best educational interest of the students. However, some circumstances require that a student be late to school or dismissed before the end of the school day on a regular basis. Parents should contact the building principal for the specific procedure for consideration and approval of a request for regular late start or early release of any student for a non-school activity.

### **WALKING OR BICYCLING TO/FROM SCHOOL**

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

### **ALTERNATE ROUTE HOME/PERMANENT CHANGE**

If your child is staying after school for extra activities, riding a different bus home, or is being picked up at school by a parent, or someone other than a parent. Please refer to the School Dismissal Manager system in use at Geist Elementary, on page 36 of this document.

### **TRANSPORTATION CHANGE DURING THE DAY**

Occasionally, parents must make unplanned transportation changes during the school day. Please do not call the school after 2:00PM to make a transportation change except in the case of extreme emergencies. Please refer to the School Dismissal Manager system in use at Geist Elementary, on page 36 of this document.

### **TWO-HOUR DELAY/SCHOOL CLOSING/EARLY RELEASE**

**BEFORE AND AFTER SCHOOL YMCA PROGRAM**— The YMCA before and after school program will be open during their regularly scheduled hours on days that Hamilton Southeastern Schools are experiencing a two-hour delay and on Mondays when students are dismissed 20 minutes earlier. When Hamilton Southeastern Schools are closed for weather related issues, the YMCA school care is closed as well.

## **SKYLERT INSTANT ALERT SYSTEM**

Schedules change, buses run late, emergencies occur. Hamilton Southeastern Schools has implemented an instant alert system, Skylert, which can be utilized by district or individual building administrators, as needed. This system allows the school to notify parents of emergencies and/or changes to the school's regular schedule more quickly and conveniently. Skylert brings critical and/or changing news directly to the intended audience, as parents can select how and where they receive messages. Each year, the home phone number listed for the student is set as the default in the system. Parents should update the information in the system annually which can include work phone, cell phone, email. Updates to Skylert can be made at any time by logging into Skyward Family Access.

## **EMERGENCY PHONE NUMBERS**

Upon registration of your child, you were asked to provide the school with phone numbers of people that could be reached in cases of emergency. If these numbers change during the school year, please inform the school so that we will always have up-to-date information on file. Please make sure the people the school is to notify are willing to take responsibility for your child in case you cannot be reached.

## **BACKGROUND CHECKS/ANTI-BULLYING TRAINING**

HSE School Board Policy requires parent volunteers to have a criminal history check every three years. If you have not had a volunteer background check in the past three years, or if you wish to volunteer for the first time, please use the link on our website and follow the directions to complete an application for the required volunteer criminal background check. If you are unsure if your previous background check is still valid please contact your child's school. Once approved you may volunteer at any campus your students attend.

All volunteer background checks will now be completed on-line via the link on our website. Most background checks will be processed in approximately five to seven business days. **Please plan accordingly and complete the process for your background check several days prior to the date you wish to volunteer.** The cost for the volunteer background check is \$13.00 and MUST be paid online via credit card.

All staff and volunteers are **required by law** to complete the Anti-Bullying training webinar on our website. Once you have viewed the webinar and are ready to finish the training, please click on the link to verify your completion of the webinar. Thank you for doing your part to make HSE Schools a safe and special place for students to learn and grow.

## **BUILDING VISITORS**

Parents are welcome to visit classrooms and our school. Please give your child time to adjust to his/her new environment. Per Board Policy, we ask that you schedule visits with the teacher at least one school day before any such visit to set up an appropriate time and length of visit in order to keep class disruptions to a minimum. All visitors must check in at the office to sign in, receive, and wear Visitor's Badge before going to other parts of the building. Any time your destination changes, please stop by the office and make note of your new location on the sign in forms. Stop by the office on your way out of the building to sign out. Please silence your cell phones upon entering the building to minimize disruption to the educational environment. Visitors should refrain from taking photos of students due to FERPA privacy.

Generally speaking, teachers as well as parents, appreciate knowing when they may expect visitors. Most teachers like to have the day on its way before visitors arrive. Parents can understand why the first and last weeks of each semester, days prior to vacation, and scheduled testing times would preclude visitation.

It is not just a mere courtesy, but for the children's safety and education, we cannot allow parents and/or visitors to walk into classrooms unexpectedly. With uncertain situations and restraining orders, it is in the interest of all that our school personnel are aware of who is in the building. Pick up or delivery of items for students must be cleared through the office. We ask you to drop off items at the office. We can deliver items to students without interrupting the classroom. We must try to keep classroom interruptions to a minimum in order to maximize learning time.

Parents are welcome to volunteer in classrooms. Please contact the teacher to arrange the appropriate date and time. Younger siblings are not permitted to accompany parents to classrooms when volunteering. Any individual who volunteers in Hamilton Southeastern Schools or on a school related function must have an approved background check on file.

## **DIRECTORY INFORMATION-FERPA**

The Family Educational Rights and Privacy Act ("FERPA") ensures that personally identifiable information of students in school records are kept confidential. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Please consider this notice as a general notification for the current school year.

Hamilton Southeastern Schools considers "Directory Information" to be: Student's name, Age, Grade level, School, Photographs, Honors and awards, Participation in officially recognized activities or athletics, Dates of attendance, Enrollment status, Address, Phone numbers, Email Address, Teacher of record

This Directory Information is used for a variety of purposes such as yearbook or student newspaper, printed programs for extracurricular activities, news releases to the local media, corporation publications, and interviews with local news media. It can also be used on the corporation website, corporation videos, podcasts, and interviews with local news media for broadcast on TV or radio. In the case of high school students, information can be released to colleges.

Please know that you have the right to request that the school not disclose any or all directory information. Please consider very carefully your decision to request the school not to disclose directory information. This information is typically used in news stories about our students' achievements and classroom activities, honor roll lists, the yearbook, and school directories, and school and corporation newsletters. **Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.**

To request that the school not disclose directory information, please notify your child's school in writing within 14 days of the start of the school year or within 14 days of enrolling your child. Otherwise, your student's directory information may be released without further permission.

Also, please note that United States armed forces recruiters also have a right to a student's name, address and phone number unless the student's parent or the adult student specifically requests in writing that this information is not released to the armed forces recruiters.

## **RECESS**

Recess supervision is provided by responsible school personnel. For every child's safety and the school's liability, parents may not accompany students to recess. Recess will be held outdoors whenever possible. Precipitation, sunshine, cloud cover, wind chill, temperature, etc. are all considered when a decision is made for indoor recess. In general, recess will be held indoors when it is raining or the temperature/wind chill falls below 15 degrees Fahrenheit. Conversely, if the Temperature is at or above 95 degrees Fahrenheit or the humidity is at or above 95%, teachers will use extreme caution while monitoring students at recess. In addition, students will be provided ample amounts of water before and during recess; Recesses will be shortened or may be moved indoors at the discretion of the principal or designee; Children will be watched/monitored carefully for necessary action. These temperatures are based on recommendations from the American Academy of Pediatrics.

## **PLAYGROUND RULES/CONSEQUENCES**

- All students will go out to recess unless they have a note from home. Extended periods of time (more than three days) require a physician's excuse.
- Students should not use any electronic devices during recess—indoor or outdoor.
- Students should take necessary coats and playground equipment with them.
- Students should enter and leave the building in a quiet and orderly manner.
- Students are responsible for the return of all equipment that they took out to recess.
- Students should play in the designated playground areas at each respective building and away from the actual building.
- Students should use the swings as they were designed. Jumping from, standing on, or twisting the chains is not appropriate.
- Students should slide down the slide one at a time and feet first.
- Students should not participate in the following activities: wrestling, tripping, fighting (real or pretend), and tackle football.
- Students are expected to line up immediately when the signal is given for the end of recess.

\*\*Additional rules may be added dependent upon the needs of each individual elementary school, grade level, or classroom.

Procedures for the playground and consequences for when they are not followed are created at the building level and per the principal/designee's discretion.

## **LUNCH ROOM RULES/CONSEQUENCES**

- Students should walk while in the lunch room.
- Students should not use any electronic devices during lunch.
- Students should keep hands, feet, and personal items to themselves.
- Students should use their good lunch room manners by eating their own food and refraining from throwing or playing with their food, napkins, and utensils.
- Students should use an inside voice when speaking with their peers and adults.
- Students should follow all instructions given by adults and be respectful and polite to all.

\*\*Additional rules may be added dependent upon the needs of each individual elementary school, grade level, or classroom.

Procedures for the lunch room and consequences for when they are not followed are created at the building level and per the principal/designee's discretion.

## LUNCH PAYMENT PROCEDURE

All Hamilton Southeastern Elementary Schools follows the same general guidelines with respect to the school lunch program. Each day, students have a choice of a peanut butter & jelly lunch, chef salad lunch, pizza pack lunch (*yogurt, flat bread, cheese, marinara cup*), or a hot tray lunch. Additional ala carte items will become available as the lunchroom routines become more familiar to the children. Student lunches are \$2.60, reduced student lunches are \$.40, and adult lunches are \$3.35. Extra milk is \$.50. Student breakfasts are \$1.25 and reduced student breakfasts are \$.30. Charging meals is not permitted by Hamilton Southeastern Schools.

**DEBIT ACCOUNTS**—The school's lunch room is set up so that each student has his/her own debit account. Payments to the account may be charged online through Skyward's Family Access or sent to school in the form of cash or check. Please send payments in an envelope clearly marked with the student's full name, teacher's name, number of lunches included in payment, and the cash or check amount.

Payments for more than one child may be sent in the same envelope and on the same check as long as information for each child is provided. Money for snack items, juice, extra milk, etc., may be included in the amount sent. However, the system cannot differentiate between money sent for lunch and money sent for other things. Therefore, we will not be able to monitor what your child spends on lunches and what he/she spends on snacks. If you do not include money for extras, please make sure your child is aware of this. You may also call or send a note if you do not want your child to use his/her money for anything but lunch. We will make a note on his/her account of your wishes. If you have a question regarding how your child is spending his/her money, you may ask for a purchase report.

**NO CHARGE/STUDENT DEBT**—All students, adults, and employees of Hamilton Southeastern Schools must pay by cash/check daily or prepay into their food service account through e funds for all purchases. Students will be provided with a regular breakfast and/or lunch daily regardless of the account balance. Once a student's account becomes negative an email will be sent to the parent/guardian or the student will be given a note to take home stating that payment is due. In addition, the food service manager will make a courtesy call to notify the parent/guardian, making certain that they are aware payment is due. The cafeteria manager will bring any outstanding student balances of negative \$20.00 or more to the attention of the Director of Nutrition & Food Services who will send a letter to the parents requesting payment be made. If the account remains negative \$20.00 or more and no payments is received by the end of the semester the matter will be turned over to a collection agency with up to \$8.35 in processing fees along with collections fees.

**APPLICATION FOR FREE OR REDUCED LUNCH**—Applications for the Free/Reduced Lunch Program are available through Skyward. Log into your Skyward Family Access Account, Click on Food Service on the left hand side of the screen, Click on the Applications tab located towards the top of the screen. Next, Click Add an Application. The system will take you through a series of steps including a parent letter, instructions, the Federal income chart, Privacy Act and Non-Discrimination Statements. After completing all six parts of the application, you will electronically sign and click I agree. After reviewing your information, you will click submit. Once you click submit, the application is sent electronically to the Food Service Department where it will be reviewed for approval or denial. After the application is reviewed you will receive an email indicating if the application was approved or denied for benefits. You may also check the status through your Skyward Family Access account. Students qualifying for this program will simply move through the lunch line and use the keypad push system like all other children. There will be no identifiable differentiation that indicates these children are receiving a free or reduced price lunch. If you have any questions about this program, please feel free to call the school treasurer.

## LUNCH TIME VISITORS

Parents are invited to eat with their child any time after the first two weeks of school. Advanced notice needs to be given to the school office by 9:30AM on the day you plan to eat in order to secure a school lunch. Visiting parents should come to the office to check in, receive their visitor's badge, and instructions on meeting their child for lunch. Adults will pay for their meal as they go through the line. We ask parents to purchase a school lunch or bring a sack lunch. Due to enrollment, some buildings may not be able to accommodate providing lunch for visitors. Schools will alert parents if this is to occur via the school newsletter. Students are discouraged from leaving school to go out to lunch. They are encouraged to either buy a hot lunch or bring a lunch from home. No food from fast food establishments may be brought into the Lunch Room area by any individual for consumption, per Hamilton Southeastern Schools' policy. In addition, a background check is required to join a student for lunch. Visitors should refrain from taking photos of students during lunch due to FERPA privacy.

## MEDICATION ADMINISTRATION

The term "medication" is not limited to prescription medication, but includes over-the-counter drugs, such as Tylenol and cough/cold medication. All medication should be kept in the clinic. In general, medication should be administered by the school nurse or a designated school employee. In rare cases and when the proper form has been completed by the child's physician, students may be allowed to self-administer emergency medication. Non FDA approved homeopathic treatments and dietary supplements will be given by the school nurse only with a doctor's written authorization. We prefer that all long-term prescriptions and controlled substance medications be brought to school by the parent/guardian. At all grade levels, the parent/guardian should follow the school policy for sending medication to school with the child. The school should be notified that medication is being sent. All medication should be received at school in a sealed envelope and in its original prescription container. The sealed envelope needs to contain the following information:

- Student's name
- Medication name
- Medication dosage
- Pill count
- Name of parent/guardian sending medication
- Phone number of parent/guardian

Medication will **NOT** be given if the medication pill count does not coincide with the stated amount. The parent/guardian will be notified of this discrepancy.

**SHORT TERM MEDICATION**—To be given 10 days or less. After 10 days, a physician's authorization is required for continued administration. All medication must have a label containing the pediatric dosage recommendations.

1. All short term medication requires written permission from parent/guardian if it is to be distributed by the school nurse. If your child often requires Tylenol or other non-prescription medication, for various ailments, please send a supply to school.
2. Tylenol, Ibuprofen, and Tums will be stocked in the clinics for student use on a limited and as needed basis, and will be given at the discretion of the school nurse.
3. All medicine should be sent to school in its original labeled container.

### **LONG TERM MEDICATION**— To be given more than 10 days

1. All long term medication must be accompanied by a written note from parent/guardian and a physician's order on a prescription pad or school medication form.
2. Medication must be sent in the original container, to be kept at school.
3. If the medication should require a refill, the additional medication must be sent in the original container, in a sealed envelope, with the pill count and signature of the parent/guardian (not child). This is to ensure that all medication reaches the clinic. If the name and dosage of the medication is not correct and clearly marked, it will not be given by school personnel.
4. If any change in medication is necessary, a physician's written order is required.
5. The parent/guardian (not child) is responsible for notifying the school nurse in writing of any discontinuation of medication.

**RELEASE OF MEDICATION**—School personnel may send home medication with a student if the student's parent provides written permission for the student to transport the medication.

### **FOOD ALLERGIES**

If a child has a severe food allergy, requiring an Epi-pen, emergency medication orders must be signed by a student's physician each new school year. Please be aware that the cafeteria serves turkey or peanut butter and jelly sandwiches to students with delinquent accounts in Grades K-6. Thus, it is imperative that you inform the school nurse if your child is allergic to peanuts or cannot eat turkey.

### **MILK ALLERGIES**

All milk allergies must be reported to the school nurse. A written doctor's statement must be submitted every year. A carton of milk is included with the price of a school lunch. All students must take a milk carton unless we have a written note from a physician stating your child has a milk allergy. The school has water and juice to offer these students. For safety, we ask parents to refrain from sending in beverages that are in glass containers or are carbonated. Colas are prohibited.

### **SNACKS IN THE CLASSROOM**

In accordance with the HSE Wellness policy and procedure, the need for a classroom snack will be determined on an individual classroom basis by the building principal. In the event that snacks are allowed, each student should bring a snack for him/herself only. With the large number of food allergies in schools today, the building principal, school nurse, and nurse coordinator will determine if snacks are not possible for classrooms or entire grade levels for the safety of all students. In these cases, an alternate option can be offered.

### **SCHOOL NEWSLETTER**

Each elementary school publishes a school newsletter. The newsletter is emailed to parents via Skylert. For parents without internet access, a copy will be sent home upon request. Regular features of the newsletter include lunch menus for the upcoming week, PTO News, announcement of upcoming events, special rotation for the upcoming week, and more. We encourage you to take the time to read the newsletter so that you can be better informed of the great things occurring in your child's school. If you wish to have information published in the school newsletter, items must be submitted by the deadline set by the school and approved by the principal.



## ACCESS TO SCHOOL BEFORE OR AFTER SCHOOL HOURS

It is important to encourage student responsibility and organization of student belongings, but it is also understandable that students may forget items in the classroom from time to time. The office staff will happily work with parents or students to return to the classrooms before or after school during normal office hours to get items they may have forgotten. In order to maintain building security, classrooms are locked outside of school hours. Therefore, students will be escorted to the classroom by school personnel to retrieve these items.

## ACADEMIC EVALUATION

**REPORT CARDS**—Report Cards of student progress will be available for review through Skyward every nine weeks for students in grades kindergarten through four. Related Arts classes: Art, Music, and Physical Education record grades one time per semester. Report Cards will be discussed with parents during parent conferences at the end of the first nine weeks.

Midterm Reports indicating satisfactory or unsatisfactory progress will be available through Skyward as well after four and one-half weeks of each grading period.

**GRADING SCALE**—A district-wide grading scale was adopted by the Hamilton Southeastern Schools on October 12, 2009.

A+	100	C+	77-79
A	93-99	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 and below

**CONFERENCES**—Communication between parents and teachers is vitally important to the academic achievement of each student. Scheduled parent-teacher conferences will be held in the fall of the school year at the conclusion of the first nine week grading period. Information concerning conferences will be sent home in a letter at that time. The teachers' responsibilities do not allow them time to hold impromptu conferences while they are in the classroom. Therefore, if you would like to talk to or meet with your child's teacher, please call the school office and we will gladly give a message to the teacher to call you and set up a time for this conference. We encourage parents to take an active role in requesting student information. Please feel free to take the initiative to pick up the phone and call the classroom teacher to see how your child is doing.

**STANDARDIZED TESTING**—Students in grades three and four will take standardized tests during the school year. These tests measure a student's achievement at the time of testing. The Indiana State Testing of Education Progress (ISTEP) will be administered to grades three and four as mandated by law. Grade three students will also take the State IREAD-3 test.

Results of these tests are furnished to parents for their information. Please keep in mind that achievement tests are not absolute in their results. Various factors may alter the validity of the scores.

## DISSECTION AND DISSECTION ALTERNATIVES

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

**CLASSROOM PROCEDURES FOR DISSECTION ACTIVITIES**—When dissection is used in the classroom: Teachers will thoroughly explain the learning objectives of the lesson; All specimens will be treated with respect; All students will be informed prior to the dissection that they have the option of discussing individual concerns about dissection with their teacher; Upon completion of the dissection, the remains will be appropriately disposed of as recommended by the local board of public health.

**PROCEDURES FOR STUDENTS REQUESTING AN ALTERNATIVE TO DISSECTION**—When dissection is part of the curriculum, schools will provide alternative activities for students who object to dissections. Expectations for student learning is the same for students who participate in dissections and those who opt for an alternative to dissection. The procedure and expectations for a student requesting an alternative to dissection is as follows: At least one week prior to the dissection activity, a student’s parent or guardian will submit in writing a request for an alternative to dissection; The teacher will determine an acceptable alternative to dissection and will specify in writing what is expected of the student. Alternative to dissection activities will allow students to gain the same content knowledge as a dissection activity and will require a comparable investment of time and effort by the student; The student will complete the alternative activity within the assigned time and will be expected to learn the same content knowledge as if the student performed the dissection activity; The student will be subject to the same course standards and assessments as other students in the class.

## **HSE21**

The mission of HSE21 is to equip students with the content knowledge, unique skills, and new literacies they will need to contribute positively in their communities and succeed in the 21st-century global economy. HSE will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways.

It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

**ELECTRONIC DEVICES**—Teacher discretion may be used regarding the instructional use of electronic devices in the classroom to support student achievement.

If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. When released by school officials, confiscated items must be picked up by parent or guardian.

Cell phones and electronic devices are to be used for educational purposes only. When not used for an educational purpose, cell phones should be turned off and secured in backpacks during the school day. Cell phones used or possessed inappropriately during the school day or during regular school bus routes will be confiscated and parents will be notified.

All users of electronic resources will be held responsible for their actions and activity. There is no expectation of privacy when using Hamilton Southeastern Schools' network. Unacceptable uses of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include but are not limited to:

1. Using electronic resources for any illegal activity, including violation of copyright or other contract, harassment, or plagiarism.
2. Using the electronic resources of our school district for financial or commercial gain.
3. Degrading or disrupting equipment or system performance including the intentional promotion of computer viruses.
4. Vandalizing data of another user.
5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another user.
8. Posting personal communications without the author's consent.
9. Deliberately sending, retrieving, or displaying text or graphics which may reasonably be construed as obscene or abusive

**PHOTOGRAPHING OF STUDENTS AND PERSONNEL**—Students may not use any audio or video devices to photograph or record the activities of other students or district personnel while on school property or a school-sponsored activity unless authorized in advance by the staff member supervising the activity and with the consent of the individual(s) being recorded. Students who violate this expectation may face appropriate disciplinary consequences. At the time of registration, families may request to opt out of photo and video events.

**NEITHER THE SCHOOL NOR THE SCHOOL CORPORATION IS RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.**

## **USE OF PERSONAL COMPUTING DEVICES**

Hamilton Southeastern Schools (HSE) permits student to bring personal laptops or other computing devices to school for academic purposes.

- HSE accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- HSE's technology department will not provide technical support for any personal laptop or other computing device.

## **STUDENT COMPUTING RESOURCES AND INTERNET ACCESS CONSENT**

Hamilton Southeastern Schools desires to fairly and consistently address the issues that arise with student technology usage. While it is recognized that students have freedom of expression, it is not absolute. In the interest of preserving school order and safety, the HSE School Board has established a policy (I05.03) and guidelines (I05.3.1) for technology usage. The goal of these guidelines is to inform students, parents, and educators how the Board of School Trustees and school corporation will define student conduct with respect to the use of technology that could result in denial, suspension or expulsion. Indiana State statute, Indiana Criminal Code, and U.S. Supreme Court decisions are used in establishing these guidelines.

Computing resources and Internet access is provided to facilitate communications in support of research and education both curricular and extracurricular. To maintain eligibility to this access, students and parents must be in support of, and consistent with, the educational objectives and policies established by Hamilton Southeastern Schools. The use of any technology resources in Hamilton Southeastern Schools is a privilege, not a right, and it is subject to regulation and monitoring. Violation of any school rules and corporation policy may result in denial and disciplinary actions. Students and parents will be informed about disciplinary action to be taken in cases of misuse and/or abuse of technology.

Situations which will be considered in determining if an individual has violated the technology usage policy are as follows:

A student shall not create or otherwise access technology content that:

- a) violates any school rule, including any student discipline rule and any school policy;
- b) causes or is likely to cause a substantial and material disruption to the school;
- c) is a “true threat”;
- d) is considered as lewd, vulgar, indecent or plainly offensive;
- e) generates a legitimate educational concern; or
- f) is considered an unlawful activity.

Details and definition to the above situations are found in HSE Technology Usage Policy I5.3 and Guidelines I5.3.1. Students should not have any expectation of privacy with respect to files stored on school-based computing equipment. Hamilton Southeastern Schools reserves the right to monitor Internet access or other network or computer-related activities, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities.

The Corporation recognizes the need to educate students regarding appropriate behavior on social networking and sites about cyber bullying. The Corporation recognizes the need to educate students regarding appropriate behavior on social networking and internet application including cyber bullying awareness and response.

Hamilton Southeastern Schools makes no warranties of any kind, neither expressed nor implied, for the computing resources and Internet access it provides. Hamilton Southeastern Schools will not be responsible for any damages students suffer, including, but not limited to, loss or corruption of data resulting from delays or interruptions in Internet or computing services.

Hamilton Southeastern Schools will not be responsible for the accuracy, nature, or quality of information stored on portable media, hard drives, file servers, or other computing resources; nor for the accuracy, nature, or quality of information gathered through corporation-provided computing resources and Internet access.

Hamilton Southeastern Schools will not be responsible for personal property used to access corporation computers or networks or for corporation provided computing resources and Internet access. Hamilton Southeastern Schools will not be responsible for unauthorized financial obligations resulting from corporation-provided access to computing resources and the Internet.

Students utilizing corporation-provided computing resources and Internet access are responsible for good online behavior similar to the good behavior expected in a classroom or other area of school.

Students' use of personal technology including computing resources, internet access, and communication devices is subject to the conditions as found in Guidelines I5.3.1 and student handbooks. Inappropriate use of such technology may result in disciplinary action.

Families should be aware that some material accessible via the Internet may contain items that are tasteless, illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase 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 Hamilton Southeastern Schools' 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. Any Hamilton Southeastern Schools computer used by students will have an Internet filtering process in place when accessing the Internet. Nevertheless, the HSE School Board recognizes that no current technology will prevent all abuses or improper use.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media, computing, and information sources. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Hamilton Southeastern makes the corporation's complete Technology Usage Policy I.5.3 and Guidelines I5.3.1 available online on the HSE's website ([www.hse.k12.in.us](http://www.hse.k12.in.us)) for review by all parents, guardians, and other member of the community.

Corporation-provided computing resources and Internet access is designed for educational purposes only, curricular or extracurricular. It is impossible for Hamilton Southeastern Schools to completely restrict access to controversial materials, and HSE will not be held responsible for materials acquired on Hamilton Southeastern School's computing resources or over the Internet.

Students and parents understand and will abide by the Hamilton Southeastern Schools Technology Usage Policy I05.03 and Guidelines I05.3.1. And further understand that should they commit any violation, their access and /or privileges may be revoked and disciplinary action (up to suspension or expulsion) may be taken as deemed necessary by the Superintendent/designee. This may include legal action. There is no expectation of privacy in respect to the use of electronic information, resources, data files, or other records generated, stored, or maintained on Hamilton Southeastern Schools' computer resources. This also applies to the use of personal technology.

Parents and guardians also are provided the option of requesting alternative activities not requiring computing resources and/or Internet use for their minor children by contacting their school principal in writing within 14 days of the start of the school year or enrolling their child.

## **STUDENT OFFICE 365 ACCOUNTS**

Hamilton Southeastern Schools has the ability to create Office 365 accounts for all students to allow for collaborative sharing using our custom implementation. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy.

Students will be assigned a **hsestudents.org** account. This will be considered the student's official Office 365 account until such time as the student is no longer enrolled in Hamilton Southeastern Schools. The naming convention will be Skyward Name Key (excluding spaces) followed by @hsestudents.org (i.e. harrijef000@hsestudents.org). All students will have access to the features within Office 365 including but not limited to, Mail (email), OneDrive (cloud storage), Word, Excel, PowerPoint, etc.

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. Students should inform their teacher of inappropriate use. Any disciplinary actions taken pursuant to the Board Policy shall incorporate the procedural due process rights of the student and/or parent as provided by law, Board policy, and the Student Rights Handbook. Please refer to Board HSE Procedure: I05.3.1 Technology Usage Guidelines URL: <http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=86X5PF6D71E7>

**Access Restriction:** Access to and use of student Office 365 account is considered a privilege accorded at the discretion of Hamilton Southeastern Schools. The district maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or school board policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and application of necessary consequences.

**Security:** Hamilton Southeastern Schools cannot and does not guarantee the security of electronic files located on any of its technology or on Microsoft systems. Although a powerful content filter is in place, the school board cannot assure that users will not be exposed to non-educational material. We encourage parents and students to review Office 365's privacy policy.

**Privacy:** Hamilton Southeastern Schools reserves the right to access and review content in the student's Office 365 account at any time. Hamilton Southeastern Schools complies with all state and federal privacy laws. Parents are encouraged to know how to access their student's Office 365 account.

If a parent wishes for their child(ren) to not have access to Mail (email), please contact the Director of Educational Technologies (jharrison@hse.k12.in.us) in writing within 14 days of the start of the school year or enrolling your child. However, these students will still retain access to the other features within their Office 365 account.

## **BACKPACK IDENTIFICATION**

All students are required to have a school issued ID tag on their backpack and any other bag that is used to transport materials to school. All lunch boxes need to be marked on the outside with the student's first and last name. These rules have been established to keep our students and staff safe. It allows for school officials to quickly determine if an unmarked bag, box, etc. could be of danger to anyone.

## **BIRTHDAYS**

Birthdays are a special time, but due to the number of Hamilton Southeastern students who have various food allergies, no birthday treats will be allowed at school. Birthday party invitations should be mailed and not handed out at school. The school will not accept flowers, balloons, or gift deliveries of any kind for students. They not only cause a disruption in the classroom, but they also cannot be taken on the bus because they may restrict the driver's visual field. Instructional time cannot be used for birthday parties or celebrations.

## **CLASSROOM CELEBRATIONS**

Schools may have up to two classroom celebrations during the year. It is the decision of the individual building administrator as to what the celebrations will entail and when they will take place. Examples of the celebrations are traditional classroom parties, presentations of student learning, or service learning projects. Treats may be provided through HSE food services in conjunction with payment by the PTO. Students should not bring in candy or other food items during these celebrations.

## **EVENING SCHOOL EVENTS**

We ask that evening performances be events the entire family can enjoy together. Please keep all members of your family together to enjoy our special event. Children in the audience will be asked to sit with their parents throughout the entire performance. As a courtesy to all performers, we request our families remain seated for the entire performance. Please remember all HSE schools are tobacco-free. In addition, a student must be in attendance at school a minimum of one half day on the day of the event to participate.

## **FIELD TRIPS**

When classroom teachers schedule a field trip for the class, a permission slip will be sent home with the needed information on it. This slip must be signed and returned. Students without a signed permission slip, or anyone not returning the permission slip by the deadline set by the classroom teachers, will not be allowed to attend the trip. The school newsletter will list these trips ahead of time, so please check the calendar for these dates. Medications may be given by the school nurse, or her designee, when students are out of the building or on a field trip. Before a parent is chosen to help chaperone a field trip, he/she must have a criminal background check approved and on file in order to accompany the class. These forms are only valid for three years, after which time a new application may be submitted. In addition, siblings are not permitted to attend the field trip.

### **ADMINISTRATION OF MEDICATIONS AND TREATMENTS**

**TO SPECIAL NEEDS STUDENTS ON FIELD TRIPS**—As a result of the growth in enrollment in our school system, there has been a corresponding increase in the number of students with special needs. These needs often include administration of medication or treatment requiring informed judgment. Asthma and diabetes management are examples of these special needs.

The priority of the school nurse has to remain with the greater number of students at the school campus. Thus, on a field trip, or other student activity which takes place away from school, the school nurse will rarely, if ever, be able to accompany special needs students. In addition, most of the teachers are not qualified to administer certain medications or treatments, or to judge the use of these for chronic medical conditions.

The parents/guardian of the student with special medical needs are expected to work with the school to arrange for an adult other than the school nurse to accompany their child on field trips or other activities when it is deemed necessary by the school nurse and school principal. If a parent cannot accompany the child, the parent:

- May select an adult (other than the school nurse) to accompany their child; or
- May work with the school to arrange for adult supervision for their child; or
- May waive the need for an adult to specifically accompany their child; or
- May elect to decline participation in the field trip experience.

A student, trained in the use of their inhaler, glucometer, insulin therapy, or epi-pen, may be allowed to administer their own emergency medication on a field trip. For this to occur, each student's ability to self-administer emergency medication must be addressed in the student's Individual Health Plan and a signed physician authorization form must be completed.

## **PETS**

Per Board Policy, animals are not permitted in school unless approved either by a teacher in connection with a class assignment, project or demonstration, or by the building principal. Animals can be prohibited from school for various reasons including possible attacks, allergies, and communicable diseases. This includes bringing animals to car rider drop off and pick up. Animals can be unpredictable, even those with the most extensive training.

## **PARENT-TEACHER ORGANIZATION**

Each Elementary School in the district has an active Parent-Teacher Organization. The PTO provides our children with many items and services throughout the school year. You automatically become a member of the PTO by enrolling your child. General PTO meetings will be scheduled monthly throughout the school year. The PTO Executive Board meets monthly during their term in office. If you have any questions or comments that need to be addressed by the PTO, contact one of the Executive Board members. A list of those officers and committee chairpersons will be published in the Student Directory.

## **REPORTING CHILD ABUSE**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. School personnel will report suspected child neglect as well.

## **TELEPHONE CALLS AND EMAILS**

The school is always ready to render necessary services in delivering important messages to teachers and students. We cannot, however, call either students or teachers to the phone during class time, except for emergencies. Voice mail is available twenty-four hours for parents to leave messages for teachers. If a message is to be relayed before the end of the school day, please make sure the office takes the message.

In order to encourage student responsibility, students cannot use the school telephone except for emergencies. We do not allow calls for forgotten items or notes. Each staff member has an HSE email account. Please make sure you reference your child in the subject line of the email. We often do not open mail that is not identified. Please remember that staff members may not get to email during the school day.

## **WITHDRAW/TRANSFER OF STUDENTS**

Parents who will be withdrawing their child from school should notify the school office as least one full day in advance so the appropriate forms, book rental refund, library obligations, lunch charges, and textbooks can be addressed. School records will be sent directly to the new school. Health forms may be copied and sent with the parents. A request for these copies should be made as far in advance as possible.

## **WHAT TO DO IF YOU SUSPECT A DISABILITY / CHILD FIND**

If your child is age 2 ½ through 21, attends any school within the Hamilton Southeastern Schools boundaries or you live in our community and you suspect your child may have a disability, you should contact us for more information.

For children at least two and a half years of age, but not yet age-eligible for kindergarten, you should contact the Early Childhood Assessment Team at Brooks School Elementary 915-4250.

For students who are eligible for kindergarten through age 21, you should contact your child's teacher, school counselor or building administrator to discuss your concerns and explore the steps to be taken. If your child is not enrolled in public school, you should contact the counselor or building administrator in the building your child would attend if enrolled.



## **LEGAL DESCRIPTION OF HSE'S CHILD FIND PROCEDURES**

Hamilton Southeastern Schools' policies and procedures regarding the identification and evaluation of a student in need of educational services are derived from Article 7, Indiana Special Education Law. A referral for evaluation can be initiated by either the parent or school, and requires parental consent. The area of suspected disability is determined, which is based on the primary area(s) of concern at the time of the referral. Article 7 outlines the required assessments to be included in the evaluation report for each area of suspected disability requires specific assessments to be included in the evaluation report. The evaluation is completed by a school psychologist and any other necessary licensed school personnel identified as part of the multidisciplinary team in order to meet the requirements of the evaluation.

Upon completion of the educational evaluation, the case conference committee must be convened to determine if the student is eligible for special education services, and if eligible, the special education and related services necessary to meet the educational needs of the student. When determining eligibility, the case conference committee is responsible for considering all the information contained within the educational evaluation report while not relying on any single measure or assessment as the sole criterion for determining eligibility. Article 7 provides eligibility criteria for each area of suspected disability for the case conference committee to follow during the decision making process.

## **RESPONSE-TO-INSTRUCTION**

RtI is a general education initiative designed to provide high quality instruction and interventions matched to student needs, and using learning rate over time and level of performance to make important educational decisions. The RtI model is based on a three-tiered model of service delivery with a focus on early intervention and prevention of academic and behavioral concerns. Data collected during this process provides valuable information regarding students' educational progress and response to interventions. Students who do not demonstrate a response to well-implemented, scientifically-based interventions at the Tier 3 level would be referred for an educational evaluation to determine eligibility for special education.

## **BEHAVIOR EXPECTATIONS**

This handbook gives parents of elementary school students written discipline rules which have been adopted by the Hamilton Southeastern School Board (2008). Many of these rules are common sense rules for a safe school. However, for parents they are written from a legal perspective. Parents need to sign and return the form acknowledging receipt of this handbook. Teachers will work with students to devise classroom rules. These rules will be easily understood by elementary students. Classroom and school rules will be sent home and made available to parents. All students are expected to follow all school and classroom rules and procedures. This handbook meets legal requirements for those few students who need behavior intervention and serious consequences. Failure to follow rules and procedures may result in the student being suspended, expelled, or excluded from the regular school day. Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE web-site under Board Docs policy J10.00.

## **STUDENT RULES**

1. Students are expected to respect all adults in the school setting. This includes, but is not limited to, teachers, instructional assistants, custodians, dining room staff, parents, and special visitors.
2. Students may not leave school grounds without written permission or signed out at the school office by a parent or other authorized adult.
3. Students are expected to respect other students by not putting hands on other students.
4. Students are expected to walk, not run, in the school building.
5. Students are expected to attend and to be on time for all classes. Students with excessive absences and/or tardies will be referred to the HSE attendance officer.
6. Students are expected to respect school property and the property of others.
7. Students are expected to have and use backpacks to bring books and school related items to and from school. Backpacks are required to be labeled with the student's name and teacher per building policy.
8. The school will not accept flowers, balloons, or gift deliveries of any kind for students.
9. Students are not allowed in unsupervised areas before, during or after school.
10. Students are not allowed to sell or trade items at school.
11. Food is not to be taken from the cafeteria, nor to be consumed at anytime other than lunch without specific permission from a staff member. Chewing gum and candy are not allowed during the school day unless under the direct supervision of an adult. Carbonated beverages are not allowed to be brought to school for lunch.
12. After the start of the school day and during the school day, students must be signed in at the office by a parent or other authorized adult. In the event that a child needs to leave school during the school day, a parent or other authorized adult must sign the child out at the office and show a valid picture ID.
13. No student will be allowed to disrupt the educational process.
14. Students are not allowed to possess dangerous or illegal items, including drugs, weapons, or any item that can reasonably be considered to be a weapon. Students with knowledge of such items on school grounds are to report the information to school personnel.
15. Students are to refrain from the use of force, violence, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging others to engage in such conduct.
16. All types of tobacco, electronic cigarettes, drugs, or alcohol are strictly prohibited.
17. Except as approved either by a teacher in connection with a class assignment, project, or demonstration or by the building principal, a student may not possess in a school building:
  - Knives, laser pointers or any object that is readily capable of causing injury
  - Animals
  - Explosives, including all fireworks, model rocketry engines, smoke bombs, stink bombs and similar devices

## **DRESSING FOR SCHOOL**

Student clothing and appearance should not draw undue attention from other students or faculty or disrupt the normal routine. If there is doubt about the appropriateness of a garment, it should not be worn. Attire typically worn at the beach, in the garden, yard, or lounging at home is not appropriate for school. Clothing and accessories that advertise, promote, or glorify the use of alcohol, tobacco, or an illegal substance is inappropriate. Any clothing item that can be interpreted as having gang symbols may not be worn. Hats, caps and bandanas are not to be worn during the school day in the building. Bare midriff, backless halters, spaghetti strap tops, tank tops, and mesh shirts are not to be worn. Attire that may damage school property (such as chains) or pose a danger to the safety of students and staff members (such as "Heelies") shall not be worn. Shoes shall be worn at all times.

## **SEXUAL HARRASSMENT**

It is the policy of the Hamilton Southeastern Schools Corporation to maintain learning and working environments that are free from sexual harassment. It is a violation of this policy for any employee or student to harass another employee or student through conduct or communications of a sexual nature.

### **DISCIPLINE CODE**

This student code of conduct has been established in accordance with Indiana State Law (I.C. 20-33-8-12(a)). Students will not be allowed to engage in any activity forbidden by the laws of Indiana that constitute an interference with school purposes or an educational function (I.C.20-33-8-15). Those activities could include but are not inclusive of possessing explosives, detonating devices, and fireworks and/or possession or being under the influence of tobacco, harmful drugs, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant or inhalants of any kind. Indiana law authorizes the school board to prohibit unlawful activity by a student on or off school grounds. This includes before, during, and after school hours. It also includes any school activity or function (including summer school) or traveling to or from school or any school activity or function (I.C.20-33-8-15). 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, a student may be expelled or suspended.

### **ANTI-BULLYING**

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

(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, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (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: HSE schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. HSE schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: HSE schools will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as staff, in accordance with Indiana law.

(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 school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or school district lead administrator. Bullying reports to the department of child services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. HSE schools will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

(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) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

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

(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 two (2) school days 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 district policy.

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

Legal citations: IC 5-2-10.1-12, 20-20-8-8, 20-26-5-34.2, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1, 21-39-2-2.1

## **DISCIPLINE CONSEQUENCES**

**School Building Authority**—A student violating a school rule may be subject to consequences including time-out, loss of recess, lunch detention, in and out of school suspensions, and expulsion. Those rules should emphasize developing positive behavior and attitudes rather than purely imposing punishment and may require restitution in the case of damage to property.

### **SERIOUS DISCIPLINE CONSEQUENCES**

**In-school Suspension**—In-school reassignment is a method of school discipline that provides the student with the opportunity to remain in a school setting. Classroom assignments will be provided to the student for completion and full credit before returning to regular classes. Students who are assigned in-school reassignment remain in that atmosphere for the school day under the supervision of office or school personnel. If the student becomes uncooperative or does not follow the rules established for the classroom, suspension out of school will substitute for in-school reassignment. Students serving an in-school reassignment will not be able to attend any extra-curricular activities on the in-school reassignment day.

**Out-of-school Suspension**—In some cases it becomes necessary to assign out-of-school- suspension. This is usually the result of a serious infraction, refusal to comply with lesser disciplinary penalty, or chronic misbehavior. Indiana law defines grounds for suspension or expulsion as “student misconduct or substantial disobedience”. (I.C.20-33-8-14(a)). During such suspension, the student is in the care of parents. The student should not be present on school grounds without the permission of the school principal. Students are not to attend any extra-curricular activities while they are suspended out of school.

**Corporal Punishment**—Hamilton Southeastern Schools will not use corporal punishment as a method to correct misbehavior.

### **STUDENT DUE PROCESS**

The procedures for administering student discipline and due process are provided by Indiana law. The Hamilton Southeastern School Board adopts the Indiana Statutes as the official policy and administrative procedures of Hamilton Southeastern Schools unless applicable federal law requires otherwise (I.C.20-33-8). Indiana Legislature enacted PL224 in 1987. This statute requires school authorities to inform law enforcement agencies, in writing, when violations involving controlled substances occur within a school environment. Under Indiana law, a student bringing a firearm or destructive device to school or on school property or in possession of a firearm or destructive device on school property must be expelled from school for a period of at least one calendar year. (I.C.20-33-8-16(d)) Under Indiana law, a student bringing a deadly weapon, other than a firearm, to school or on school property or in possession of a deadly weapon on school property may be expelled for a period of not more than one calendar year. (IC 20-33-8-16 (f)).

## BUS EXPECTATIONS

### BASIC RULES OF CONDUCT

1. Riding the school bus is a privilege and is a part of the school day. Accordingly, students should adhere to all rules and procedures outlined in the student handbook while being transported to and from school. Classroom conduct is expected.
2. The driver is in charge at all times while on the bus. All driver directives should be followed promptly.
3. Be at your bus stop five minutes prior to the scheduled pickup time.
4. Go to your assigned seat quickly. Stay seated at all times until it is your time to get off the bus, and the bus has come to a complete stop. Seated means facing forward with feet on the floor. Students will be completely out of the aisle if two or less students are in the seat.
5. Keep arms, legs, and objects to yourself and inside the bus.
6. Talk quietly with no inappropriate language or gestures. Quietly means at a level where the driver cannot clearly hear the conversation and the students you are trying to talk to are no more than two seats away.
7. Students are not to bring toys, collectible cards, laser pointers, balloons, or other distracting items to school or onto the bus.
8. Students will not possess the following forbidden items while on the bus: weapons, tobacco, drugs, alcohol, aerosols, sprays, pumps, perfume, combustibles or other contraband.
9. Food, gum, suckers, lozenges and drinks are to be kept in the student's backpack while on the bus unless permission is granted from the Director of Transportation.
10. A student may ride a different school bus with a friend, or for other activities, provided there is enough room on the bus and that the student follows the bus rules. **A student may not have more than one friend ride on their assigned bus with them without prior permission from the driver or transportation office.** A note, written by the parent or guardian, must be sent verifying that the student may ride a different bus. A male and female riding home together must have the note verified by the school. **The note must be signed and dated by school personnel.**
11. Bus windows will not be lowered more than half way the distance of their travel.
12. Once a student has boarded their bus at the school, they will not be allowed to exit the bus without authorization from school personnel.
13. The use of any type of camera is prohibited on the bus. This includes regular routes and extracurricular trips. Any camera device used on the bus will be confiscated and disciplinary consequences will be administered.
14. No items will be stored in the back window.
15. The use of electronic devices, to include but not limited to, iPods, iPads, Media Devices, and Electronic Books, are **not** allowed on elementary buses and must remain in the student's backpack.
16. **Students are expected to exercise good judgment and behave appropriately at all times.**
17. All kindergarten students must be met at the bus stop by an adult. An older sibling may be allowed to meet the student if coordinated with the driver or Transportation in advance.

## **VIOLATIONS OF SCHOOL BUS RULES:**

The nature of the student behavior will determine the violation level.

**Documented verbal warning:** After repeated attempts to correct student behavior have failed, a documented verbal warning may be issued.

**Level 1 violation:** Action will result in a warning notice being given to school officials. That document will be sent home with the student for parent signature. The form must be signed and returned to the school or driver by the student within two days of the incident. Failure to return a signed warning notice will result in another written warning. The driver will contact the parent to discuss the discipline issue.

**Level 2 violation:** A written notice will be given to school officials and the form sent home for signature. This will also result in a 3 day bus suspension. The driver will contact the parent to discuss the discipline issue.

**Level 3 violation:** A written notice will be given to school officials and the form sent home for signature. This will result in a 2 week bus suspension. The driver will contact the parent to discuss the discipline issue.

**Level 4 violation:** A written notice will be given to school officials and the form sent home for signature. This will result in suspension from the bus for the remainder of the school year. The driver will contact the parent to discuss the discipline issue.

Note:

Any student committing any of the following infractions will face a bus suspension ranging from 2 weeks to permanent suspension: fighting, possession of tobacco, alcohol, drugs, weapons, abusive or sexually explicit language, any type of threat to the driver or other students, a serious safety hazard, or any other behavior considered totally inappropriate.

Any student suspended for the remainder of the school year will be placed on probation at the beginning of the following year. A second written violation the next year will result in a bus suspension for the remainder of that year.

**ASSIGNED SEATS**—All drivers are encouraged to assign seats to students and require any or all of the students to abide by the seat assignment. Failure to sit in an assigned seat is to be considered an infraction of the rules and that student should be referred to the school administrator for discipline.

## **VIDEO SURVEILLANCE**

The School Board authorizes the use of video cameras on corporation property to assist in protecting the health, welfare, and safety of all staff, students, and used in locations deemed appropriate by the Superintendent or his/her designee. The corporation will notify staff and students through student/parent and staff handbooks that video surveillance may occur on corporation property. Recorded information from these cameras (“security videos”) showing identifiable students will be treated as an “education record” and will not be produced outside of the corporation except pursuant to a subpoena, court order, or release in accordance with the Family Education Rights and Privacy Act (“FERPA, “20 United States Code 1233 (g), 34 CFR Part 99).

## **CRIMINAL ORGANIZATIONS**

Hamilton Southeastern Schools prohibits criminal organizations and criminal organization activity. Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1). For more details, HSE's Criminal Organization Policy is available via the HSE website under Board Docs policy J05.11

## **NONDISCRIMINATION STATEMENT**

It is the policy of the Hamilton Southeastern Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (ic 229-1), (ic 20-33-1), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 educational amendment), and Section 504 of the Rehabilitation Act of 1973.

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

Inquiries regarding compliance with Title IX and Title VI and VII of the Civil Rights Act 1964 should be directed to the Chief Equity and Inclusion Officer, Dr. Erica Buchanan-Rivera, 13485 Cumberland Road, Fishers, Indiana 46038 the Office for Civil Rights, U.S. Department of Education, Washington D.C.

Hamilton Southeastern School Corporation (the "School") does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability in the programs or activities which it operates or the employment therein or admission thereto. The School strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, certain rights with respect to the student's education records. For purposes of FERPA, "school official" includes: teachers, professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, school board members, members of committees and disciplinary boards, contractors, including online service providers, volunteers, or other party to whom the school has outsourced institutional services or functions. Additionally for purposes of FERPA, "legitimate educational interest" means the school official needs to review an educational record in order to fulfill his/her professional responsibility. They are:

- The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal, a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Hamilton Southeastern Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the school corporation will notify the parent or eligible student of the decision and advise him/her of his/her



right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member, (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the US Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, S.E., Washington, DC 20202-4605.

## **BE THE B. E. S. T. P. A. R. E. N. T. YOU CAN BE FOR YOUR CHILD**

Hamilton Southeastern Schools is dedicated to Honor, Scholarship and Excellence. We are committed to helping every student succeed to the maximum of his/her ability. We believe that parents play a vital role in student success and that a strong partnership between home and school is crucial in meeting this goal. By being a part of Hamilton Southeastern Schools, we believe you recognize the district for its outstanding educational programs. In turn, we believe you will support the school corporation by being the **B.E.S.T. P.A.R.E.N.T.** you can be for your child and our schools. What follows is not an all-inclusive list. Rather, it serves as a foundation for your child's academic success.

Be a positive role model.

- Remember that children learn what they live.
- Modeling is one of the strongest ways of teaching.

Engage in a consistent routine at home.

- Take time to eat dinner with your child.
- Set regular homework hours.
- Ensure that your child attends school regularly and punctually.

Show your child you are interested in his/her work.

- Review and discuss your child's school work with him /her every day.
- Use an assignment notebook daily as a communication tool.

Take time to talk to your child.

- Set educational goals with your child.
- Ask questions and seek answers.
  - What was the best thing/worst thing that happened today?
  - What was the most interesting thing you learned today?

Participate at school.

- Volunteer at school, or ask your child's teacher how you can be of assistance to him/her.
- Attend school programs and events.

Actively seek school information.

- Find solutions; don't make excuses.
- Utilize school communication tools (Skyward Family Access, Skylert, webpages, newsletters, social media).

Recognize and respond to teacher requests.

- Attend conferences.
- Reply to correspondence from your child's teacher within 48 hours.

Establish high expectations for achievement.

- Encourage your child to stretch his/her ability to learn.
- Use Skyward Family Access and report cards to monitor your child's performance.

Network with other parents.

- Participate in PTO and other school activities.
- Know your child's friends and parents.

Teach the value of good character.

- Be honest and forthright.
- Expect your child to accept responsibility for him/herself.

**Board Approved on 4-13-03**

## **Geist Elementary School Procedures**

*Our mission at GES is to provide an education that meets the needs, abilities and interests of all students while building meaningful relationships and academic self-confidence.*

*Our vision at GES is for all students to be independent, lifelong learners who use their individual gifts and problem solving skills to lead meaningful lives and serve others.*

**The GES phone and office hours are from 8:00-4:30. Please feel free to contact our office to assist you with any question you may have.**

### **COMMUNICATION FROM GES**

To ensure that parents are aware of GES current events, procedures and school-wide news, we publish the *Geist Gazette* twice a month. Parents and students are urged to read our school newsletter as it includes important upcoming dates, current events, changes to the calendar, PTO news, etc.

Geist Elementary is a tweeting community! Follow us @Geistgators.

We use the Skylert system to communicate to parents via email. There is no sign up needed for this process as it is done automatically through Skyward Family Access. Please make sure your contact information, especially primary phone and email address, is updated in Family Access to ensure you are receiving these notices.

## **GES PARENT VISITORS/VOLUNTEERS**

Parents are welcome and encouraged to visit Geist Elementary at any time. We do ask, however, that you give your child time to adjust to his/her new classroom environment. Generally, the first month of school is a suitable adjustment period. **All visitors must check in at the Geist Office before going to any student areas and have a current Safe Visitor Badge (background check) on file with HSE. Visit the HSE Schools website to apply for a Safe Visitor Badge <http://www.hse.k12.in.us/ADM/parents/volunteering.aspx>.**

Please schedule classroom visits/volunteer opportunities with your child's teacher at least one school day in advance so that he/she can suggest a preferred and/or appropriate time and can alter the daily schedule, if needed. (Note: Students' belongings/items that are delivered to school must be dropped off at the school office. Office personnel will deliver items during non-instructional times throughout the school day.)

Parent visitors and/or volunteers will NOT be allowed to pay unexpected or unannounced visits to classrooms or other areas within the building. If you are visiting or volunteering, please respect the teachers and students by visiting only the area(s) requested. If someone repeatedly abuses his/her visitation time, action by school administration may be taken. It is not just a courtesy, but for the children's safety and education that we cannot allow visitors to walk the halls or appear in a classroom unexpectedly. These restrictive procedures are to ensure your child's safety, as well as the safety of ALL students enrolled in GES, while keeping classroom disruptions to a minimum.

Per HSE Policy, teachers are not permitted to take class time to discuss personal/ individual matters with parents. Teachers will be happy to schedule a time to meet with you during non-instructional time. When coming for a school celebration, we ask that you not sign out your child early. Please allow your child to finish the day and participate in the reflection process. Allow them to go home their normal way on these days.

## **GUIDELINES FOR GATOR CAFÉ**

Parents are welcome to join their child during his/her scheduled lunchtime anytime during the school year (except during the month of August); however, due to our enrollment and strict time schedule, we cannot serve lunch to visitors. Parents may bring sack lunches if joining their child. **No food from outside restaurant establishments may be brought** into the Cafeteria area by any individual for consumption, per HSE Policy. **All adult lunch visitors must have a Safe Visitor Badge (including infrequent guests).** Visitors should check in at the school office and receive instructions on meeting their child for lunch. **Note: Students are not allowed to bring candy, gum or soft drinks into the Cafeteria.**

## **PARENT CHAPERONES FOR STUDY TRIPS**

By volunteering to accompany your child's class on a study trip as a chaperone, you are also agreeing to adhere to the trip's agenda, teacher's plans and all HSE policies, as well as take on the responsibility of supervising a group of children. **It is your responsibility to see that your group is following the teacher's or guide's instructions and conducting themselves in a safe, orderly, respectable manner.** By agreeing to be a chaperone, you are agreeing to be responsible for more than just your child's behavior. Chaperones must: 1)

Have a Background Check on file with HSE; 2) Ride the bus and monitor student behavior; 3) Be cautious of excessive noise, rowdiness, and/or stragglers; 4) Support and adhere to all decisions made by the teacher; 5)

Stay with “assigned” students/group at all times; 6) Be on time for all checkpoints and/or arranged meeting times/ locations; 7) Refrain from talking on cell phone; 8) Refrain from smoking.

Most classes will take two study trips each school year. Many/most trips are limited to the number of adults/chaperones that can attend due to the nature of the trip/activity planned. We ask that parents respect decisions regarding chaperones. **Please do not plan to be present and/or drive yourself to the destination if you have not been invited to do so. We appreciate the example you are setting for our students.**

## **SPEECH AND HEARING SCREENING**

Indiana State law mandates hearing testing for all children in Kindergarten, 1st, and 4<sup>th</sup> grades as well as new students to Hamilton Southeastern Schools. In addition, an articulation screening will be conducted for these students as well as 2<sup>nd</sup> graders to determine if they need speech services. Parents will be contacted via letter or phone call if their child fails the hearing and/or speech screening.

## **SPEECH IMPROVEMENT PROGRAM**

Hamilton Southeastern School District offers a Response to Intervention (RtI) program known as the Speech Improvement Program (SIP) for students with mild articulation errors. This is a regular education program that consists of 3 Tiers. Within the SIP, your child will attend weekly session(s) to work on his/her targeted sound. You will receive notification from the school speech/language pathologist if your child requires assistance with his/her speech.

## **ARRIVAL AND DISMISSAL AT GES**

The area east of (beside) the school is not to be used during normal school hours for car traffic or parking. This area is reserved for bus traffic. All car rider traffic enters and exits the parking lot using the east entrance only prior to 8:15. For all of those transporting car riders, please join the arrival and dismissal lines by entering the parking lot from the west entrance then circling the parking lot (driving west then circling east) so that students are dropped off and picked up from the passenger side of all vehicles. We double line/stack our parking lot with cars and ask for you to merge in one by one. Additionally, we ask that all students remain in their seatbelts/safety seats until your vehicle is in the “cone zone” (area between the orange cones for safe drop-off). **PLEASE DO NOT drop off or pick up your child from a car parked in the parking lot.** Not only does this create an unsafe situation for your child, but it also is unfair to those who are waiting in line, as requested. Please use extreme caution both in our parking lot and at the exit onto 104<sup>th</sup> Street, as both are high-traffic areas. In the morning, one can only exit the parking lot by making a right-hand turn. Students may not enter the building before 8:45 a.m., as school personnel are not available to supervise students until the 8:45 a.m. bell. On the same note, please be respectful and considerate when picking up car riders. Every student should be picked up no later than 3:45 each day. (3:25 on Mondays).

No child will be allowed to dismiss with ANY adult other than the specified person(s) noted in Skyward without parents’ permission via School Dismissal Manager or phone call, noting the change.

**School Dismissal Manager.** All end-of-day dismissal changes MUST BE MADE BEFORE 1:45 pm via School Dismissal Manager. For obvious safety reasons, students will not be pulled out of bus lines or off of buses.

If your child is riding home on a different bus, staying after school for extra-curricular activities, or is being picked up at school, **communication must be submitted via School Dismissal Manager.** **Failure to enter information into School Dismissal Manager will result in your child being sent home on his/her assigned bus. Students will NOT be allowed to call home for verbal permission,** as this is the ONLY way we can ensure your child is where you expect him/her to be. Please refrain from having your child ride the bus home with friends for social activities as buses are near capacity (i.e. cheerleading, Scouts, sleepovers, etc.).

Additionally, outside groups (similar to examples above) will not be permitted to gather at/in the school during dismissal to begin an event/trip. This creates too much confusion and chaos and jeopardizes the safe, timely dismissal expected for all other students. Alternative meeting/departure plans and location will need to be arranged.

## **GES GUIDELINES & EXPECTATIONS**

Indiana legislation requires public schools to integrate “**good citizenship instruction**” into current curriculum. The law serves as a reminder that citizenship education is one of the major responsibilities of the public schools, and it calls upon school personnel to renew their efforts to help students become good citizens. With this in mind, WE PLEDGE THAT ALL PERSONS AT GEIST ELEMENTARY WILL WORK TO DEMONSTRATE:

\* **Great choices**

\* **Effort**

\* **Safety**

These **GES Expectations & Guidelines** should be practiced by all students at all times at every GES function. The GES Expectations & Guidelines will be demonstrated during Lunch in the Cafeteria, during Recess on the playground or in the classroom, during Special Classes and on the school buses. Together, the GES staff will work diligently to ensure that every child understands and practices these character skills, so that each will promote and contribute to a positive school climate where students can feel safe and be successful. “Doing the Right Thing and Treating People Right.”

We join all Hamilton Southeastern Schools in an effort to foster the growth and development of character in students in order to create a positive school environment and equip students with the skills needed to be productive citizens. We believe that families, schools, and the community must work together to model life skills for our children and enhance character development in our students. This handbook provides parents of elementary students written discipline rules, which have been adopted by the HSE School Board.

## SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

To help students follow the GES PBIS guidelines and reach expectations, we have a school-wide plan. This plan includes clearly defined expectations and rules across all settings, provides systemic teaching of expectations and routines, actively monitors behavior, acknowledges appropriate behavior, and supplies methods for learning from behavioral errors. PBIS is organized around three main concepts (Sprague & Horner, 2005): prevention or early intervention of behavior problems; multi-tiered support; data-based decision making. Interventions are designed to benefit high and low risk students by promoting academic, social, and emotional wellness in all students. The GES staff creates an inviting, attractive environment for students to learn. As always, our success at school is not possible without the support from home. To support our endeavors, we look to you to review the following GES Expectation Matrix with your students, as we teach and review these at school, as well.

### Geist Elementary Behavior Expectation Matrix

	<b>Classroom</b>	<b>Café</b>	<b>Hallway</b>	<b>Restrooms</b>	<b>Playground</b>
<b><u>G</u>reat Choices</b>	<ul style="list-style-type: none"> <li>• Demonstrate strong character</li> <li>• Follow procedures</li> <li>• Use self-control</li> <li>• Active listening</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate strong character</li> <li>• Sit with feet under table</li> <li>• Eat your food</li> <li>• Voice Level: 2</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate strong character</li> <li>• Voice Level 0-1</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate strong character</li> <li>• Respect privacy of others</li> <li>• Wait patiently</li> <li>• Voice Level: 0-1</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate strong character</li> <li>• Exit/enter at a Voice Level 0</li> </ul>
<b><u>E</u>ffort</b>	<ul style="list-style-type: none"> <li>• Personal best</li> <li>• Complete work on time</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate appropriate manners and conversations</li> <li>• Pick up trash in your area</li> </ul>	<ul style="list-style-type: none"> <li>• Be mindful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Use materials responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Work together to solve problems</li> <li>• Demonstrate appropriate manners and conversations</li> </ul>
<b><u>S</u>afety</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep materials neatly put away</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Report dangerous behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Raise hand for assistance</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk directly to destination</li> <li>• Face forward</li> <li>• Walk on the right side</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Stay within boundaries</li> <li>• Report dangerous behavior</li> <li>• Keep hands and feet to yourself</li> </ul>

**Please refer to page 23-29 for HSE discipline policy, explanation and consequences.**