

**HAMILTON SOUTHEASTERN HIGH SCHOOL
STUDENT HANDBOOK
2018-2019**



**Promote Respect
Foster Pride
Inspire Excellence
HSE High School
13910 E. 126th Street
Fishers, IN 46037**

TABLE OF CONTENTS

PHONE NUMBERS	4
2018-19 HHS BELL SCHEDULES	5
IMPORTANT INFORMATION	6
FREQUENTLY ASKED QUESTIONS.....	9
BOARD OF SCHOOL TRUSTEES	11
HSE HIGH SCHOOL ADMINISTRATION	11
STUDENT MISSION STATEMENT	12
HSE HIGH SCHOOL MISSION STATEMENT.....	12
SCHOOL CORPORATION MISSION STATEMENT	12
HSE21	12
SCHOOL SERVICES	13
STUDENT COURSE FEES.....	13
TEXTBOOK & LAPTOP RENTAL/STUDENT COURSE FEES	13
BOOKSTORE SERVICES.....	13
BUILDING SERVICE PERSONNEL	13
CAFETERIA SERVICES	13
FREE AND REDUCED LUNCH.....	13
NO CHARGE/STUDENT DEBT.....	14
FOOD PURCHASING	14
FOOD SANITATION PROGRAM	14
STUDENT SALES/FOOD FUNDRAISERS	14
GRADING SCALES	14
LOCKERS	15
LOST AND FOUND	15
MEDIA CENTER (LIBRARY)	15
MESSAGES/DELIVERIES	15
OFFICE/SCHOOL DAY.....	15
SCHOOL EVENTS.....	15
SCHOOL COUNSELING	16
CHANGE OF ADDRESS	16
GRADUATION REQUIREMENTS	17
GENERAL DIPLOMA REQUIREMENTS	17
CORE 40 DIPLOMA REQUIREMENTS	19
CORE 40 DIPLOMA WITH ACADEMIC HONORS.....	21
ENROLLMENT	24
CURRICULA.....	26
SCHEDULE CHANGE.....	26
ONLINE COURSES AND SUMMER SCHOOL ENROLLMENTS	27
GRADE POINT	27
CLASS RANK.....	28
ACADEMIC RECOGNITION.....	28

SCHOLARSHIPS AND AWARDS 29

HEALTH SERVICES..... 30

 ADMINISTERING MEDICINES TO STUDENTS 30

COMMUNICATIONS 31

 EMERGENCY INFORMATION 31

 VISITORS & GUESTS..... 31

EXTRACURRICULAR ACTIVITIES 32

 STUDY TABLE GUIDELINES 32

 DANCES 32

ACADEMIC ORGANIZATIONS..... 33

ACTIVITIES AND CLUBS..... 34

SCHOOL POLICIES 35

 ATTENDANCE 35

 ABSENCE FROM SCHOOL 35

EMERGENCY DRILL POLICIES..... 38

DISCIPLINE..... 39

BASIC RULES OF CONDUCT 52

ATHLETICS 54

CORPORATION POLICIES 60

 USE OF PERSONAL COMPUTING DEVICES..... 62

PARENT SUPPORT 73

PHONE NUMBERS

Main Phone	317-594-4190
Main Fax	317-594-4199
Guidance	317-594-4193
Guidance Fax	317-594-0093
Athletics	317-594-4196
Athletics Fax	317-594-0096
Attendance	317-594-4195

High School Colors: Red, White, Blue

School Nickname: Royals

School Song:

**Hamilton Southeastern High, we are the Royals brave and true.
We never fall, we never fail. You know that we are for the Red, White, and Blue.
On the beam, big Royal Team, you know our spirits will not die.
So come on now, let's have a victory, for the Royals – FIGHT, FIGHT, FIGHT.**

2018-19 HHS BELL SCHEDULES

<u>MONDAY (SMaRT & EARLY RELEASE)</u>	<u>TUESDAY – FRIDAY</u>
Period 1 7:35-8:15	Period 1 7:35-8:27
Period 2 8:22-9:02	Period 2 8:34-9:26
Period 3 9:09-9:49	Period 3 9:33-10:25
SMaRT 9:56-10:44	Period 4 10:32-11:23
Period 4 10:51-11:31	
Period 5 11:31-1:01	Period 5 11:23-12:53
A Lunch	A Lunch
11:31-12:01 Lunch	11:23-11:53 Lunch
12:08-1:01 PD 5	12:00-12:53 PD 5
B Lunch	B Lunch
11:38-12:01 PD 5	11:30-11:53 PD 5
12:01-12:31 Lunch	11:53-12:23 Lunch
12:36-1:01 PD 5	12:28-12:53 PD 5
C Lunch	C Lunch
11:38-12:31 PD 5	11:30-12:23 PD 5
12:31-1:01 Lunch	12:23-12:53 Lunch
Period 6 1:08-1:48	Period 6 1:00-1:57
Period 7 1:55-2:35	Period 7 2:04-2:55
PLC 2:40-3:25	

2 Hour Delay	
Period 1	9:35-10:10
Period 2	10:17-10:48
Period 3	10:55-11:26
Period 4	11:33-12:04
Period 5	12:04-1:34
A Lunch	
12:04-12:34	Lunch
12:41-1:34	PD 5
B Lunch	
12:11-12:34	PD 5
12:34-1:04	Lunch
1:09-1:34	PD 5
C Lunch	
12:11-1:04	PD 5
1:04-1:34	Lunch
Period 6	1:41-2:14
Period 7	2:21-2:55

IMPORTANT INFORMATION

FOR HSE HS PARENTS TO RECEIVE IMMEDIATE COMMUNICATION FROM THE HSE HS PRINCIPAL:

1. Access <http://www.hse.k12.in.us/hhs> - Reference School Information – HSE High School.
2. Provide an up-to-date email address and phone number for Skylert messages.

HAMILTON SOUTHEASTERN SCHOOLS 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.

STUDENT COMPUTING RESOURCES AND INTERNET ACCESS

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 the 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 I05.03 and Guidelines I05.3.1.

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 are responsible for good online behavior similar to the good behavior expected are in a classroom or other area of school. Students' use of corporation or personal technology including computing resources, internet access, and communication devices is subject to the conditions as found in Guidelines I05.3.1 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 device used by students will have an Internet filtering process in place when accessing the Internet through HSE school corporation network. 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 I05.03 and Guidelines I05.3.1 available online on the HSE's website (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 may request 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 your child.

FREQUENTLY ASKED QUESTIONS AT HSE HIGH SCHOOL:

Topic	Question	Answer
Absences	<i>What happens if I am absent and my parents forget to call in for me?</i>	Your parents must call in for you within forty-eight hours of your return for the absence to be considered excused. The HSE HS Attendance voice mail number is (317) 594-4195. If you need to speak directly to someone, please contact the HSE HS Attendance Secretary during school hours.
	<i>What should I do when I want to arrange a college visit?</i>	Your parent must call the Attendance Office at least 48 hours prior to the visit.
Academic Honors Diploma	<i>How can I get an Academic Honors diploma?</i>	See your HSE HS Guidance Counselor for all graduation requirements.
Canvas Learning Management System	How do I access Canvas online?	Students may log into Canvas using the same credentials they use to log into the computers at Hamilton Southeastern Schools. Parents can access Canvas through their child's credentials.
Student Course Fees	<i>How and when do I pay my book fees?</i>	Rental fees will be available for viewing on Skyward Family Access in mid-September and will be due in mid-October. If you do not have internet access please call (317) 594-4190, ext. 8216
Bus Problems	<i>What should I do if my bus does not come?</i>	You should call the Transportation Department at 317-594-4117 for all bus issues/concerns.
Computer Issues	<i>Who do I see if I have problems with my password, login, file and/or OneDrive?</i>	Inform one of your teachers or see a computer technician here in the building. Contact Tech Squad
Early Release	<i>What should I do with the note my parents gave me for an absence/early dismissal?</i>	Take your note to the Attendance Office upon arrival to school.
	<i>What must I do when I receive an "Early Dismissal" pass?</i>	At the time of your dismissal, show your pass to your teacher and then proceed to the HSE HS Attendance Office to sign out.
E-mail a Teacher	<i>How do I e-mail a teacher?</i>	Enter the teacher's first initial, last name@hse.k12.in.us or look the teacher up on the HSE HS website under staff directory. (Example: John Smith = jsmith@hse.k12.in.us)

Topic	Question	Answer
Extracurricular Activities	<i>How do I get involved with a club or sport?</i>	The HSE HS Guidance Department has brochures complete with descriptions and sponsors' names. Also, listen carefully to school announcements and attend call-out meetings. HHS Club, Sponsors, with Descriptions
Family Access (Skyward)	<i>How do I access my grades online?</i>	Parents and students are given a login and a password. Contact the Guidance Department for help.
Guidance Counselor	<i>What should I do if I need to see my counselor?</i>	Stop by the Guidance Office before school, during passing periods, or after school to make an appointment.
Harassment/Conflict	<i>What can I do if I am having trouble with another student?</i>	See your Guidance Counselor or an Administrator depending on the nature of the problem.
Health Services	<i>How do I get a pass to see the school nurse?</i>	A teacher must write a pass for you to see the nurse.
Late Arrival	<i>What should I do if I arrive to school late?</i>	You must sign in at the HSE HS Attendance Office where you will be given a pass to enter class. Parents should drop students off at Exit 18.
Locker Problems	<i>To whom do I report locker problems?</i>	The Attendance Office.
Lost and Found	<i>Where is lost and found located?</i>	The HSE HS Bookstore.
Lost Photo I.D	<i>What do I do if I lost my school I.D.?</i>	Photo I.D.'s can be replaced in the HSE HS Library Media Center at a cost of \$5.
Riding Another Bus Home	<i>What do I do if I have a note to ride the bus home with a friend?</i>	Take your note to the HSE HS Dean's Office to be approved.
Summer School	<i>How do I register for Summer School?</i>	See your HSE HS Guidance Counselor.
Tutoring	<i>When is tutoring available? Where is tutoring located? In what can I be tutored?</i>	There are many opportunities available. See your Guidance Counselor for details.
Work Permits	<i>How do I obtain a work permit?</i>	Pick up a work permit application in the CCA (Door 18) Office after you have been hired for a job

[Return to top](#)

BOARD OF SCHOOL TRUSTEES EMAIL

Mr. Matt Burke	President	mattburke@hse.k12.in.us
Mr. John DeLucia		jdelucia@hse.k12.in.us
Mrs. Michelle Fullhart	Board Secretary	mfullhart@hse.k12.in.us
Amanda Shera		ashera@hse.k12.in.us
Sylvia Shepler	Board Vice President	sshepler@hse.k21.in.us
Mike Bottorff		mbottorff@hse.k12.in.us
Terry Tolle		ttolle@hse.k12.in.us

The Board of School Trustees will be referred to as “The Board” in the following sections of this handbook.

CENTRAL OFFICE ADMINISTRATION

Dr. Allen Bourff	Superintendent
TBA	Assistant Superintendent of Human Resources & Student Services
Dr. Jan Combs	Assistant Superintendent
Dr. Mike Reuter	Chief Financial Officer
Cecilie Nunn	Business Manager
Dr. Stephanie Loane	Director of Elementary Education
Matt Kegley	Director of Secondary Education
Gary Zgunda	Assistant Director of Human resources and Student Services
Emily Abbotts	Director of School & Community Relations
Jeff Harrison	Director of Educational Technology
Tom Kouns	Director of Infrastructure Technology
Dr. Erica Buchanan-Rivera	Chief Equity and Inclusion Officer
Harry Delks	Facilities Manager
Tom Bell	Director of Special Education
Kristi Smith	Assistant Director of Special Education
Dr. Barb Walters	Assistant Director of Special Education
Andria Ray	Director of Food Services
Zach McKinney	Director of Transportation
Brooke Lawson	Mental Health and School Counseling Coordinator

HSE HIGH SCHOOL ADMINISTRATION

Mr. Charles Hoover	Principal
Mrs. Jennifer Matasovsky	Assistant Principal
Mr. Doug Harter	Assistant Principal, CCA
Mr. Jagga Rent	Assistant Principal
Ms. Holly Reine	Dean of Students - A-La
T B A	Dean of Students – M-Z
Ms. Laura Pickell	Academic Dean for Seniors
Mrs. Nancy Herndon	Director of College and Career Counseling/Department Chair
Mr. Robert Cutter	Guidance Counselor – A- BROW
Mr. Greg Davidson	Guidance Counselor – BROY-DE
Mrs. Heather Baltz	Guidance Counselor – DH-GRA
Mr. Kyle Poyer	Guidance Counselor – GRE-JA
Mrs. Mary Rager	Guidance Counselor – JE-L
Mr. Brian Pletcher	Guidance Counselor – M-N
Mr. Bill Zoeller	Guidance Counselor – O-R
Mr. Kristopher Harney	Guidance Counselor – SA-SZ
Mrs. Vicki Gray	Guidance Counselor – T-Z
Mr. Greg Habegger	Athletic Director
Mr. Jim Self	Athletic Director

This handbook was presented to the Superintendent of Schools and validly adopted by the Board of School Trustees on March 28, 2018.

STUDENT MISSION STATEMENT

United as Royals, we are responsible for exhibiting servant leadership with integrity and personal excellence to form a stronger community for the present and the future!

HSE HIGH SCHOOL MISSION STATEMENT

Hamilton Southeastern High School promotes respect, fosters pride, and inspires excellence.

SCHOOL CORPORATION MISSION STATEMENT

Hamilton Southeastern, as an innovative school community, provides an educational opportunity for each student to achieve maximum potential to become a responsible citizen and influence an ever-changing world community.

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.

SCHOOL SERVICES

ADMINISTRATION

The administrators are available for conferences with students and/or parents regarding any concerns that might arise. The goal of the administration is to help students in any way possible to have a successful and positive experience at HSE High School.

STUDENT COURSE FEES

TEXTBOOK & LAPTOP RENTAL/STUDENT COURSE 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.”

1. Student course Statements are **paperless** and will be available on Skyward Family Access in mid-September under the Fee Management tab. Fee Payments are due by the payment due date. Payments and payment arrangements may be made online via eFunds by the 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. All returned checks will result in a \$20.00 non-sufficient funds fee. Loss, theft, or “beyond use” damage fees will be assessed by the bookstore and collected at the end of each semester or year. **Payments may be made online via eFunds.** A link to eFunds can be found on Family Access under “**District Links**” in the upper right hand corner of the Fee Management page or on the district and school websites under the “Quick Links” menu. If you do not have internet access please call (317) 594-4190, ext. 8216 to request a paper statement.
2. The student will be responsible for any increase in the course fees due to a class schedule change. There will be no refunds of school course fees if a student initiates a class schedule change.
3. 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. Materials and Consumable fees will not be refunded and will be collected at full price. Textbook Rental Fees will be prorated based on number of days student is enrolled in school.
4. Seniors are required to pay course fees and any other school fees prior to commencement exercises.

BOOKSTORE SERVICES

In addition to handling all textbook rentals, the bookstore sells expendable materials required by teachers. Other school supplies such as pencils, notebooks, paper, folders, etc. are also available for purchase. The bookstore hours are 7:15 a.m. 3:00 p.m. Monday-Friday. The bookstore will be closed during class periods and from 12:00 – 12:30 p.m. for lunch.

BUILDING SERVICE PERSONNEL

Building service personnel are very important people in our school system. Be considerate and appreciative of their efforts. Help assist these people by using proper waste cans, not writing on desks, etc. to help make our school a cleaner, better place.

CAFETERIA SERVICES

Students spend their entire lunchtime in the cafeteria or commons area to avoid distraction to the classes still in session. Students are not to go to lockers, Guidance Office, or classroom areas without permission during lunch hours. **HSE High School operates as a closed campus. No one may leave the school building for lunch.** A student may, however, choose to bring his/her own lunch. Students may deposit money into their cafeteria account to eliminate the need to bring cash to school every day. Charging meals is not permitted by Hamilton Southeastern Schools.

The management and operation of the food services program is the responsibility of the Director of Nutrition and Food Services and the building principal. Food service personnel in each building will be directly responsible to the school cafeteria manager, and to the Director of Nutrition and Food Services.

FOOD SERVICE PRICES

The food service program will not be open to the general public. School employees and authorized visitors including senior citizens may participate in the food services program at adult prices. Vending machines other than those in the cafeteria may be operated after school hours for student use.

FREE AND REDUCED LUNCH

Children, eligible for free or reduced-price meals, will be determined by the criteria established by the Child Nutrition Program. It will also provide breakfast in accordance with provisions in I.C. 20-5-13.1.

Each school annually will notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school, and will seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals. The building administrator may complete an application for the student known to be needy if the household fails to apply.

NO CHARGE/STUDENT DEBT

All students, adults, and employees of Hamilton Southeastern Schools must pay by cash/check daily or prepay into their food service account through eFunds for all purchases. Students will be provided with a regular breakfast and/or lunch daily regardless of the account balance.

Once a student's account becomes negative an email will be sent to the parent/guardian or the student will be given a note to take home stating that payment is due. In addition, the food service manager will make a courtesy call to notify the parent/guardian, making certain that they are aware 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 payment is received by the end of the semester the matter will be turned over to a collection agency.

If a student leaves Hamilton Southeastern Schools, no refunds of lunch balances aggregating \$20.00 or less will be made. Refunds over \$20.00 will be processed through the normal claims procedure. **An online payment option is available on Family Access via eFunds under "District Links".**

FOOD PURCHASING

The Director of Nutrition and Food Services is authorized to purchase food and supplies under his/her direction in accordance with the requirements of state law.

USE OF SURPLUS COMMODITIES

Hamilton Southeastern Schools receives surplus commodities through the State School Food and Nutrition Office. All rules and regulations for their use as prescribed by the State will be followed.

FOOD SANITATION PROGRAM

To comply with health department guidelines, Hamilton Southeastern Schools will provide only food prepared in an inspected kitchen. No food from "fast food" establishments may be brought into the cafeteria area by any individual for consumption. School kitchens will not be used unless a food service employee is on duty in the kitchen. Arrangements for the use of a kitchen will be made through the school cafeteria manager subject to the approval of the Director of Nutrition and Food Services.

STUDENT SALES/FOOD FUNDRAISERS

Sale of non-commercial, unpackaged "homemade" food items is prohibited due to food safety and sanitation regulations. Only commercially prepared food items not offered in the cafeteria may be sold to students as fundraisers. The fundraisers involving food items may not be sold during the time the cafeteria is in operation.

GRADING SCALES

The District Wide Grading Scale for grades 2 - 12 is below:

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

Grades at .50% or higher will be rounded up to the next full point (i.e. 59.50 % rounded to 60%).

***Semester grades will be determined by counting each nine weeks grade as a 40% and the final exam grade as 20%.

Note: Specific subject wide expectations may be made with administrative approval. Any exceptions to the semester grade computation will be communicated in the teacher's syllabus.

INSURANCE

Hamilton Southeastern Schools does not insure students for personal injury or for loss or damage to their property. Each family should obtain its own insurance to cover such risks.

LOCKERS

1. All locker and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to **(I.C. 20-33-8-32)**. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. **UNAPPROVED LOCKS WILL BE REMOVED AND DESTROYED.** Students should not “set” or tamper with locks.
2. A member of the administrative staff, a teacher, or a school resource officer, may search a locker or other storage area on school premises. A student locker is the property of the school corporation and therefore may be searched without reasonable suspicion. A student has no expectation of privacy in the locker or its contents. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules (i.e., dangerous materials, weapons, illegal drugs or alcohol).
3. Students are to use lockers and locks that are assigned to them by school officials. Trading or sharing locks or lockers is prohibited.

LOST AND FOUND

Articles found should be turned in to the secretary in the Bookstore. Unclaimed articles are recycled at the end of each semester.

MEDIA CENTER (LIBRARY)

The Library Media Center offers a welcoming environment with the goal of developing self-motivated and proficient users of information technologies, enthusiastic readers, and life-long learners. Print and electronic resources for research, reference, and reading are available.

Material may be borrowed for a three-week loan period with the option to renew. Computers, printers, copy machines, a scanner, and study areas are available for student use throughout the day. The online catalog, research databases, and selected websites can be viewed via the Library Media Center webpage at <http://www.hse.k12.in.us/HHS/library>. There is also a Library Media Center course on the learning management system where students can find links and passwords to digital resources, as well as resources to support a variety of classes. Students may obtain a pass to the Library Media Center during study hall or instructional time, or drop in during lunch.

MESSAGES/DELIVERIES

Only emergency messages from a parent will be delivered to students. Messages received by telephone or delivered in person will be sent to an administrator who may forward the message to the student. Students should not expect to receive messages from employers concerning work schedules. **The school will not accept flowers, balloons, or gift deliveries of any kind for students.**

OFFICE/SCHOOL DAY

1. School begins at 7:35 a.m. and is dismissed at 2:55 p.m.
2. Club, class, and organization meetings are scheduled on a rotating calendar basis. On days when a student does not attend a function, he/she remains in class. Students remaining in classes during SMaRT period will be given study time.
3. HSE High School operates on a 7-period day. Classes are approximately 50 minutes long with 7-minute passing periods for the high school.
4. As a matter of student safety students should be dropped off at Exit 10 (Athletic Entrance) or Exit 18 (CCA Entrance). There is no student drop-off at Exit 1 (front of building).

SCHOOL EVENTS

School events are listed on the web page: www.hse.k12.in.us/hhs, or by daily announcements.

SCHOOL COUNSELING

1. Guidance counselors are available throughout the school day. Students should sign up in the guidance reception area if they desire to see a counselor or they can email their counselor. Urgent problems take priority. Students should feel free to discuss problems such as classes, grades, course selection, vocational or college opportunities, or items relating to social and emotional issues.
2. Students will be assigned to a counselor alphabetically by the last name of the student.
3. College (public, private and proprietary), Trade representatives, military academy and ROTC representatives will be visiting HSE College and Career Academy (CCA) throughout the year to meet with prospective students. Representatives will be contacting the CCA in advance to schedule the visits. Students must use Naviance to sign-up for the visit.
4. Representatives of the armed services may meet with students in the cafeteria during the lunch periods. Representatives must contact Guidance in advance to schedule the visit. Each branch of the armed services may visit no more than once a month.

CHANGE OF ADDRESS

Any time a student moves and/or contact information changes, please contact the Guidance Office with required proof of residency documents and/or updated contact information. Examples of proof of residency can be found on the district website under enrollment procedures.

[Return to top](#)

GRADUATION REQUIREMENTS

Hamilton Southeastern High School GENERAL DIPLOMA REQUIREMENTS		Credits
Requirements		
Language Arts – 8 Credits	English 9 or Honors English 9	2
	English 10 or Honors English 10	2
	English 11, American Experience, AP Literature and Composition, AP Language and Composition, Speech: Interpersonal Communication, Composition, Creative Writing, Literary Movements, Classical Literature, Themes in Literature, Genres of Literature, Journalism, Debate	2
	ACP Literature, ACP Composition, ACP Speech, AP Literature and Composition, AP Language and Composition, AP Seminar (Sem. II only), AP Research (Sem. II only), Speech: Interpersonal Communication, Composition, Creative Writing, Literary Movements, Classical Literature, Themes in Literature, Genres of Literature, English 12, Journalism, Debate	2
Social Studies – 4 Credits	U.S. History	2
	Government	1
	Any Social Studies course	1
Math – 6 Credits	Algebra	2
	Other Math Course (yearlong course)	2
	Other Math Course (yearlong course)	2
Science* - 4 Credits	Biology	2
	Other Science Course	2
Other	Health	1
	Physical Education (2 semesters)	2
	Info Communications and Tech/Digital Applications & Responsibilities	1
	Career Academic Sequence***	5
	Flex Credit****	5
	Required Elective Credits	6

Credits Required for Graduation	42	

STUDENTS MUST ACCUMULATE EIGHT (8) ENGLISH CREDITS IN ORDER TO GRADUATE, one of which must be a composition-based course. Composition-based courses: Composition, AP Literature and Composition, AP Language and Composition, ACP Composition, AP Seminar and English 12 (with approval).

*The four credits in **Science** must include content from more than one of the Science disciplines: Earth/Space Science, Biological Sciences, Physical Sciences, and Environmental Science

*****Career Academic Sequence** - Selecting classes in a deliberate manner to take full advantage of career exploration and preparation opportunities.

****To earn the 5 **Flex Credits** a student must complete one of the following:

- Additional courses to extend the career-academic sequence
- Courses involving workplace learning, which may include the following courses:
 - Career exploration internship
 - Career planning and success skills (internship)
 - Business cooperative experiences
 - Cooperative family and consumer sciences
 - Industrial cooperative education
 - Interdisciplinary cooperative education
 - Marketing field experience
- Advanced career-technical education, college credit
 - Additional courses in: Language Arts, Social Studies, Mathematics, Science, World Languages, or Fine Arts

Students are required to earn 2 credits in a Math or a Quantitative Reasoning course during their junior or senior year. Quantitative Reasoning courses do not count as math credits.

Hamilton Southeastern High School will adopt changes to graduation requirements as required by the Indiana Department of Education.

Business Graduation Requirement

Starting with the Class of 2019, students will be able to choose from the following menu of Business, Marketing, and Information Technology courses to fulfill their Business graduation requirement.

Courses	Grade	Dual Credit	Pathway
Personal Financial Responsibility	10, 11, 12		All pathways
Preparing for College & Careers	9, 10		All pathways
Accounting	10, 11, 12		Business pathway with emphasis on accounting and finance
Digital Applications & Responsibility	9, 10, 11, 12	Ivy Tech	Information Technology pathway and all Business pathways
Principles of Marketing I	10, 11, 12	Ivy Tech	Business pathway with emphasis on marketing
ACP Business Administration	11, 12	Indiana University	All Business pathways
Intro to Computer Science	9, 10		All pathways
Computer Science I	10, 11, 12		Information Technology pathway
AP Computer Science Principles	9, 10, 11, 12		All pathways

Testing Requirement

In addition to the above course requirements, students must also pass state standardized tests in order to earn a high school diploma. Grade-specific testing information can be found at:

<http://www.doe.in.gov/assessment/end-course-assessments-ecas> and <http://www.doe.in.gov/assessment/istep-grade-10>

**Hamilton Southeastern High School
CORE 40 DIPLOMA REQUIREMENTS**

Requirements	Credits	
Language Arts – 8 Credits	English 9 or Honors English 9	2
	English 10 or Honors English 10	2
	English 11, American Experience, AP Literature and Composition, AP Language and Composition, Speech: Interpersonal Communication, Composition, Creative Writing, Literary Movements, Classical Literature, Themes in Literature, Genres in Literature, Journalism, Debate	2
	ACP Literature, ACP Composition, ACP Speech, AP Literature and Composition, AP Language and Composition, AP Seminar (Sem II only), AP Research (Sem II only), Speech: Interpersonal Communication, Composition, Creative Writing, Literary Movements, Classical Literature, Themes in Literature, Genres of Literature, English 12, Journalism, Debate	2
Social Studies – 6 Credits	U.S. History	2
	Government	1
	Economics	1
	World History, or Geography and History of the World, or AP World History	2
	Algebra I	2
Math* - 6 Credits	Geometry	2
	Algebra II	2
	Biology	2
Science* - 6 Credits	Chemistry I, Physics, or Integrated Chemistry Physics (ICP)	2
	Earn two additional credits from the following courses: Earth Space Science, Astronomy I, II, Integrated Chemistry and Physics (ICP), Chemistry I, Chemistry II, Physics I, Anatomy/Physiology, Genetics, Zoology, Principles of Biomedical Science, Human Body Systems, Medical Interventions, Advanced Life Science-Plant/Soil, Advanced Life Science-Animals, Organic Bio-Chem, or any Advanced Placement Science course.	2
Other	Health	1
	Physical Education	2
	Directed Electives	5
	World Languages	
	Fine Arts	
	Career/Technical	
	Info Communications and Tech/Digital Applications & Responsibilities	1
	Required Elective Credits	7
	(Career Academic Sequence Recommended)	-----
	Credits Required for Graduation	42

STUDENTS MUST ACCUMULATE EIGHT (8) ENGLISH CREDITS IN ORDER TO GRADUATE, one of which must be a composition-based course. Composition-based courses: Composition, AP Literature and Composition, AP Language and Composition, ACP Composition, AP Seminar and English 12 (with approval).

***Courses taken for high school credit while a student is in junior high will count toward Core 40 or Academic Honors Diploma credit requirements. Additionally, the student must take a mathematics or quantitative reasoning course during his/her junior and senior year**

BUSINESS GRADUATION REQUIREMENT

Starting with the Class of 2019, students will be able to choose from the following menu of Business, Marketing, and Information Technology courses to fulfill their Business graduation requirement.

Courses	Grade	Dual Credit	Pathway
Personal Financial Responsibility	10, 11, 12		All pathways
Preparing for College & Careers	9, 10		All pathways
Accounting	10, 11, 12		Business pathway with emphasis on accounting and finance
Digital Applications & Responsibility	9, 10, 11, 12	Ivy Tech	Information Technology pathway and all Business pathways
Principles of Marketing I	10, 11, 12	Ivy Tech	Business pathway with emphasis on marketing
ACP Business Administration	11, 12	Indiana University	All Business pathways
Intro to Computer Science	9, 10		All pathways
Computer Science I	10, 11, 12		Information Technology pathway
AP Computer Science Principles	9, 10, 11, 12		All pathways

Testing Requirement

In addition to the above course requirements, students must also pass state standardized tests in order to earn a high school diploma. Grade-specific testing information can be found at:

<http://www.doe.in.gov/assessment/end-course-assessments-ecas> and <http://www.doe.in.gov/assessment/istep-grade-10>

**Hamilton Southeastern High School
CORE 40 DIPLOMA WITH ACADEMIC HONORS**

Requirements	Credits	
Language Arts – 8 Credits	English 9 or Honors English 9	2
	English 10 or Honors English 10	2
	English 11, American Experience, AP Literature and Composition, AP Language and Composition, Speech: Interpersonal Communication, Composition, Creative Writing, Literary Movements, Classical Literature, Themes in Literature, Genres of Literature, Journalism, Debate	2
	ACP Literature, ACP Composition, ACP Speech, AP Literature and Composition, AP Language and Composition, AP Seminar (Sem II only), AP Research (Sem II only), Speech: Interpersonal Communication, Composition, Creative Writing, Literary Movements, Classical Literature, Themes in Literature, Genres of Literature, English 12, Journalism, Debate	2
Social Studies – 6 Credits	U.S. History	2
	Government	1
	Economics	1
	World History, or Geography and History of the World, or AP World History	2
Math * - 8 Credits	Algebra I	2
	Geometry	2
	Algebra II	2
	Pre-Calculus, Honors Pre-Calculus, Statistics and Probability, AP Statistics, Quantitative Reasoning, Finite Math, AP Calculus AB, AP Calculus, BC, College Algebra, Trigonometry	2
Science* - 6 Credits	Biology	2
	Chemistry I, Physics, or Integrated Chemistry Physics (ICP)	2
	Earn two additional credits from the following courses: Earth Space Science, Astronomy I, II, Integrated Chemistry and Physics (ICP), Chemistry I, Chemistry II, Physics I, Anatomy/Physiology, Genetics, Zoology, Principles of Biomedical Science, Human Body Systems, Medical Interventions, Advanced Life Science-Plant/Soil, Advanced Life Science-Animals, Organic Bio-Chem, or any Advanced Placement Science	2
Other	Health	1
	Physical Education	2
	World Languages	
	Choose one of the following:	
	1) Three years of one language	6
	2) Two years of one language, and two years of another	8
	Fine Arts (all visual, performing, or theater arts OR Fashion I or Housing Int. Design)	2
	Info Communications and Tech/Digital Applications & Responsibilities	1
	Required Elective Credits	7
(Career Academic Sequence Recommended)	-----	
Credits Required for Graduation	47	

STUDENTS MUST ACCUMULATE EIGHT (8) ENGLISH CREDITS IN ORDER TO GRADUATE, one of which must be a composition-based course. Composition-based courses: Composition, AP Literature and Composition, AP Language and Composition, ACP Composition, AP Seminar and English 12 (with approval).

***Courses taken for high school credit while a student is in junior high will count toward Core 40 or Academic Honors Diploma credit requirements. Additionally, the student must take a mathematics or quantitative reasoning course during his/her junior and senior year**

For the Core 40 with Academic Honors diploma, students must also:

Earn a grade of “C-” or above in courses that will count toward the diploma

Have a grade point average of “3.0” or above

Earn a minimum of 47 credits

Complete one of the following:

- 4 credits in Advanced Placement courses and take corresponding AP exams
- Academic, transferable dual high school/college courses resulting in 6 college credits. This credit must be verifiable transcribed college credit from the priority course list.
- 2 credits in Advanced Placement courses and corresponding AP exam and academic transferable dual high school/college courses resulting in 3 college credits. This credit must be verifiable transcribed college credit from the priority course list.
- Have a composite score of 1250 or higher and a minimum score of 560 on the math section and a 590 on the evidence-based reading and writing section on the SAT.
- Score a 26 composite ACT with writing.
- Earn 4 credits in IB courses and take the corresponding exams.

Hamilton Southeastern High School will adopt changes to graduation requirements as required by the Indiana Department of Education.

BUSINESS GRADUATION REQUIREMENT

Starting with the Class of 2019, students will be able to choose from the following menu of Business, Marketing, and Information Technology courses to fulfill their Business graduation requirement.

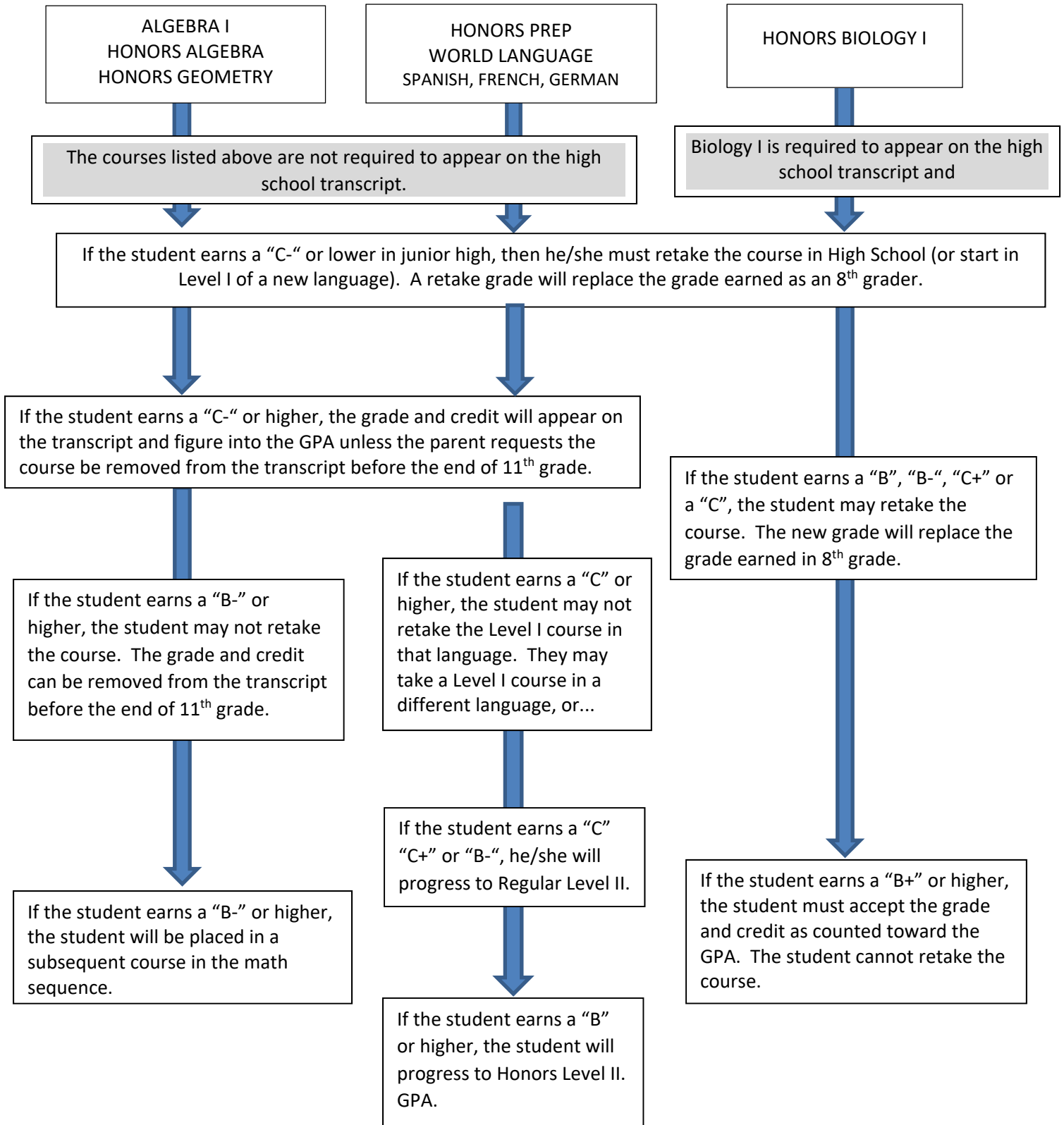
Courses	Grade	Dual Credit	Pathway
Personal Financial Responsibility	10, 11, 12		All pathways
Preparing for College & Careers	9, 10		All pathways
Accounting	10, 11, 12		Business pathway with emphasis on accounting and finance
Digital Applications & Responsibility	9, 10, 11, 12	Ivy Tech	Information Technology pathway and all Business pathways
Principles of Marketing I	10, 11, 12	Ivy Tech	Business pathway with emphasis on marketing
ACP Business Administration	11, 12	Indiana University	All Business pathways
Intro to Computer Science	9, 10		All pathways
Computer Science I	10, 11, 12		Information Technology pathway
AP Computer Science Principles	9, 10, 11, 12		All pathways

Testing Requirement

In addition to the above course requirements, students must also pass state standardized tests in order to earn a high school diploma. Grade-specific testing information can be found at:

<http://www.doe.in.gov/assessment/end-course-assessments-ecas> and <http://www.doe.in.gov/assessment/istep-grade-10>

Hamilton Southeastern Schools Junior High Advanced Courses



[Return to top](#)

ENROLLMENT

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 immunization 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, and will not be allowed to attend school unless the Superintendent or his/her designee determines that the student qualifies for a waiver or extension as allowed by applicable law. A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required. A waiver may be granted due to religious or health reasons as allowed by law. Each school will maintain an immunization record of its students. Each school will annually file a written report to the State Board of Health as required by law. ***(I.C. 20-34-4-5)*** ***Please click the following link for information about online enrollment:*** <http://www.hse.k12.in.us/ADM/enrollment/>

STUDENTS TRANSFERRING TO HSE HS

1. Students moving into Hamilton Southeastern Schools will be accepted as transfer students.
2. The following information is needed to enroll:
 - proof of residency
 - birth certificate
 - immunization record
 - current grades or transcript at the time of withdrawal from the previous school

In cases where students live with only one parent due to divorce or separation, proof of physical custody may be required. Students in special education programs must provide a copy of the student's most recent IEP and the results of the student's most recent educational evaluation. Once the required enrollment information is gathered, the parents and student must make an appointment with the appropriate guidance counselor for an enrollment conference.

3. A student enrolling only for the second semester will not be scheduled for a full year class unless he/she has taken the first semester at their previous school.
4. For a variety of reasons a student may wish to enroll in a different/higher level course. Reasons might include exposure to or knowledge of subject content attained prior to high school, in the workplace, or within the family environment. With the approval of the instructor, a student may take a placement test to see if he/she is capable of success at this more advanced level. Credit may be earned only for the studies successfully completed at the secondary level.
5. Students who transfer will be ranked with their class the semester following two full semesters of attendance at HSE High School.
6. Transfer students interested in athletics should make an appointment with the athletic director to complete the IHSAA transfer forms.

WITHDRAWAL

1. A student anticipating withdrawal from school should have a parent/guardian contact the Guidance Department at least one day before the final attendance day. On the final day of attendance, the student must obtain a withdrawal form from the Guidance office. Signatures from appropriate staff must be obtained. This allows teachers to be notified and to release grades earned at that time. An official withdrawal form can then be carried by the student to the new school. All obligations — book rental, library, textbooks returned — must be completed before a transcript will be sent to the receiving school.
2. HSE High School will forward educational and health records to a school where a student intends to enroll upon request.

LATE ENROLLMENT

Students who have been enrolled in another school corporation will be accepted as transfer students whenever the family moves to Hamilton Southeastern Schools. However, a student will not receive credit at HSE High School after the third week (15 school days) of a semester unless he/she has been enrolled in another school corporation during that time. Proof of residency, transcripts, current grade information, birth certificate, and health records must be provided before an incoming student will be enrolled. A student enrolling only for a second semester will not be scheduled for a full year class unless he/she has taken the first semester.

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign exchange students as members of the student body of this corporation. Students will be accepted from foreign countries each year subject to the approval of the building principal and the Superintendent. A minimum of 60 days' notice from the sponsoring agency or family prior to enrollment of a student is deemed necessary to properly accommodate the student. The agency must be an Indiana State Board of Education approved program. Foreign exchange students must adhere to all school regulations and must reside in housing of a sponsoring family. Such foreign exchange students will be considered resident students for the period they remain with the approved family residing in Hamilton Southeastern School District. The number of foreign exchange students will be limited to five students per semester. The planned length of stay for a foreign exchange student is to be no less than one semester and no longer than two semesters. Foreign exchange students who spend one school year at HSE High School are required to take one semester of United States History, one semester of United States Government, and two semesters of English. A HSE High School diploma will not be issued to a foreign exchange student.

RESIDENCY REQUIREMENTS

Resident students are those whose legal settlement is within the corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within Hamilton Southeastern Schools. Any question in regards to a student's legal settlement must be directed to the office of the superintendent (594-4100). **Student's legal settlement not in attendance area:** 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)

CURRICULA

FOUR-YEAR PLAN

Each student enrolling as a freshman should complete a four-year plan based on the student's goal for post-secondary options and/or future career goals.

FULLY ENROLLED STUDENT

There is no provision for part-time status. If a student's withdrawal from a class, by choice or by disciplinary reason, results in less than a full-time status he/she may be expected to withdraw or be dismissed from school under the due process procedure.

ACADEMIC ASSISTANCE CENTER

The HSE HS "Academic Assistance Center" is a supplementary program designed to assist general education students in individualizing learning in the content areas of mathematics and language arts through a homework tutorial service, teacher-designed learning prescriptive and extended learning opportunities. Placement in AAC is determined by Guidance and Administrative staff. In the area of assessment, the HSE HS Academic Assistance Center works with teachers to design remedial opportunities for students.

Overall, the focus of the HSE HS Academic Assistance Center is to help students achieve the following:

- Help students understand their own learning styles, the teaching styles of their teachers,
- Boost the self-reliance and confidence of students
- Design a learning plan with specific steps to gain the skills needed to become a successful student
- Develop the skills and proficiencies necessary for fast and efficient learning

CLASS SCHEDULES

1. Counselors will meet with students early in the second semester to assist in selecting classes for the next year. The HSE HS course catalog is accessible on line for student reference.
2. Students should work with their parents and their counselor to select their courses carefully. The selections made will play a critical role in the student's future options in further education and in career choices.
3. Questions regarding schedules should be directed to the student's counselor.

SCHEDULE CHANGE REQUEST PROCEDURE

Students and parents should carefully consider all course requests prior to meeting with their guidance counselor to schedule courses for an upcoming school year. Students leaving for summer vacation should consider course requests made at the time of scheduling as final, for the entire 2018-2019 school year.

Schedule changes after **June 1** will be administratively granted under the following circumstances:

- **Administrative error in scheduling (i.e. original student requests were not entered correctly)**
- **Need to balance class sizes**
- **Student failed a second semester class or summer school class in a required subject**
- **Students with seven classes may drop one class for a study hall during the first eight days of the semester provided that class is not an Honors, ACP or AP course**
- **Documented physical or mental condition requires a modification in the schedule**
- **Special education considerations**
- **Student is academically misplaced in the course (has not completed pre-requisites, new enrollee misplaced)**
- **Administrative discretion**

Students may not change their schedules due to instructor preference or the order of classes. (Approval of all schedule change requests is subject to consideration involving maximum and minimum class size.) Except under very special circumstances, any student who withdraws from a class after the second week will receive a "WF" (Withdrawal Failure) as a semester grade for the class.

Yearlong and semester classes are included in this policy.

Students enrolled in dual credit courses in which college credit may be granted, must research and consider the application of credit at other universities carefully prior to scheduling. Changes in college entrance status will not be considered in granting schedule change requests.

ONLINE COURSES AND SUMMER SCHOOL ENROLLMENTS

1. To take classes for credit, including correspondence courses, students must have prior approval by the guidance department or principal.
2. Grades **MUST** be received by May 15 if they are to be counted toward commencement eligibility.
3. A maximum of four credits from night school, correspondence courses, or summer school classes taken from institutions other than HSE High School may be allowed to apply toward graduation.

GRADING PHILOSOPHY

HSE High School will report pupil progress using methods that are comprehensible to parents and students. The method used will be a fair measure of students' intellectual and creative achievement. The school corporation believes that progress is the very foundation of education and recognizes the school's obligation to provide reports of students' advancement through the system.

GRADE POINT

To calculate a cumulative grade point, the semester final grade of each class is assigned a point value as indicated below. This total is then divided by the number of credits attempted, with the results being carried out three decimal places. This calculation is done for each student after every semester. The grading system at HSE High School is shown below.

A+	=	4.33	}	points	Excellent
A	=	4.00		points	
A-	=	3.67		points	
B+	=	3.33	}	points	Above Average
B	=	3.00		points	
B-	=	2.67		points	
C+	=	2.33	}	points	Average
C	=	2.00		points	
C-	=	1.67		points	
D+	=	1.33	}	points	Below Average
D	=	1.00		points	
D-	=	0.67		points	
F	=	0		points	Failure
W/F	=	0		points	Withdrawal/Failure
I	=	0		points	Incomplete

FORMULA FOR CALCULATING GPA OF WEIGHTED COURSES

Honors, Advanced Placement (AP), International Baccalaureate (IB), and dual credit courses to a 4-year university will receive weighted grades. For students who have taken Honors courses, their GPA is adjusted upward using the following formula: $.096$ multiplied by the number of semester Honors courses passed divided by the number of semesters of high school completed. This quotient is then added to the GPA. All AP, IB, and dual credit courses for a 4-year university classes will carry a weight of $.143$, unless otherwise noted in the Curriculum Guide, which will be multiplied by the number of semester AP and IB courses passed divided by the number of semesters of high school completed. Both quotients will be added to the GPA.

NOTE: Not all universities consider weighted grades.

CUMULATIVE GRADE POINT AVERAGES EXAMPLE

Cumulative Grade Point Averages Example

G.P.A. is computed using the semester grades.

Algebra 1	A-	$1 \times 3.67 = 3.67$
Phys. Ed	B	$1 \times 3.0 = 3.0$
World History	B	$1 \times 3.0 = 3.0$
Biology	B+	$1 \times 3.33 = 3.33$
Study Hall	0	
English 9 Honors	A	$1 \times 4.0 = 4.0$
Health	A-	$1 \times 3.67 = 3.67$
		G.P.A. = $20.67 / 6 = 3.445$

This will be the grade point average with no grade weighting.

GRADE WEIGHTING

This student has 1 credit, English 9 Honors, which is weighted.

$$0.096 * 1 = 0.096$$

Divide by the number of semesters completed

$$0.096 / 1 = 0.096$$

Add that to the total unweighted G.P.A.

$$3.445 + 0.096 = 3.541$$

New G.P.A. for the student

NOTE: * = multiply (x)

CLASS RANK

The cumulative grade points of all the students in each class are listed in order from highest to lowest. This ranking is done each semester after the grade points are calculated.

GRADE REPORTS

1. At the conclusion of each nine-weeks grading period, a grade report is issued to the student. The two grading period grades plus the semester exam grade are used to determine the final semester grade.
2. Grade reports are available on Skyward. A hard copy grade report may be requested through the Guidance Office.
3. Students will receive progress reports midway through a grading period.

GQE WAIVER REQUIREMENTS

Students who do not achieve a passing score on the graduation exam may be eligible to graduate if the student does all of the following:

1. Take the graduation exam in each subject area in which the student does not achieve a passing score at least one time every school year after the school year in which the student first takes the graduation exam.
2. Completes remediation opportunities provided to the student by the student's school.
3. Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance.
4. Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board.
5. Otherwise satisfies all state and local graduation requirements.
6. Either:
 - a. Completes:
 - i. The course and credit requirements for a general diploma, including the career academic sequence;
 - ii. A workforce readiness assessment; and
 - iii. At least one career exploration internship, cooperative educational, or workforce credential recommended by the student's school; or
 - b. Obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation exam. The written recommendation must be concurred in by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject area based on:
 - i. Tests other than the graduation exam; or
 - ii. Classroom work

INCOMPLETES

Incompletes will only be given with permission from the principal or designee.

SCHOOL CODE NUMBER FOR COLLEGE FORMS: 151045

This is the ETS (Educational Testing Service) number to be used for the SAT and ACT applications from HSE High School. It may also be requested on college applications.

ACADEMIC RECOGNITION

Academic Deans List

The Dean's List will be compiled each semester. To attain the Dean's List a student must have a 3.33 or higher Weighted semester GPA. The Dean's List will be posted on the HSE website.

Academic Distinction

The following categories will be used for academic recognition:

Summa Cum Laude 4.30 and above

Magna Cum Laude 4.00-4.29

Cum Laude 3.67-3.99

Seniors achieving the designation of Summa Cum Laude of the senior class after seven semesters will be honored at an award banquet in the spring. Seniors achieving any of these three distinctions after the seventh semester will be recognized at graduation.

SCHOLARSHIPS AND AWARDS

1. The Guidance Department provides all seniors a scholarship and financial aid guide. Scholarships are announced and specific information is available in the Guidance Office.
2. Each year several organizations offer awards and scholarships to graduating seniors. Most of these are presented at Senior Awards Night.

SENIOR CLASS RANKING

1. A student who transfers will be ranked with their class the semester following two full semesters of attendance at HSE High School.
2. Every year the graduating senior with the highest cumulative grade point is recognized as the class valedictorian. The student with the next highest cumulative grade point is named salutatorian. These awards carry a special medallion to be worn over the graduation robe. Students eligible for consideration of this honor must have been enrolled in HSE High School for the 6th, 7th, and 8th semesters of high school and must be a fully enrolled student during the 8th semester.
3. Eighth-semester grades are used to establish final class rank and cumulative GPA. These are requested by colleges even after acceptance.

GRADUATION CEREMONY POLICY

1. To be eligible for graduation a student must meet all requirements set forth by the Hamilton Southeastern Schools and the State of Indiana.
2. A student who is under suspension, expulsion, or exclusion at the time of graduation or one who receives a disciplinary penalty for acts which took place after exams were completed may not participate in commencement ceremonies.

SIXTH OR SEVENTH SEMESTER GRADUATION

It is advisable to complete four full years of high school. Graduation may be achieved after six or seven semesters if all forty-two required credits have been completed. This must be planned when classes are being selected for a student's final-year of high school. A form requesting sixth or seventh semester graduation must be filed with the student's counselor. This form must be signed by both student and parent in the spring prior to the student's final year. The principal will decide whether a student's request will be honored. A sixth or seventh semester graduate may participate in end of the year senior activities. Participation in graduation exercises requires attendance at the scheduled graduation practice. Seventh semester graduates are not eligible for (Valedictorian or Salutatorian honors) given at the end of the year. Sixth semester graduates will be ranked with their cohort (junior class) and are eligible for Awards for Academic Distinction awards but not Valedictorian or Salutatorian.

PERMANENT SCHOOL RECORDS (TRANSCRIPTS)

An academic record is kept on file in the Guidance Office for each student showing the final grade for each semester in every class taken while in high school. The total number of absences each year is recorded, along with the cumulative grade point at the end of each semester. These facts are utilized whenever recommendations are required by colleges or prospective employers.

DISSECTION

Participation in hands-on science is important to learning science, and students are expected to participate in dissection activities that are part of the curriculum. Schools will provide alternative activities for students who have objections to animal dissections. Students need to understand that by nature, the alternative activities will not be able to provide the same laboratory experience, although the alternatives will allow the students to master the same concepts.

STUDY HALL

Students are to bring books and/or study materials to all study halls. Students should conduct themselves in a manner appropriate to normal classroom time. Sleeping is not permitted in study hall.

STUDENT AIDES

Students scheduled as aides must have all "C's" or above. Any grade of "D" or "F" will result in the student being placed in study hall. Semester grades take precedence over those from a nine-week grading period.

[Return to top](#)

HEALTH SERVICES

1. A student health facility is available for students who become ill or injured while at school and for help in management of ongoing health problems. A student will be required to have an updated health card in Skyward at the beginning of each school year.
2. To report to the clinic, a student must obtain a hall pass from the current teacher or the teacher whose class he/she is about to attend. Students are not to report to the clinic during passing periods unless prior arrangements have been made. The clinic may be visited before and after school and during the student's lunch period, 7:15 am to 3:15 pm.
3. Students will not be allowed to remain in the clinic for the entire period unless they have an elevated temperature or show obvious signs of illness. A student who spends the entire period in the clinic will be considered absent from class that period.
4. Students who need to go home due to illness will be allowed to do so, if picked up by parent or if written (fax or email) or verbal permission from the parent is received.
5. For more detailed information about student health, please refer to the Clinic Handbook online at the corporation website under Support Services; Health Services; Clinic.
 1. Any student who has the following verified symptoms due to illness will be sent home from school:
 - A temperature of 100° F or greater
 - Vomiting
 - DiarrheaParents must provide the transportation home for the student. The student must remain free of fever/vomit/diarrhea for 24 hours before returning to school.
6. Injury/Illness – When a student returns to school following a fracture, severe injury, prolonged illness or medical procedure, parents must provide a doctor's note for any activity restrictions. The note should include specifications for the student's return to school including; extra time between classes, restricted attendance, assistance with books and any Physical Education class restrictions. The doctor note needs to also specify the beginning and ending date that the restrictions will apply.

ADMINISTERING MEDICINES TO STUDENTS

All medication must be kept in the clinic unless the medicine is prescribed for a lifesaving situation. Emergency medications such as inhalers or Epi-pens may be carried by the student if proper medical release forms are on file with the school nurse. A medicine prescribed by a medical doctor, a dentist, or other health care provider and all over the counter medications must be distributed in the clinic by the school nurse or a school employee authorized by the school principal. Paperwork for administration of medications must be on file at the beginning of the school year or at the start of the dispensing of said medication. A **physician's order** is required for long term (to be given longer than 10 days) prescription medications. It must be on file in the school clinic in order for the nurse to dispense the medicine.

Ibuprofen and Tylenol can be administered if the student has an updated health card in the Skyward with parent permission. Non FDA approved homeopathic treatments and dietary supplements will be given by the school nurse only with a physician's written authorization.

A student may not possess medication on school property during school hours except with the permission of the school nurse or the school principal. A student violating these rules will be subject to appropriate discipline. A student may not be suspended or expelled solely because the student possesses a common over-the-counter medication. This restriction does not apply to students allowed by applicable law to carry and self-administer emergency medicine for chronic medical conditions.

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 medications 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 & dosage
- ◆ Pill count
- ◆ Name and phone number of parent/guardian sending medication

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.

[Return to top](#)

COMMUNICATIONS

ANNOUNCEMENTS AND BULLETIN BOARD USE

All posters must have administrative approval before being displayed. Announcements are made daily and are available to students and staff. They are broadcast from the media distribution center and are posted on the electronic bulletin board. Activity announcements must carry the approval of the sponsor. They are also available on the school website: www.hse.k12.in.us/hhs.

EMERGENCY INFORMATION

When emergencies arise which necessitate the cancellation or delay of school, several radio stations, television stations, and the corporation website will carry the announcement. Based upon circumstances, the Skylert System may be used to notify parents in an emergency situation.

PUBLICATIONS

The *Sceptre* and the *Orb* are the school publications produced by students with the assistance of a faculty adviser. Students should take the beginning journalism or photojournalism class in order to work on the staff of one of the publications.

SCHOOL VOLUNTEERS

A Safe Visitor background check is required for anyone who visits our schools, including family members of our students. Background checks are good for three years at any school in the district. Volunteers are expected to comply with all rules and regulations set forth by Hamilton Southeastern Schools. Please click here to apply for a background check: <http://www.hse.k12.in.us/ADM/parents/volunteering.aspx>

VISITORS & GUESTS

The Board welcomes the active interest of parents and citizens in public schools and invites the community to visit. However, since schools are a place of work and learning, certain limits must be set on visits to help provide for the safety of students and staff. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be termed a “visitor”
- Any visitor to the school must report to the main office, sign in, show proper identification, and obtain a visitor badge upon arrival at the school and sign out upon leaving the building
- Those who wish to observe a classroom while school is in session must arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum
- Teachers are not expected to take class time to discuss individual matters with visitors
- Students are not permitted to have visitors in the cafeteria during lunch.

WORK PERMITS

Indiana law requires all persons who are employed under age 18 to obtain a work permit. The employer gives the prospective employee “Intent to Employ Card”. This card, along with a birth certificate in some cases, is taken to the CCA office where the work permit is created. Successive jobs require new forms. A student may have no more than two work permits at a time, as long as the total number of hours does not exceed 40 hours per week. Issuance of a work permit may be denied to a student whose attendance is not in good standing with the school or whose academic performance does not meet the school’s standards. A work permit may be revoked if, after issuance, there is a significant decrease in the student’s grade point average or attendance at school. A student may appeal the denial, revocation, or refusal to reissue a work permit to the school principal or designee.

[Return to top](#)

EXTRACURRICULAR ACTIVITIES

PURPOSE

Social development and extracurricular activities of students are vital parts of the total educational program at HSE High School. Students who become involved in extracurricular activities find school more interesting, challenging and fulfilling. Some activities such as homecoming and the prom are designed strictly for fun. Others, such as athletics, the musical programs and theatrical productions, as well as academic contests, are intended to develop interest, talents, leadership, and organizational abilities.

EXTRACURRICULAR ACADEMIC STANDARDS POLICY

The School Board believes that the participation in extracurricular activities contributes substantially to the education of students, a sense of community in the school, and for some, a strong motivation to remain in school and earn a diploma in four years. Extracurricular activities should supplement and enhance the educational process and not become the primary focus of that process.

EXTRACURRICULAR ACADEMIC STANDARDS PROCEDURE

Students participating in extracurricular activities must comply with these procedures. Students must be passing at least 70 percent of their subjects for the preceding grading period in order to be eligible to participate. Semester grades take precedence over those from a nine-week grading period. The coach or sponsor of the specific activity will be responsible for verifying eligibility as well as monitoring grades during the period of the sport/activity. A negative change of grades in any individual class will receive prompt attention by the coach or sponsor and additional academic assistance will be given when necessary. Demonstrated effort by the student to meet minimum standards will be taken into consideration in determining continued eligibility. Monitoring begins at the first determined grading period (including midterms or third week of school) that falls during the period of participation and continues at the midpoint between grading periods. Coaches/sponsors may establish a more frequent monitoring schedule that must be communicated to the student. That schedule will be approved by the school administration and reported to classroom teachers involved. In addition to the above, any student serving in or running for an elected position who commits an illegal, immoral or offensive act on or off of school property, may not be able to serve as an elected official for 365 days from the date of the infraction.

STUDY TABLE GUIDELINES

Specific grades with accompanying action are as follows:

- ◆ If the student's current grade in any class is a D or below, the student must attend study tables, or receive documented individual tutoring, twice a week. Verification of attendance will be required. Failure to take part in mandatory assistance will result in immediate ineligibility to participate in the extracurricular activity. An unforeseen absence from an assistance option will be considered on a case-by-case basis by the coach/sponsor
- ◆ If a student fails to attend three study tables, the student will not be able to participate in the activity or sport until the next grading period
- ◆ Study tables will meet on Tues. and Thurs. from 6:55 -7:25 A.M. & 3:05 – 3:35 P.M. at HSE High School
- ◆ Activities that require attendance at study tables will be determined and reviewed annually by the high school principal or designee.

STUDENT ORGANIZATIONS/MEETINGS

All school rules of conduct will be enforced per the Student Handbook. Any member who is suspended from school may forfeit membership. Each organization will schedule meetings.

DANCES

Dances are held periodically and are sponsored by various clubs and organizations to raise money. A student violating rules and regulations that apply to school dances will be subject to appropriate discipline. It is understood that obscene dancing, as determined by staff, will result in the removal of the offending person(s) from the dance. The following are guidelines set up for the safety of students and to help with the planning of such events:

1. Only current HSE High School students in good standing and their approved guests may attend. (Note: Guests may not be permitted to attend some dances)
2. Guests of HSE HS students must be current high school students, high school graduates, or equivalent.
3. No Jr. High students or adults 21 or older are allowed to attend HSE HS dances.
4. If tickets are sold for the dance they are non-transferable. Students are to purchase their tickets in the time allotted by the sponsor of the function.
5. Students and guests shall bring a picture ID with them to the function.
6. Students shall have the proper paper work filled out for a guest before the purchase of tickets.
7. Students will not be admitted to the dance without their ticket.
8. Prom tickets may be purchased by current juniors, seniors, and seven semester graduates.
9. Security will be provided at all dances.

ACADEMIC ORGANIZATIONS

Academic Teams

These are teams of academically motivated students who participate in competitions throughout the school year. The competitions consist of Spell Bowl, Quiz Bowl, Brain Game, and Academic Super Bowl, which includes Math, Science, English, Social Studies, and Fine Arts. Students at any grade level may participate in any or all of- the various competitions.

Mock Trial Team

This competitive team is composed of students with a keen interest in law as well as drama. Students have an opportunity to play the role of either a witness or an attorney or even both in our mock trial competitions. The team participates in county, regional, state, and national level competitions. Practices occur weekly during the season. All grade levels are invited to audition for a spot on the team. Competition season for the county, regional, and state run January – March with national competition occurring in July. Students should plan to take both Law Education and Constitutional Law. Students may audition prior to taking those classes. The team members typically comprise all four grade levels.

National Honor Society

Students are selected for membership based on their qualities of scholarship, character, service and leadership within their school and community. To be considered for membership, sophomores and juniors must have a minimum cumulative G.P.A. of 3.5 and participate in the application process. Applications are made available during the spring semester of the applicant's sophomore and junior years and may be picked up in the sponsors' classrooms. Applications are due by the end of March. **Applicants should listen for announcements regarding dates.** A five-member Faculty Council reviews the applications and approves all candidates prior to the following fall semester. Induction occurs at the end of September each year and all new members are required to attend.

Quill and Scroll

Quill and Scroll is a national organization for the student journalist. To be considered for Quill and Scroll, the high school student must, at the time of selection, meet the following qualifications:

- Be of junior or senior classification. However, sophomores may be initiated during the last grading period of the school year, with membership becoming effective at the beginning of the junior year.
- Be in the upper third of one's class.
- Have done superior work in some phase of journalism (newspaper or yearbook).
- Be recommended by the publication advisor.

Destination Imagination

Destination Imagination is an academic team emphasizing creative problem solving. Students compete at the regional, state and world levels. Each team must choose from six different problems and then create a solution and perform it before the appraisers. The problems range from a literature/fine arts basis to mechanical/technological format, and one that is community service driven. It is open to all students in grades 9-12. Team size is limited to seven members. The school can sponsor five total teams. The past seven years we have sent a team to the University of Tennessee for the global finals in May. Open yourself up to new ways of thinking and taking risks in problem solving and it may help you get a college scholarship.

International Thespian Society

International Thespian Society is an international organization which HSE became a charter member in 1987. This educational organization aims both to establish and advance standards of excellence in all phases of theatre arts and aims to create an active and intelligent interest in theatre arts. Admission to this group is earned through service points awarded for participation in theatrical productions. Members of this group sponsor a thespian play.

Math Team

Math Team is composed of students who are interested in socializing with others while problem-solving. Students may participate in Math-Team-sponsored competitions at the school, state, and national levels. Students must be active members of Math Team and perform service hours in order to be eligible for Mu Alpha Theta National Mathematics Honorary. This club is open to any student.

We the People

We the People is an academic team incorporated with AP Government that participates in competitions regarding knowledge and application of the U. S. Constitution. During the season, participants become experts in the philosophies behind our government, intent of our Founding Fathers, structure of the American government system, and protection of a citizen's civil rights and liberties. Students are able to apply these ideas to modern events through civil debates and discussion.

ACTIVITIES AND CLUBS

Social Media Policy

Participation in activities, groups and teams is a privilege at Hamilton Southeastern High School. The use of social media by a student, on or off campus, considered to be “unbecoming of a Royal” may result in discipline including suspension or removal from the activity, group, leadership position, or team.

STUDENT COUNCIL/STUDENT GOVERNMENT

The purpose of the Student Council is to support philanthropic and community service projects on behalf of the student body through funds raised from social activities. Council applications are open to all students with a 2.9 grade point average and who are in good standing with administration and teachers.

Student Council Members:

Any student with a 2.9 grade point average is eligible to apply for HSE Student Council based on available spots.

Information will be announced in the spring regarding how many open spots per grade are available. Applicants should possess qualities of leadership, academic and personal responsibility, and the desire to be a voice for their fellow students. Applicants must have a favorable discipline and attendance record and be willing to fulfill the required service responsibility of student council members. Applicants will be selected and notified by the sponsors once the application process is complete.

Eligibility for Student Council Officers/Class Officers:

All officers of Student Council will be interviewed and selected by the sponsors.

These officers must:

- Possess qualities such as leadership, academic and personal responsibility, and the desire to be a good student representative.
- Conduct themselves accordingly.
- Grades: The student must have, at the time of elections, and must maintain during tenure of office, a grade point average of 2.9. This includes the cumulative grade point average and each nine-week grade point average.
- Conduct: The student must have no record of suspension the semester prior to or during tenure in office. This includes suspensions due to attendance problems. The student must not discredit the school nor reflect a disruptive influence on the discipline, good order, morale, or educational environment of the school. The student must abide by other guidelines listed in the student handbook. Failure to do so may result in suspension from, or removal from Student Council office and/or General Council.
- Students selected to these positions may be required by the sponsor(s) to sign a form indicating agreement to abide by these guidelines.
- Students will be required to have three completed teacher evaluation forms.
- Students not meeting the requirements of these positions may be removed by the sponsors and/or administration.

Students will also be required to submit a Leadership Essay. Requirements for the essay will be included with the application.

[Return to top](#)

SCHOOL POLICIES

The following policies are board approved and are expected to be followed by all students:

ATTENDANCE

PHILOSOPHY

The primary responsibility for school attendance rests with the parents and student. The school will assist the parents and student in this responsibility. The cooperation of the student, parents, and school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

DEPARTURE FROM CAMPUS

HSE High School operates as a **closed campus**; therefore, students are not to leave the building during school hours without the consent of the administration.

ABSENCE FROM SCHOOL

Reporting Absences -Attendance Line-317-594-4195

- Parents are expected to call the HSE High School attendance office (**317-594-4195**) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number.
- If the parent is unable to call, a note or FAX (317-594-4199) is acceptable if a signature card is on file at the high school. **Please do not fax early dismissal requests.**
- **It is helpful for the school nurse to know the nature of illnesses in his/her 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. Medical documentation is strongly encouraged any time a student misses school due to a doctor's appointment.**
- If the attendance office does not receive a call, note, or FAX within two school days, the absence will be considered unexcused.
- Please make early dismissal calls by 9:00 a.m. to enable the staff to facilitate your request.
- If a student is receiving ongoing therapy or outpatient services, one-time documentation from the providing facility stating the beginning date, time each day, number of days a week and ending date should be sent to the attendance office at the **beginning** of the treatment.
- Only **legally emancipated** students are allowed to call in and verify their own absences. These are students who receive no financial support from parents and who are not claimed as tax deductions by either parent, do not live with parents, and have filed emancipation papers with the school.

1. Limit on Absences

A student may not be absent from school for more than eight days each semester **and not more than 16 days per school year**. Both excused and unexcused absences count toward this maximum of eight days. After the eighth absence, the school will notify and, if necessary, hold a conference with the student and parent to determine whether the student should be permitted to stay in school. Continuation of school attendance after the eighth absence may be subject to the student complying with conditions (e.g. a doctor's note may be required) regarding any additional absences.

2. Excused Absences include absence from school for the following reasons:

- **Personal illness or injury**
Any student who is absent from school for five consecutive days due to illness must present a doctor's statement verifying that it is appropriate for the student to return to school. The school reserves the right to require a doctor's statement from students who are absent as indicated by the nature of the illness, such as communicable disease.
- **Verified automobile accident**
- **Verified court appearances**
- **Death in the immediate family**
- **Religious observances**
- **Witness in judicial proceedings**
- **Duty in National Guard**
- **Duty with Indiana Wing of Civil Air Patrol**
- **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.

If attendance is requested in writing by the student's religious leader, as described: The School Board desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognize its responsibility to enforce the attendance requirements of the State. Upon the signed request of a student's parent, building principals will allow exception to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. A student must be properly registered and a copy of such registration must be filed with the principal. The time for release instruction or education may be arranged by the principal. The principal will also assume the appropriate continuance of the instructional program in the public school during such release times. No solicitation for attendance at religious instruction will be permitted on corporation premises. No staff member shall encourage or discourage participation in any religious instructional program.

- **Approved assignment at an election poll or approved service as a legislative page**

A student participating as a legislative page shall have a parent/guardian prearrange the absence from school at least 2 days in advance. The student must bring back a form signed by the legislature that the page is for when they return to school. Students, who anticipate working the polls on Election Day, must make sure their parent/guardian has notified the high school attendance office by 9:00 a.m., the day of the election. The student must also pick up the appropriate form in the attendance office prior to leaving the building. This form must be signed by a person representing the Hamilton County Registrar or by the candidate for whom the student is working and by a parent. The form must be returned to the attendance office the day after the election. Any student not working the poll for the entire day must report back to school. Failure to do so will be considered unexcused. Students having questions concerning this procedure should see their dean.

- **College visitation**

A student may visit a college where he/she is considering enrollment during a school day if it is pre-arranged with the Attendance office. **The parent must call the Attendance secretary by 9:00 a.m. two school days prior to the visit.** A college visitation form must be picked up at the Attendance Office prior to the visit. Freshman and Sophomores will be allowed one day for a college visitation. This one day will not count against accumulated absences. **The college visit cannot be taken the day before or after a break unless preapproved by administration.**—Should a student make more than one visitation, other days will count as excused absences unless the student has exceeded the 8-day absence limit or will exceed it with this absence. The regulations also apply to appointments made by coaches for athletes attempting to make college teams. Juniors and Seniors will be allowed two college visit days which do not count as absences. Should a student make more than the allowed visitation(s), these days will be counted as excused absences. College visitation days will not be approved for the month of May. Failure to follow the above procedure will result in an unexcused absence.

Medical appointments

Medical appointments should be scheduled before or after school to minimize the amount of school missed. Only one-half day of excused absence will be allowed for a medical appointment without medical documentation. Medical appointments requiring a student to be absent more than 4 periods must have documentation in order for all periods to be excused. Medical appointments should not be scheduled during semester exams.

Field trips

Field trips are scheduled by teachers, with principal's permission, to broaden the experience of the curriculum. Students will be excused to go on field trips with written parent/guardian permission and a completed field trip form. Both of these must be completed no later than the day before the trip. Teachers should indicate on the field trip form if the absence will jeopardize the student's grade. Students are responsible for all work missed while on a field trip and should have the work completed upon their return to class, or as directed by the teacher. A sponsor may also refuse to take a student on a field trip if the sponsor believes the student is irresponsible or the trip may be hazardous to the student. Under no circumstance are students to drive on field trips.

- **Family member in the military**

Students of parents serving in active duty of the military shall have additional excused absences at the discretion of the school principal or designee for visitations relative to leave or deployment.

- 3. Make-up Work for Excused Absences– It is the student’s responsibility to arrange make-up work with each teacher**
- For each day of an absence, the student has one day in which to complete the make-up (e.g., a student has three days to make up work for a three-day absence). Exceptions can be made at the discretion of the teacher to give students extended time if needed. Generally speaking, teachers will announce major exams at least two days in advance. Therefore, if a student is absent the day before the exam and returns the day of the exam, the student will take the exam. The same would apply to an assignment given days in advance.
 - Exams and assignments may not be returned until all make-ups have been completed. Students will see their exams and be informed of their scores, but the teacher may retain the exam or assignment.
 - Homework may be requested when a student will miss three days or more. The request must be made prior to **9 a.m.** in order to receive assignments by the end of the day.
- 4. Activity Participation after Absence**
- A student may not participate in extracurricular activities, practices, or after-school functions unless the student attends four periods of that school day. Students absent all day, due to illness, may not participate in an extracurricular activity that day. If extenuating school or family circumstances result in a student’s failure to be present the required four completed periods, an exception can be made. Reasons may include: HSE HS approved college visit, HSE HS field trips, medical emergency, and funeral.
- 5. Homebound Instruction**
- The homebound program provides instruction to students unable to attend school because of physical handicaps or special health problems. For a student to be eligible for this program, the parent needs to provide the school with a physician’s written evaluation indicating that the student will be homebound for at least four consecutive weeks. If this type of situation should occur, the student’s parent/guardian should contact a guidance counselor.
- 6. Unexcused Absences**
- Any absence from school or class not included as an excused absence is considered an unexcused absence.
- 7. Consequences for Unexcused Absence**
- Students are expected to make up missed work. Make up work which includes late work, quizzes, projects, daily assignments, etc. will be graded in a fair and reasonable manner in accordance with the teacher’s classroom rules. Such consequences will be communicated by the teacher in writing to students in each class at the beginning of each semester. Unexcused absences may also warrant other disciplinary action, such as detention, suspension or expulsion, and may result in action taken under the compulsory school attendance laws (I.C. 20-33-2).
- 8. Unexcused Absences from Class**
- Students in attendance at school are expected to attend their scheduled classes unless excused by the teacher or administration. A total of five unexcused absences from a class may cause a student to be removed from the class and lose credit. Parents will be notified before a student reaches the point of being removed from class.
- 9. Tardy/Absence**
- **Tardy to first period**
When a student arrives at school after the tardy bell, he/she should report directly to the attendance office. If a student arrives within the first 15 minutes of class, he/she will be counted as tardy. A student more than 15 minutes tardy will be assigned an unexcused absence from class unless excused by administration or parent.
 - **Tardy to periods 2 through 7**
Students arriving more than five minutes tardy to class will be assessed an unexcused absence from class unless the student presents an excused pass. Students must be inside the classroom before the bell rings.
 - **Penalty for Tardy to Class**
 1. On the third tardy to a class, or the 1st time a student is seen by the dean for tardies, the student may receive a one hour detention and parents will be notified.
 2. On the fourth tardy to a class, or the 2nd time a student is seen by the dean for tardies, the student may receive a two hour detention and parents will be notified.
 3. On the fifth tardy to a class, or the 3rd time a student is seen by the dean for tardies, the student may receive a three hour Friday detention and parents will be notified.
 4. On the sixth tardy to a class OR 7th cumulative tardy, or the 4th time a student is seen by the dean for tardies, the student may be considered insubordinate and parents will be notified.

10. Passing periods and after school hours

Students are expected to move purposely between classes. All students are to leave the building at the 2:55 bell unless attending an after school function or a designated supervised area.

11. Vocational School Attendance

Juniors and seniors can arrange with the counselors to attend our off campus vocational and technical programs. Students who enroll must remain throughout the school year. If a student is suspended, expelled, or withdraws, his/her status also applies to his/her enrollment status at HSE High School-

Vacation periods for HSE High School and the vocational schools do not always coincide. A student is required to attend the vocational school even if HSE High School is on vacation and to attend HSE High School even if the vocational school is dismissed.

The following rules apply:

- Career Center students must enroll in three classes at HSE High School.
- Career Center students are responsible for being aware of altered schedules at HSE High School. When the schedule changes, the priority is to attend HSE High School classes.
- Vocational School Attendance – Late-Start Days
It is the student's responsibility to attend all classes at HSE High School. A student may be dismissed to attend the off campus vocational program only with prior approval of the guidance counselor assigned to those students
- Students will attend HSEHS to complete state mandated testing.

12. Truancy

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

- The willful non-attendance of a student from school without parent/guardian/custodial permission and school authority's permission.
- All class periods of truancy are considered unexcused. Repeated occurrences of truancy during the course of the school year will result in the student being identified as a "habitual truant." A student may be considered a "habitual truant" on the third occurrence of truancy. A juvenile truancy report will be filed with the prosecutor's office and an Invalidation Form will be filed with the Bureau of Motor Vehicles.
- Habitual tardiness may be considered truancy.

13. Attending Class Equals Success (ACES) Program

ACES is a proactive program sponsored by the Hamilton County Prosecutor's Office. Its purpose is to promote good school attendance by enforcing the legal obligations of compulsory school attendance noted in Indiana Law. Students may be referred by HSE Schools to the *Hamilton County Deputy Prosecutor for the Town of Fishers* for participation in the program for being truant from school or having unexcused absences. **Students with absences without a doctor's note that exceed 8 days per semester or 16 days per school year are considered unexcused and may also result in a referral to the ACES program.**

EMERGENCY DRILL POLICIES

1. Fire and tornado drills will be conducted periodically throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event an actual emergency should exist.
2. As mandated by the state, students will be instructed in appropriate safety measures to be taken in earthquake or other emergency situations.

[Return to top](#)

DISCIPLINE

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others; education cannot take place unless there is an atmosphere of order and discipline. Students are expected to behave appropriately during all school activities or functions (on or off school property) or while traveling to or from school or a school activity. The school administration can use any form of reasonable discipline including time-out, detentions, Community Service, In School Suspension, Out of School Suspensions, and Expulsions; the unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made (HSE administration will not employ corporal punishment). Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE web-site under Board Docs policy J10.00. <http://boarddocs.com/in/hses/Board.nsf/goto?open&id=8CYJMS4DE57B>

Section 1: Detentions (D)

Detentions are assignments to supervised study areas before or after school hours. They serve as consequences for minor school infractions. A detention may be from 1 hour to three hours in length at the discretion of school officials. Students are responsible for their own transportation. Students will be given at least one day to make these arrangements. Detention times assigned by teachers or administrators will be served in an assigned room. Students assigned to the detention room will be expected to be there at 3:05 p.m., to serve the detention. Failure to successfully complete an assigned one hour or two hour detention may result in a Friday detention. Failure to successfully serve a Friday detention may result in 2 days OSS. Arriving late to detention will not be allowed and will count the same as if the student skipped detention. There will be no talking or sleeping. Students must bring and work with appropriate school materials. Failure to comply with any detention room policies will result in dismissal from detention and stronger disciplinary action. In the case of a school closing or cancellation, the detention will be rescheduled through the Dean's office. Any other arrangement must be made with the staff member who originally assigned the detention.

Section 2: In-School Suspension (ISS)

In an effort to keep students in the school learning environment, HSE High School incorporates an In-School Suspension program for certain rule violations. A student may be placed in ISS for one to three days. Students assigned to the ISS program:

1. Must report at the beginning of the school day to the Dean's office.
2. Will be responsible to collect assignments and bring all materials and books needed.
3. Are excluded from participation in any extracurricular activity during the suspension period. Students who are placed in ISS and choose to break the ISS rules will be dismissed from the program. This removal may result in an automatic multiple-day suspension from school.
4. An ISS placement counts as a suspension in reference to the habitual offender policy.
5. The Redirection Center is a classroom in the building for students after they have demonstrated negative behaviors that would result in an in school suspension or class timeout. While in the Redirection Center students will have an opportunity to talk with the Redirection Coordinator to process why they are there and be given coping mechanisms to prevent further negative behavior. After students have reflected on their behavior, they are given the opportunity to use school devices to access Canvas and to complete work delivered to the Redirection Center by classroom teachers.

Section 3: Community Service

HSE High School may offer the opportunity for students to participate in a community service program in lieu of serving an in or out of school suspension. The parent/guardian must agree and sign a community service contract for the student to qualify for participation in the program. For each day of suspension, the student may complete four hours of community service. The student will have one week to complete each four hours of community service. Unsuccessful completion of community service may result in out-of-school suspension and placement in the OSS program. This will also result in disqualification from the community service program for the remainder of the school year. Participation in the community service program will count as a suspension in reference to the habitual offender policy.

Section 4: Friday Detention (FD)

At the discretion of the school administration an assignment of Friday detention may be given in lieu of an In-School Suspension, suspension or any other disciplinary action. Students assigned to Friday detention are to report to the designated area so that they can be given an assigned seat by 3:05 p.m. Students arriving late will not be admitted to Friday detention. Friday detention sessions will be held in a designated area and students will not be allowed access to any other area of the building. Dismissal for students will be at 6:05 p.m. Failure to report on time, violation of Friday detention regulations, or other inappropriate behavior that results in the failure to successfully complete Friday detention may result in out of school suspension. Absences not verified by a physician will not be accepted. Other emergency situations (to be determined by the school administration), which could cause absence from Friday detention, must be taken care of by 2:55 p.m. the preceding day. The following regulations will be observed:

1. Students are responsible for having appropriate materials for studying during the detention. There will be no excuse for not having enough materials to keep the student occupied. Students are responsible for bringing their school books, notebooks, pen or pencil, etc. Students will not be able to go to their lockers during Friday detention.

2. Students may be required to complete work that will be assigned by the Friday detention personnel. There may also be some other form of work developed as the program continues to improve its standards.
3. If a session of Friday detention is canceled, because of inclement weather or anticipated inclement weather then the student is expected to attend the next regularly scheduled Friday detention session.
4. The last Saturday of the month may be scheduled as a possible detention time.

Section 5: Suspension/Expulsion

1. A student may be suspended or expelled from school for misconduct, substantial disobedience, or unlawful activity. **(I.C. 20-33-8-14(a))** Types of activities which may result in suspension or expulsion include, but are not limited to: disobedience of school authorities; fighting; use of profanity; abusive, rude or disrespectful language; gambling, theft, and habitual misconduct; vicious, immoral or illegal conduct; persistent violation of school rules; continuous and willful refusal to accomplish reasonable school tasks within the student's capability; truancy; forged passes; vandalism; possession, consumption, sale or use of alcoholic beverages, intoxicants, or controlled substances (or look alike substances); hazardous or unauthorized use of vehicle; possessing firearms or other weapons **(I.C. 20-33-8-16(d) (I.C. 20-33-8-16 (f))**; any activity that may reasonably be considered an interference with school purposes or an educational function.
2. State Law now allows the principal to suspend a student for a maximum of up to 10 days at any one time. The School Board has adopted a policy, which authorizes administrative personnel to be allowed to use this option. The length of suspension will be determined by school authorities and will reflect the offense. Parents or guardians will have custody and responsibility for the student while under suspension. A suspended student may not appear on school property or attend a school sponsored activity.
3. Any of the reasons for suspension can result in a request for expulsion. An expulsion is the denial of school attendance for more than 10 days and may be for up to two semesters. It can only be imposed by the superintendent of schools upon the recommendation of the principal.
4. The "Due Process and Pupil Discipline" law in the Indiana Code is a process of dealing with students who exhibit behaviors that interfere with the normal school process. It is a protection for both the student and the school. The Board endorses these procedures and feels that they are a fair and equitable means of dealing with problems of a severe nature. **(I.C. 20-33-8)**
5. In addition to items listed above, a student may be suspended or expelled for engaging in an unlawful activity on or off school grounds, if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order and to protect persons or school property. **(I.C. 20-33-8-15)** This includes any unlawful activity meeting the above criteria, which take place during weekends, evenings, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. The discipline imposed by the school on the student for such activity would be in addition to any other consequences that may arise as a result of police investigation. **(I.C. 20-33-8-14(b))**
6. In those situations where the student has committed acts that qualify for suspension, the Board has adopted a policy assigning the student to the O.S.S. Program as an alternative to the standard suspension procedure. The O.S.S. program is a project of the Hamilton County Prosecutor's Office which is supervised by Hamilton Centers Youth Service Bureau, Inc. (HCYSB). On all suspensions three days or longer and all second suspensions during a school year, the policy may be implemented. The policy reads: "Students suspended from school are to report to Hamilton County Circuit Court at 8:00 a.m. on an initial day of suspension, and from there to complete school work at a location designated by the Court. Each day of the suspension thereafter shall be served at that designated location, to be supervised by personnel from Hamilton Centers Youth Service Bureau. Students under 18 years of age are required to be accompanied by a parent or guardian who shall provide transportation. Students are required to provide their own books and materials necessary to complete daily school assignments and will remain under the supervision of HCYSB personnel until they are released at 3:00 p.m. on each day of suspension. The student receives credit for work completed during the period of the suspension. The amount of credit to be given is determined by the school officials sending the student. The student shall be released to the parent, guardian or custodian of the student. Failure to comply or satisfactorily complete this alternative program may result in further consequences, including a multiple day out-of-school suspension.

Section 6: Probation of Students

Any student who has been involved in an infraction of school rules may be placed on behavioral probation by the school principal or his/her designee, in addition to, or in lieu of, other disciplinary action. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place. During the probation period, the student may be denied the privilege of participation in or attendance at all extracurricular activities. If the student is further involved in an infraction of school rules during the probationary period, he/she will be subject to whatever disciplinary action is set forth in the probationary agreement. The parent/guardian will be notified by the principal, or his/her designee, that the student is being placed on behavioral probation, including the length of the period, the terms of the probation, and the possible consequences of suspension/expulsion if the student is found in further violation of school rules during probation. **(I.C. 20-33-8-7)**.

Section 7: Electronic Devices

Electronic Devices - Students are required to have an electronic device that meets or exceeds HSE Schools BYOD guidelines.

<http://www.hse.k12.in.us/ADM/academics/hse21/> Teacher discretion may be used to restrict the use of electronic devices in the classroom for particular classroom activities. **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. Confiscated items (when released by school officials) must be picked up by parent or guardian.**

***The school is not responsible for any lost or stolen items.**

Section 8: Classroom Rules

Student behavior will be governed by the classroom teachers' regulations. Individual classroom rules are given to all students by the classroom teacher at the beginning of the school year (or new semester, if appropriate.) It is the student's responsibility to read the rules and to conduct himself/herself accordingly.

Section 9: Academic Dishonesty

Academic dishonesty, such as but not limited to cheating or plagiarism is considered a serious offense by the faculty and staff of HSE High School. Any student who commits academic dishonesty for the first time may lose all credit for that assignment and parents may be notified by the teacher and student may be visited/warned by the Dean. A student committing academic dishonesty for a second time, in the same class, may have their parents notified by the teacher, may be seen by the Dean and may be withdrawn from that class with grade penalty.

Section 10: Turnitin.com

Building policy requires ALL major papers be submitted to a turnitin.com drop box in Canvas. This electronic review service assists the instructor in identifying originality of thought. It is possible an instructor will require additional assignments (journal entries, drafts, creative writing, etc.) be submitted to a turnitin.com drop box at his or her discretion. Instruction on how to use the turnitin.com drop boxes in Canvas has been made accessible to all students, and students should understand it is their responsibility to ask their individual instructor any questions that may arise with the use of this service.

Section 11: STUDENT DRESS CODE

The appearance and dress of any student is the primary responsibility of both the student and the parent. HSE High School students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest, or distracting to the educational environment, a conference will be held and the student will be asked to make the necessary accommodations.

The following are examples of clothing or items that are considered to be **inappropriate**:

- Clothing and/or any adornment displaying messages not appropriate for school. Examples would be messages containing profanity, sexual innuendo, and references to drugs, alcoholic beverages or tobacco products
- Clothing revealing bare midriffs, shirts and tops must be "tuckable"
- Clothing which reveals undergarments or the lack of undergarments
- Gloves
- Hats or headwear or unapproved. Hats are not to be carried or displayed.
- Heavy and/or long coats
- House slippers
- "Sagging" pants or shorts worn more than two inches below the hips or navel
- Shorts, skirts, and dresses need to be of an appropriate length.
- No PJ (pajama) Pants
- Strapless, spaghetti strap, or tank tops
- Studded or spiked items, chains, or any item that might cause a concern for student safety

•No blankets or pillows are permitted

Students are not permitted to carry signs/flags or non-educational items or props

Students who violate the dress code may face disciplinary action.

Section 12: STUDENT PARKING & DRIVING

Application for parking lot facilities and driving privileges may be made by any student who finds it necessary to drive to and from school. All vehicles must be registered and have parking tags displayed. The privilege of driving on school property and the use of parking lot facilities will be withdrawn whenever a driver operates his/her car in a manner that is illegal and/or threatens the welfare of people and/or property. This includes violations while driving to and from school. The following regulations apply to all drivers and passengers. Failure to abide by these regulations may result in the withdrawal of driving and parking privileges on school property. Students who lose vehicle registration tags will be charged for a replacement.

1. All vehicles and operators must be properly licensed.
2. Cars that are driven on a regular basis must be registered at the Dean's office during the first or second week of school. The school permit should be hung from the rear view mirror. If more than one car is driven on a frequent basis, a registration form should be completed for each car.
3. Students must bring all items for the entire day from their car. Access to vehicles is not permitted during the day. An administrator must approve any exception in writing. Students are to enter the building upon arriving at school.
4. Loitering in or near cars while on school property is prohibited. Drivers will not make their cars available to other people for purposes of loitering.
5. Cars should be parked in designated parking areas, (within the designated space), upon arrival at school and should remain there until the driver's dismissal time.
6. When the school buses begin to leave the school at dismissal time, all traffic will stop and buses will be given the right-of-way.
7. The school does not carry insurance which covers students' automobiles. The school cannot assume liability for damage and/or theft.
8. The speed limit on school grounds is **15 MPH**.
9. The privilege of bringing a student-operated motor vehicle onto school premises is hereby **CONDITIONED** on **WRITTEN CONSENT** by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination, without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff may request that a law enforcement officer search a motor vehicle on school premises. The school will conduct routine inspections of student parking lots and of the exterior of student vehicles on school property. The interior of a student's vehicle may be inspected with or without the student's consent any time a school authority has reasonable grounds to initiate such search.
10. Any prohibited item found in a student's car is subject to the same consequences as student possession within the building.
11. Automobile mechanical problems are not an excuse for tardiness or absence from school.
12. Driving privileges may be denied as a disciplinary measure when deemed appropriate by school officials.
13. Any student who wishes to drive to or from school or school related events must consent to participate in the HSE High School Student Driver Drug and Alcohol Random Testing Program. Any student who refuses will not be permitted to drive. Student drivers will be subjected to a random chemical test to determine if the student has consumed or is under the influence of alcohol and/or other illegal drugs and substances as defined by Indiana law. The senior parking spaces will be designated and available first come, first served.
14. Unauthorized or unregistered vehicles may be towed at the owner's expense.

Section 13: Drug Education & Random Screening Policy

RANDOM DRUG TESTING OF ATHLETES

When a student makes an attempt to be on an athletic team at HSE High School they have declared themselves an athlete for that school year. Attempting to be on a team includes going through a tryout or attending a practice. Any student involved with HSE High School athletics must have a "Random Drug Testing Form" completed, signed by the athlete and parent and/or guardian, and be on file in the Athletic Director's Office. If an athlete is 18 years old they do not have to have a parent signature. When a student declares themselves an athlete their name will go into the drug testing pool for the random testing. Their name will remain in the testing pool until the end of the school year.

[Return to top](#)

STUDENT ATHLETE & STUDENT DRIVER DRUG & ALCOHOL RANDOM TESTING POLICY

Purpose

1. A student athlete who has consumed alcohol or uses illegal drugs presents a real and substantial danger to his/her own health. Drugs or alcohol may mask the pain that an athlete may feel, thus causing the athlete to overexert his/her body. Drugs or alcohol may reduce one's motor coordination, or alter one's mood to the degree that participation in student athletics is unsafe for the individual athlete as well as those around them. Athletics and its related activities are an important aspect of life at HSE High School yet safety must take precedence.
2. Many students choose to drive to and from school and school related activities. Driving can be a hazardous activity and a driver who consumes alcohol or uses illegal drugs is more likely to be involved in an accident or mishap than a driver who does not.

HSE High School has a responsibility to its student athletes and student drivers to make efforts to ensure that they are drug and alcohol free and engage in their respective activities in a safe and responsible manner. Because illegal drug or alcohol use does not always manifest itself in observable ways, HSE High School has instituted this policy of random testing for student athletes and student drivers. The purpose of this policy is to protect student athletes and drivers and those around them.

Policy

Any student who wishes to participate in athletics or drive to or from school or school related events must consent to participate in the HSE High School Student Athlete and Student Driver Drug and Alcohol Random Testing Program. Any student who refuses will not be permitted to participate in such activities. Student athletes and drivers will be subjected to a random chemical test to determine if the student has consumed or is under the influence of alcohol and/or other illegal drugs and substances as defined by Indiana law.

Test Procedures

The school administration will implement a procedure for the method of random selection of students involved in the program as well as procedures to be used in the collection and testing of samples.

Consequences of Positive Test Result

A student who tests positive for drug and/or alcohol use or refuses to submit to a chemical test when requested to do so will be subject to the following:

1. First Offense

The student will be allowed to select one of the following two options:

- Option 1: Immediate suspension of driving privileges for a period of six (6) weeks. Additionally, athletic consequences will be implemented in accordance to the **HSE HS Athletic Rules and Penalties**. During this six (6) week period the student must complete, at the student's expense, a drug education program approved by the school administration. The student shall also be subject to additional unscheduled drug tests. If a student selects this option and fails to complete the approved education within the specified time frame or fails a drug test during the six (6) week period then the second option shall be imposed.

Option 2: The student will not be permitted to drive to or from school or school related activities for a period of 365 days and athletic consequences will be implemented in accordance to the HSE HS Rules and Penalties.

1. Second Offense

If the student fails a second random test during his/her high school career then the student will not be permitted to drive to or from school or school related activities for a period of 365 days. Additionally, athletic consequences will be implemented in accordance to the HSE HS Athletic Rules and Penalties.

3. Third Offense

If a student fails a third random test during his/her high school career that student will permanently forfeit all athletic and driving privileges for the remainder of his/her high school career.

4. Refusal

A student who refuses to submit to a chemical test when required to do so shall be subject to consequences outlined above. If the student is unable to complete the chemical test, the student shall be required to return to the testing location within two hours to provide the required specimen. If the student is still unable to complete the chemical test he/she shall be deemed as having refused to take the random drug test.

[Return to top](#)

Altered Chemical Test

Any chemical test determined to be altered in any way may result in the same penalty as Refusal (see #4 above).

Parental Notification

If a student tests positive for drug and/or alcohol use the student and his/her parents will be notified in a timely manner.

Legitimate Explanation

Within 24 hours of being informed of a positive test result, the student may present evidence to the test administrator that the positive test result was caused by the legitimate use of a prescription or non-prescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded and any record of the positive result shall be expunged.

Independent Analysis

A student who receives a positive result will be permitted to retain an appropriately licensed laboratory to conduct an independent chemical analysis. This will be at the student's expense. If such a request is made, the laboratory used by the school will forward the chemical specimen directly to the laboratory of the student's choice. The student will be charged for the storage, handling and mailing of the chemical sample. The student will not be permitted access to the sample until it has been tested by the independent laboratory. If it is found that the student had access to the sample prior to it being tested by the independent laboratory then any result from that laboratory will be disregarded. The laboratory of the student's choice shall employ the current and most accurate methods for detection of the drugs previously found to be in the specimen. If the laboratory records a negative result, the student's record will reflect that result and the suspension imposed will be revoked. Any results obtained by the laboratory of the student's choice must be in the possession of the school within seven days of the initial test results or they shall be disregarded. No employee, officer, or agent of the laboratory selected by the student shall in any way be associated with the student or any member of the student's family. If such an association exists then any negative test results from that laboratory shall be disregarded.

Voluntary Drug Testing

Parents have the right to voluntarily enter their student into the random drug testing program. The student and parent will sign a form indicating they approve of the following conditions if their student has a positive drug test. The student must complete, at the student's expense, a drug education program approved by the administration. The student must provide to school officials documentation of successful completion of the program. Failure to comply will result in the student being removed from the random drug testing.

Section 14: Learner's Permit or Driver's License Denial/Revocation

Any student identified as a habitual truant, who is suspended from school for a second time during the school year, who withdraws from school for reasons other than financial hardships, or who is expelled from school will face the following consequences with the Indiana Bureau of Motor Vehicles:

1. Any student identified as habitually truant will be denied a learner's permit or driver's license until the age of 18. The Principal, Assistant Principal, Guidance Counselor, or Dean will conduct an annual review of the student's attendance record in order to determine whether attendance has improved to the degree that the student may become eligible to be issued a license or permit.
2. Any student withdrawing from school or quitting school for a reason other than financial hardship will be denied a driver's license or learner's permit until age 18. Financial hardship status will be determined at the exit interview.
3. Any student suspended from school for a second time during the same school year will be denied a permit or license for 120 days or have the same revoked for 120 days.
4. Any student expelled from school will be denied a permit or license (or have same revoked) for 120 days or until the end of the semester during which they return to school whichever is longer.

Section 15: Emergency Drill Regulations

A student who deliberately sets a false alarm or telephones a false emergency will be subject to disciplinary action and may be subject to prosecution.

Section 16: Display of Affection

The display of affection, such as kissing, petting, and inappropriate body movements and actions, is not acceptable for school or school activities. Conferences will be held with persons unable to govern themselves appropriately, and suspensions can be applied to persistent violators.

Section 17: Bullying/Anti-Bullying

(a) (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:** The 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 of 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. ***IC 5-2-10.1-12; IC 20-20-8-8; IC 20-26-5-34.2; IC 20-30-5-5.5; IC 20-33-8-0.2; IC 20-33-8-13.5; IC 20-34-6-1; IC 21-39-2-2.1***

Section 18: Sexual Harassment Policy

Employees or students of Hamilton Southeastern Schools will not engage in any activity to harass an employee or student through conduct or communications of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who are subject to the control of school authorities.

Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee or when made by any student to another student* when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
4. Denial of an employment or educational opportunity occurs directly because an employee or student refuses to submit to unwelcome requests for sexual favors made by a supervisor or teacher.
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

*In the case of student-to-student concerns, initial concerns and complaints will be dealt with at the building level and treated as disciplinary problems until it is determined that there is a pattern of harassment that is sexual in nature.

Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature;

Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome.

An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

Sexual harassment, may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Sanctions for Misconduct

A substantiated charge against an employee in the school corporation may subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.

A substantiated charge against a student in the school corporation will subject that student to disciplinary action including, suspension and/or expulsion consistent with the Student Conduct Code.

Reporting

Any person who alleges sexual harassment by any employee or student in the school corporation will use the complaint procedure as outlined in policy J8.11.1.

False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual, will be subject to disciplinary action consistent with school policy and the Student Conduct Code.

Legal Reference: 42 U.S.C. 2000

Section 19: Substance Abuse Policy

IT IS A VIOLATION TO:

1. Provide to another, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, or stimulant, or any intoxicant, narcotic, depressant, hallucinogen or substance representing a drug (such as, but not limited to, spice, K2, synthetics, herbal incense, etc.). Beverages sold as non-alcoholic beer will be treated as a look-alike substance representing a drug. It is also a violation of the disciplinary code of Hamilton Southeastern Schools to possess any of the above substances unless as a result of a valid prescription while on the school grounds at any time, or at any school-sponsored activity at any location including a school bus. It is also a violation of this code to sniff or inhale or otherwise ingest any other substance when that is not the intended use of the substance.
2. Possess a raw material, instrument, device, or other object that he intends to use for
 - Introducing into his/her body a controlled substance,
 - Testing the strength, effectiveness or purity of a controlled substance, or
 - Enhancing the effect of a controlled substance, on school premises at any time, or at any school sponsored activity at any location including the school bus. Use, by a student, of medication prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe said medication for that student, if said use is in accordance with the directions provided by said health care provider, is not a violation of this rule. Aspirin/Tylenol will be given **only** if the appropriate parent permission form is on file. Any student, who is unsure if possession, use or providing another person with any particular substance would violate this rule, should contact the principal, assistant principal or the school nurse before possessing, using or providing said substance
5. The intent to acquire or purchase illegal substances, drugs, or look-alike drugs.

In accordance with Public Law, HSE High School will inform law enforcement agencies, in writing, when violations involving controlled substances (e.g. drugs) occur within the school environment.

Disciplinary Actions for Violation of the Substance Abuse Policy

At the request of parents, the principal will consider alternatives to expulsion for first time offenders only and under the following conditions:

1. Parents who elect to enter their child into an approved drug/alcohol abuse program will do so at their own expense. (An approved program must be certified by the Division of Addiction Services, Indiana Department of Mental Health.)
2. If the program is a residential program, the school corporation will readmit the student to classes upon completion of the program. If the program is one that remediate the student on evenings and/or weekends the student will be readmitted to school after the five day suspension upon proof of enrollment in the program.
3. Should the student fail to complete the requirements of their program, he/she will immediately be expelled for the duration of the original expulsion period proposed.
4. Driving privileges may be denied as a disciplinary measure when deemed appropriate by school officials.

Students committing a second offense of possession and/or use of drugs/alcohol or students committing the providing and/or selling of drugs/alcohol will be expelled following due process procedures.

Section 20: Reasonable Suspicion

The administration shall have the authority to require a student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion the student, while at school, is using or under the influence of alcohol, marijuana or a controlled substance (as defined by Indiana law).

Reasonable suspicion may arise from the following:

1. A student's conduct, physical appearance and/or odor indicates the use of alcohol, marijuana, or a controlled substance.
2. Possession of a vape, drug paraphernalia, alcohol, marijuana, or a controlled substance.
3. Reliable information communicated to an administrator indicating a student is presently using, possessing or under the influence of alcohol, marijuana, or a controlled substance.

Failure to produce a test sample after a reasonable period of time, the student's willful refusal to submit to the chemical test, or a positive test result will allow the Administration to proceed with disciplinary action up to and including the recommendation for expulsion as outlined in the student handbook (i.e., but not limited to chronic sleeping, erratic behavior). Possession of synthetic urine or other fluid that could be used as a substitute of one's urine, will be considered a positive test.

Section 21: Items Prohibited in School

Firearms, Look-alikes, or Destructive Devices on School Property

Firearms or resemblance to destructive devices are prohibited on school property. This does not apply to law enforcement officers performing their official duties.

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\(d\)\)](#).

A firearm or destructive device is any weapon that is capable of, designed to, or that may readily be converted to expel a projectile by means of an explosion. [\(I.C. 35-47-1-5\)](#).

Deadly Weapons on School Property

Deadly weapons are prohibited on school property. This does not apply to law enforcement officers performing their official duties.

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. [\(I.C. 20-33-8-16\(f\)\)](#).

A deadly weapon is any device, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, or that is readily capable of causing serious bodily injury. Under Indiana law an animal can be a deadly weapon. Serious bodily injury creates a substantial risk of death, or causes serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus. [\(I.C. 35-41-1-25\)](#).

Other Items Prohibited on School Property

A student may not possess any of the following, at any time on school property or at school related activities:

- Tobacco or tobacco products
- Alcoholic beverages or alcohol containers
- Materials capable of making an explosive
- Incendiary devices, including lighters and matches
- Flammable liquids or gases
- Vape pens or vape fluids
- Nicotine delivering devices (such as, but not limited to, electronic cigarettes, nicotine patches, etc.)
(I.C. 35-46-1-10.5)

**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 other object that is readily capable of causing injury
- Animals
- Explosives, including all fireworks, model rocketry engines, smoke bombs, stink bombs and similar devices
- Synthetic urine or other fluid that could be used as a substitute for one's urine. Synthetic urine or other masking agents intended to alter a drug screen.

Section 22: Confiscated items

Any item on school premises or brought to a school function that is considered inappropriate, misused, or prohibited may be confiscated by school personnel. The school is not responsible for any lost or stolen items.

Section 23: Chemical Substances

Any inappropriate use of a chemical substance, including but not limited to, chemical spray, Mace, or pepper spray is prohibited on school property, at any school related function, and/or at any extracurricular activity. Students violating this policy will be subject to disciplinary action.

Section 24: Student Safety

Students are not permitted to ride scooters, skateboards, rollerblades, etc. to school. These items are not to be on school grounds at any time. Those students who ride a bicycle to school must keep it locked to the bicycle rack located on the south end of the building near Exit 18.

Section 25: Protecting Students through Cooperation with Law Enforcement

Hamilton Southeastern Schools is committed to protecting students from individuals not associated with the school corporation and recognizes its responsibility to cooperate with law enforcement agencies and the Office of Family and Children or its successor in function.

When such agencies request permission to interrogate a student at school, the principal must ensure that the agency has informed the parents, when appropriate, obtained the parents' consent after the parent and student have had meaningful consultation, and the student knowingly and voluntarily agrees to an interrogation.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student on school premises, the principal's representative will be present throughout the proceedings. The principal will also verify that the student has been informed of his/her right to refuse to answer questions, to be informed that anything they say may be used against them in court, to consult with their parent, and be advised by legal counsel.

No student will be released to an agency, other than a law enforcement agency or child protection agency without proper warrant or written parental permission, except in the event of an emergency or for the protection of life or property as determined by the principal.

Hamilton Southeastern Schools is notified by local law enforcement agencies when a student enrolled at Hamilton Southeastern Schools is arrested or detained for allegations of delinquency which would be a crime if committed by an adult. If a student is suspend and/or expelled for activity which would be a crime if committed by an adult, Hamilton Southeastern Schools, may notify the appropriate law enforcement agencies if merited. The following information, when applicable, will be given in writing to a designated juvenile officer within the appropriate law enforcement agency:

1. Name, age, address, and gender of the student;
2. The nature of the offense, or activity allegedly committed and to circumstances immediately surrounding it, including the time, location and property involved;
3. A description of the method of apprehension; and
4. Any instruments of physical force used.

However, notwithstanding the above, the results of random drug tests administered by Hamilton Southeastern Schools will be held in the very strictest confidence and will not be shared with law enforcement agencies.

The Superintendent or his/her designee will prepare guidelines to promote understanding and cooperation between staff members and students and these agencies. (I.C. 31-32-5-1)

Section 26: Student Searches

The principal or another member of the administrative staff, acting under the direction of the principal, may search the person of a student during the school day if the principal has reasonable grounds for a search of that student.

The School Board authorizes the use of hand held magnetometers when such use is authorized by law.

Section 27: Photographing/Recording of Students & Personnel

Students may not use any device to photograph or record the activities (audio or video) of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded.

Section 28: Inappropriate Conduct

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

- Intentionally or recklessly injuring another person except for self-defense or reasonable action taken on the reasonable belief that it was necessary to protect some other person
- Intentionally or recklessly damaging property belonging to someone else
- Using threats or other conduct or statements intended to intimidate another for any purpose
- Using obscenity, profanity or inappropriate language, this includes electronic communications
- Falsifying school related documents (i.e. phone calls, permission slips, passes, etc.)
- Gambling
- Engaging in pranks that could result in harm to another person or to property belonging to someone else
- Using, being under the influence of or being otherwise impaired by alcohol, drugs or any controlled substance
- Disseminating maliciously false, sexually suggestive, or defamatory statements about any student or staff member or immediate family
- Violating any state or federal law
- Engaging in academic dishonesty, including cheating, plagiarism, and wrongfully using or distributing test material to others
- Surreptitiously photographing anyone
- Engaging in bullying or hazing on school grounds immediately before or during school hours; immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or school activity, function or event; or using school property or equipment provided by the school
- “Sexting” - The use of a portable communication device to contain or transmit inappropriate and sexual content. Engaging in “sexting” may lead to school and legal consequences
- Occupying school property intending to wrongfully deprive others from entering, leaving, or using it
- Taking or using someone else’s property without that person’s permission
- Intentionally disrupting or interfering with a school activity
- Engaging in sexual behavior
- Substantially disobeying the directions of teachers, coaches or administrators having supervision of the student if the disobedience constitutes and interferes with school purposes or a school activity
- Without good grounds, accusing another student or a staff member of sexual harassment or of violating a school rule or state or federal law
- Interfering with or obstructing an investigation by school officials of a violation of this policy
- Failing to report to school officials a plan or scheme to violate this policy
- Satanic drawings, symbols, references
- Violating a rule that the student’s building principal establishes and the Board of School Trustees approves

Attempt or Conspire – A student may not attempt to engage, assist others in engaging, or conspire with or encourage others to engage in any conduct described above. Violators will be subject to reasonable disciplinary action and may be referred to the appropriate law enforcement agency. **(I.C. 20-33-8)**.

Section 29: Student Expression

One of the basic purposes of education is to prepare students for responsible self-expression. Students have a right to free expression as long as they do not substantially interrupt the educational process.

Student Rights

1. Students have the right to free expression of ideas and to participate in the publication of such ideas.
2. Students have the right to express their opinions as long as they do not infringe upon the rights of others through personal attacks or obscenities.

[Return to top](#)

Student Publications

The educational policies and procedures governing student publications shall be followed. Faculty advisors will monitor style, grammar, format, and appropriateness of materials. Students will be directed by faculty advisor and/or building principal to judge literary value, news worthiness, propriety, and to recognize and edit material considered obscene, libelous, slanderous, or apt to incite students to commit unlawful acts, violate school regulations, or to disrupt school operations. Student journalists are responsible for determining the content of their publications. They are subject to state law and the policies of the Board. Procedures for distribution of all publications shall be cleared with the principal.

Student Protests, Demonstrations, and Strikes

Students who individually or with others willfully disrupt the routine and daily schedule of the school or a school-sponsored event by encouraging an individual or group to violate an existing school policy, regulation, or administrative decision will be subject to disciplinary action as appropriate.

Section 30: Secret Societies/Gang Activity

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or properties on school grounds that disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidation, and/or related activities of such groups which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Section 31: Destruction of School Property

A student who causes damage to or loss of any school property will be required to reimburse the school for such damage or loss. Appropriate disciplinary action may be imposed as well.

Damaged or lost instructional articles will be replaced by the student responsible for them. The individual school price list will be used in establishing replacement fees based on the list price and depreciation schedule.

Section 32: School Buses (Provided by the HSE Transportation Department)**(Student conduct/discipline -)**

Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE website under Board Docs policy J10.00.

Student Conduct/Discipline

BASIC RULES OF CONDUCT

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.

1. 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 fewer 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 not allowed on the bus at any time without written permission 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 the student follows all bus rules. **Students may not have more than one friend ride on their assigned bus 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 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 follow.
14. Skateboards and rollerblades are not permitted on school buses or any other school property.
15. Musical instruments will be kept in the seat with the student. They must fit under the seat, held on the student's lap or be held between the students legs. This will ensure the instrument is secure.
16. Golf clubs, oversized equipment and large musical instruments are not to be transported on regular route buses because they can't be properly secured.
17. No items will be stored in the back window.
18. The use of electronic devices, to include but not limited to, iPods, iPads, Media Devices, and Electronic Books, are allowed on the bus, but HSE is not responsible for loss, damage or theft of any of these devices. Except for high school students, these items must be turned off and secured before entering the school building. Electronic devices will not be passed around the bus, but will be used quietly by individual students. For the safety of all students, electronic devices are not to be used when entering or exiting the buses. When exiting the bus, ear buds must be removed until well clear of the bus. For those students crossing in front of the bus, ear buds must be removed until reaching the far side of the street. If students are violating these rules, the driver has the right to restrict the usage of any electronic device on the bus.

Consequences for Violations of School Bus Basic Rules of Conduct

Students are expected to behave appropriately while traveling to or from school or a school activity. The bus driver, Transportation Directors and/or school administrators can use any form of reasonable discipline. In general, HSE Transportation Department will utilize progressive discipline. The unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made. Every disciplinary consequence will involve a personal contact to the parent or guardian from the student's bus driver.

The nature of the student behavior will determine the consequence for the infraction. Possible consequences include but are not limited to the following:

- Parent Conference
- Verbal Warning
- Written Warning
- Suspension
- Removal from the bus for the remainder of the school year

Note: Any student suspended for the remainder of the school year will be placed on probation at the beginning of the following year. Violations while on probation may result in a bus suspension for the remainder of that year.

Section 33: Student Identification Cards

Student identification cards are necessary to conduct business in all areas of the school. Students are required to have a valid identification card with them at all times and present that card to any staff member upon request. Failure to present an identification card on request will result in disciplinary action. Identification cards are also required for extracurricular events. Cards which are altered, lost, or damaged must be replaced. Original identification cards will be free to students. Replacements must be purchased by students.

Section 34: Student Passes

Students in the hall during a class period must have a signed pass from an authorized individual classroom teacher, secretary, etc. Students may not go outside the building unless that pass is written by or approved by an administrator. Students who forge a hall pass, possess a forged hall pass, are out of assigned area or enter a restricted area without permission will face disciplinary consequences.

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

[Return to top](#)

ATHLETICS

Section 1: Philosophy

HSE High School expects its student-athletes to have such attributes as dedication, self-sacrifice, and the sincere desire to be the best athletes possible, 365 days of the year. Student athletes should promote respect, foster pride, and inspire excellence. All of those involved with any part of the athletic program should conduct themselves in a manner which sets an example for the younger people in our community. They should have a thorough understanding of the rules, regulations, requirements, and standards which make up our athletic program. Participation in athletics is a privilege. The responsibilities of the student-athletes are greater than those of other students. Information regarding the NCAA college athlete eligibility guidelines can be found at:

https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

Participation in activities, groups and teams is a privilege at Hamilton Southeastern High School. The use of social media by a student, on or off campus, considered to be "unbecoming of a Royal" may result in discipline including suspension or removal from the activity, group, leadership position, or team.

Section 2: General Policies

Absence from School

Any athlete must attend the last four full periods of the regular school day to participate in practice, athletic contests, or attend an awards program scheduled for that day. If extenuating school or family circumstance result in a student's failure to be present the required four complete periods, an exception can be made. Reasons that would be considered would include: HSE HS approved college visitations, HSE HS field trips, medical emergencies, and funerals. If an athlete is suspended from school for any reason including full days of in school suspension, he/she is not eligible to participate during that suspension. Additionally, upon return to school, an athletic suspension may be imposed.

Age

A student cannot be 20 years of age prior to or on the scheduled date of the IHSAA State Finals in their particular sport.

Amateurism

The athlete cannot have: participated under an assumed name; accepted money or merchandise directly, or indirectly for athletic participation; accepted awards gifts, or honors from colleges or their alumni; signed a professional contract.

Athlete Defined

A student is considered an athlete for one year (365 days) from the time he/she submits a completed IHSAA Physical Form to the Athletic Office. When a student submits an IHSAA Physical, they are declaring their intentions of being an athlete for another full year. When a student is considered to be an athlete, he/she will be held accountable for the rules, guidelines, and policies of this handbook and the IHSAA By-laws. Consequences for violating club/ academic team rules do not take the place of athletic consequences for teams sanctioned by the IHSAA.

Attendance at Awards Programs

The award program is an extension of the athletic season and all athletes are expected to attend. Student athletes are expected to communicate an absence from the awards program with the head coach.

Change of Schools

An athletic transfer from his/her prior school must be completed through the Principal and Athletic Director's office of Hamilton Southeastern High School before participating in athletic contests. The athlete must not have transferred from one school to another for athletic purposes as a result of undue influence, or persuasion by any person or group.

Cheerleaders

Selection: Cheerleading squads will be chosen for basketball and football. These squads will be chosen by the cheerleading coaches through a set try-out procedure at a time designated by these coaches.

Conduct and Character

The athlete must not bring discredit upon the school, or a disruptive influence on the discipline good order, morale or educational environment of the school. A more detailed listing of rules established by HSE High School will be found in the athletic section.

Enrollment

The athlete must be fully enrolled, by the school and the IHSAA, no later than the 15th day of the current semester. At the nine weeks athletes enrolled in credit recovery courses must have 50% work completed and passing in order to count towards eligibility.

Grades

The athletes must meet IHSAA academic standards and be passing at least 70 percent of subjects for the preceding grading period. Semester grades take precedence over those from a nine-week grading period.

HSE HS Extracurricular Academic Standards Procedure must also be followed. (See page 31 for procedure)

IHSAA Eligibility Rules

HSE High School is a member of the Indiana High School Athletic Association (IHSAA). We are required to abide by the rules it has set to govern high school athletics. This is a general summary of some of the rules which most often affect high school athletes. A more detailed account of IHSAA rules can be accessed at www.ihsaa.org.

Illness and Injury

The athlete must present written verification from a physician stating that he/she is physically fit to participate after being absent five or more consecutive days.

One Sport per Season

In general, an athlete is allowed to participate in ONLY ONE sport during a season. Exceptions require approval of both coaches involved and the Athletic Director.

Participation, Practice & Games

The athlete must not participate as a member of any similar team, during the same season; or in an IHSAA sponsored sport not under the direct supervision of their school.

Physicals/Participation Forms

A completed IHSAA physical form ("Consent and Release Certificate") must be on file at the high school before the athlete begins conditioning for his or her intended sport. Athletes must also complete online consent forms located on the athletic website.

Quitting a Team

Once an athlete begins practice in a sport and his/her team membership is terminated by either the athlete, or the coach, for a reason other than being "cut" due to lack of ability - he/she is ineligible to practice or participate in another sport during that season. This may be appealed to the Athletic Director. An exception will require mutual consent of both coaches involved and the Athletic Director. Any athlete who quits a team may not try out for a sport of the next season until the team he/she quits finishes their respective season. This restriction includes pre-season conditioning as well.

Unsportsmanlike Conduct

If an athlete is ejected or disqualified from a contest for any unsportsmanlike conduct there will be a conference with the Athletic Director, head coach, and athlete involved ~~on the next school day~~. Each case will be handled on its own merits with no precedent for discipline being set by any case.

Section 3: Types of Athletic Awards**Varsity Letters**

A chenille varsity letter will be awarded to any athlete fulfilling a varsity letter requirement. Only one letter will be given during the four years. Any replacements must be purchased through the Athletic Department at the athlete's expense.

Numerals

Chenille numerals indicating the year the athlete will graduate will be given to all freshmen athletes who satisfactorily complete a sport. This award will only be given during the student's freshman year. Only freshmen are eligible for this award.

Sport Emblem

An emblem symbolizing the sport for which the athlete fulfilled a varsity letter requirement will be given once in each varsity sport. Any replacements must be purchased through the Athletic Department at the athlete's expense.

Service Bars

A bar emblem will be given each time an athlete fulfills a varsity letter requirement.

Letter Jackets

Jackets are not given as awards. HSE High School-style jackets will be available through local sporting goods stores. You must earn a varsity letter before one can be purchased. (Store locations available from the Athletic Department.)

Award Series for a Single Sport

1. 1st Varsity Letter:
 - Letter, Sport Emblem, & Bar
 - Certificate - recognizing a first varsity letter
2. 2nd Varsity Letter:
 - Bar
 - Certificate - recognizing a second varsity letter
3. 3rd Varsity Letter:
 - Bar
 - Plaque - recognizing third varsity letter
4. 4th Varsity Letter:
 - Bar
 - Plaque - recognizing fourth varsity letter

Award Series for Combined Total Letters

1. 6 Total Varsity Letters:
 - An award recognizing this accomplishment
2. 8 Total Varsity Letters
 - An award recognizing this accomplishment

Special Awards

Conference Champions

Team members for conference champions may purchase chenille patches for their particular sport. The Athletic Department will not fund these awards.

IHSAA Sectional Champions

Each team member, or individual winner, will receive a 4" - 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA SECTIONAL CHAMPION."

IHSAA Regional Champions

Each team member, or individual winner, will receive a 4" - 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA SECTIONAL & REGIONAL CHAMPION."

IHSAA Semi-State

Each team member, or individual winner, will receive a 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA Sectional, Regional, & Semi-State Champions."

IHSAA State Finalists & Champions

Each team member, or individual winner/qualifier, will receive a 6" chenille patch in the shape of the State of Indiana. Inscribed will be "IHSAA State Champions," "IHSAA State Finalist," or "IHSAA State Qualifier."

Rings

Any team that is an IHSAA "State Champion," or "Runner-up," will have the opportunity to purchase the ring the IHSAA offers to those groups. The same holds true for individual "Champions," or "Runners-Ups,". Individually, an athlete must be in the top two places in the "State Meet." These rings will not be purchased by the Athletic Department. They must be funded by another means.

IHSAA & Conference Champion Patches

IHSAA patches will be purchased by the Athletic Department. Conference patches will be purchased by the individual teams or by the individual athletes.

[Return to top](#)

Hall of Fame

HSE High School recognizes student athletes who have received state recognition by being an Indiana All-Star, All-State Player, and/or IHSA State Finalist. An 11" x 14" photo will be put on the Hall of Fame at HSE HS.

Removal from the Hall of Fame

HSE High School reserves the right to not recognize, or remove a person from the "Hall of Fame" if the qualifying member has committed an act to reflect discredit upon HSE HS.

Varsity Letter Requirements

Athletes

Individual letter requirements will be determined by the sport's head coach and communicated to the student at the beginning of the sport season. An athlete must complete the season in good standing.

Student Managers

If a student is a manager for a varsity athletic team, the varsity coach will determine the requirement for earning a varsity letter.

Auxiliary Personnel

Auxiliary personnel include people who work with the team primarily at games only. These participants will not qualify for awards through the Athletic Department. They will be recognized by their respective team and its coaching staff.

Section 4: Training Rules & Conduct

Definitions, Explanations, & Penalties

The following descriptions of terms, definitions, and explanations of the rules and penalties are established for the athletes of HSE High School:

Probation

This is a period of time when the athlete's conduct is carefully supervised. It is the result of a violation of one of HSE High School's athletic rules. If an athlete is found to be in violation of an athletic rule while on probation, he/she will suffer the greater of the two penalties.

Number of Athletic Probations

An athlete cannot be placed on probation more than two times during his/her high school career. If he/she is found in violation of an offense resulting in a third probation, he/she will not be allowed to participate in any type of athletics for the remainder of the high school career. When an HSE HS student is considered to be an athlete he/she will be held accountable for the rules and guidelines of this handbook. ([See Athlete Defined](#))

Individual Team Rules

Each head coach will furnish his/her athletes with specific rules and/or regulations which apply to that sport. The Athletic Director must approve these individual rules, and with approval, those penalties will be supported.

Satisfactorily Completing a Season

Those athletes assessed a penalty which would carry over to another season must "SATISFACTORILY COMPLETE" the season they are in. To fulfill this requirement, the athlete must satisfy all of the coach's requirements which are expected of the other team members.

Suspension for a Percent of a Season

1. Suspension for One Season (100%)
If an athlete is excluded from 10 scheduled games and the season consists of 20 games, then 50% of the penalty has been satisfied. The remaining 50% must come from the next season he/she satisfactorily completes.
2. Suspension for Less than One Season (example: 50%)
If an athlete is excluded for one scheduled game and the season consists of 10 games, then 10% of the penalty has been satisfied. The remaining 40% must come from the next season he/she satisfactorily completes.

[Return to top](#)

HSE HS ATHLETIC RULES & PENALTIES

Types of Violation	Occurrence	Penalty
Felonies, Thefts, Misdemeanors	All	All determined by the principal, athletic director(s), and/or athletic council.
Possessing, using or being under the influence of alcohol, a controlled substance or possession of paraphernalia, or admission of use	1 st	1. Suspension from team(s) for the equivalent of 50 percent of the contests for one athletic season, or for the first season they satisfactorily complete; 2. Completion of drug/alcohol abuse program (A service provider must be agreed upon by both parent and school, provided at parents' expense, and must be successfully completed before returning from suspension) 3. Subject to increased random drug testing, 4. Athletic probation for two semesters.
	2 nd	1. Suspension from team(s) for one calendar year (365 days), 2. Completion of drug/alcohol abuse program (A service provider must be agreed upon by both parent and school, provided at parents' expense, and must be successfully completed before returning from suspension) 3. Subject to increased random drug testing, 4. Athletic probation for two semesters.
	3 rd	Expulsion from athletics the remainder of their high school career.
Possession and/or use of tobacco and/or of tobacco products, or admission of use	1 st	Suspension from team(s) for the equivalent of 25 percent of the contests for that season they are in, or for the first season they satisfactorily complete, athletic probation for 1 semester.
	2 nd	1. Suspension from team(s) for the equivalent of 365 days, 2. tobacco education (A service provider must be agreed upon by both parent and school, provided at parents' expense and must be successfully completed before returning from suspension), or for the season they normally participate in; 3. athletic probation for two semesters.
	3 rd	Expulsion from athletics for the remainder of their high school career.
Unauthorized possession of High School athletic property	1 st	Suspension from team(s) until property is returned.
	2 nd	Suspension from athletics until property is returned; may also face school disciplinary action
Out of School Suspension	All	Suspension from the team a minimum of 10 percent to a maximum of 100 percent of the season - to be determined by principal, athletic director(s) and/or athletic council. Athletic probation for 1 semester.

Nutritional Supplements

HSE High School does not encourage or endorse the use of any type of nutritional supplement. The use of products such as protein supplements, amino acid supplements, creative, weight gain and/or loss products, etc. is a decision to be made by the student/athlete and their parents. Due to the potential health risks associated with the usage of nutritional supplements, this decision should be made in consultation with a physician.

[Return to top](#)

PHYSICAL EDUCATION CREDITS

Hamilton Southeastern Schools allows flexibility in developing curriculum and scheduling options adapted to the needs and in the best interests of individual students.

Hamilton Southeastern Schools requires students to earn two (2) credits of physical education to be eligible for graduation. Waiver procedures for these requirements will be administered by the building principal, pursuant to the following guidelines. PE credits acquired through the waiver process shall receive a grade from the Department Chairperson for the purpose of GPA.

ALTERNATE PHYSICAL EDUCATION CREDIT

Hamilton Southeastern School offers an alternative option for freshman, sophomore, and junior students to earn one of the two physical education credits. Students participating in HSE sports recognized by IHSAA, along with cheerleading, dance, and marching band, and those participating in non-HSE sports are eligible for this option. Students will need to complete two components to earn the physical education credit – coach’s form, and four quizzes. A student can apply for the opportunity by visiting the HSEHS website.

CREDIT THROUGH ON-LINE ACADEMY

Any freshman, sophomore, or junior student who has not participated in the Alternative Physical Education Credit may take one credit of Physical Education through Central Indiana Educational Services Center’s (CIESC) On-line Academy. The student will pay the cost of the course, and the high school will recognize the course for physical education credit.

REMAINING CREDIT REQUIREMENT

The remaining required Physical Education credit must be earned by participating in a high school physical education class during the school year or a summer school class held at either Fishers High School or Hamilton Southeastern High School.

A student who has been granted a waiver from the first physical education credit and who is participating or training at least five days a week and who has demonstrated elite status beyond HSE Schools and State of Indiana (regional, National, or International levels), may qualify for a waiver from the remaining physical education requirement. Verification documentation from two outside sources is required. The student must document participation and complete the requirements for PE II (second physical education course) through the Central Indiana Educational Services Center’s (CIESC) On-line Academy. The student will pay any cost associated with the course and the high school will recognize the course for physical education credit.

CORPORATION POLICIES

Selected Hamilton Southeastern Schools Corporation Policies are included in this book; to view all Board Policies please go to www.hse.k12.in.us.

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.

Asbestos Free Building

The Hamilton Southeastern School Corporation has undergone inspection for asbestos in its buildings. With our extensive renovation projects and our new construction, we have eliminated asbestos from all of our buildings. Copies of our plan and documentation of re-inspections are on file in each building and in the Central Office.

Drug Prevention Policy

Hamilton Southeastern Schools is committed to providing a drug and alcohol free learning environment. Drug and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students, and adversely affect the educational mission of the school corporation.

For these reasons, the unlawful manufacture, distribution, possession, use, or being under the influence of illicit drugs, alcohol or other controlled substances, on school premises or as part of any school-sponsored activities is strictly prohibited.

Disciplinary sanctions (in accordance with state and federal laws) will be imposed on students who violate the standards of conduct set forth in this policy. The following factors will be considered in the determination of said sanction:

- The potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to create addiction
- The degree and kind of involvement with drugs evidenced by the activities of the student offender; the number of other students affected by him/her; and his/her possible profit motive
- The number of previous times the student has been disciplined for drug involvement
- The overall disciplinary record of the student
- The student's willingness and desire to participate in an approved substance abuse program or to seek help from professionals, organizations, or other individuals qualified to provide services

Family Education Rights & Privacy Act of 1976

The responsibility for development, maintenance, and security of student records is a combined effort of the student, teachers, and the administrative personnel.

The parents of a student (age 17 or younger) have the right to inspect a student's permanent record and the right to a hearing concerning correction if they feel the record is in error. These rights pass fully to the student when he/she reaches the age of 18.

A complete policy governing the collection, classification, and accessibility of data on permanent records has been adopted by the Board. A copy may be obtained upon request.

Hamilton Southeastern Schools Policy of Nondiscrimination

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 22-9-1), (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 the Chief Equity and Inclusion Officer, Dr. Erica Buchanan-Rivera of Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038 or 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.

The Superintendent/designee has developed appropriate procedures to adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. Included in these procedures, Superintendent/designee has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members is listed in the procedures. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and have established a protocol for recordkeeping.

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

Hamilton Southeastern Schools are committed to equal opportunity. Hamilton Southeastern Schools is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicapping condition, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the superintendent of schools.

Hamilton Southeastern Schools has a policy which is currently being practiced. All courses are open to all students regardless of age, race, color, national origin, sex and handicapping condition, including limited English proficiency.

Educational services, programs, instruction and facilities will not be denied to anyone in the Hamilton Southeastern Schools as the result of his or her age, race, color, national origin, sex or handicapping condition.

Any other information concerning the above policies may be obtained by contacting the corporation superintendent.

Hamilton Southeastern Schools Gender Equity Procedure

Compliance with Title IX and with the associated regulations is an on-going process. That would be true in a school and a community which was stable in size. In a rapidly growing and changing school such as HSE High School, compliance is our goal. It is the policy of HSE High School to provide equitable programs for all students.

To inquire about Title IX, contact Dr. Erica Buchanan-Rivera, Corporation Title IX Coordinator, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, IN 46038 at (317) 594-4100, or the Office of Civil Rights, U.S. Department of Education, Washington D.C.

Hamilton Southeastern Schools Foundation

The Board of School Trustees of Hamilton Southeastern Schools recognizes the importance of the Hamilton Southeastern Schools Foundation, Incorporated in providing financial support for the educational purposes of the school corporation.

The Board will:

- ◆ encourage the community to support and participate with the Board of Directors of the Foundation;
- ◆ annually appoint an ex-officio member to the Board of Directors of the Foundation;
- ◆ operate within the policy guidelines of the school corporation while on school premises in fund-raising activities;
- ◆ ensure coordination, avoid confusion and duplication in developing proposals and making application for specially funded programs by having the corporation treasurer review and sign all proposals; and
- ◆ review and accept all grant proposals/donations as referred to in policy Public Gifts/Donations to Schools

Hamilton Southeastern Schools Student Computing Resources and Internet Access Information

*****Please read this carefully*****

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.

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 I05.03 and Guidelines I05.3.1.

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 chat room sites about cyber bullying. Therefore students will be provided instruction about appropriate online behavior including interacting with other individuals on social networking sites and in chat rooms 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 must first have the permission of Hamilton Southeastern Schools' professional staff and must work under the supervision of professional staff. Students utilizing corporation-provided computing resources and Internet access are responsible for good online behavior similar to the good behavior expected are 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 I05.3.1 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 I05.03 and Guidelines I05.3.1 available online on the HSE's website (www.hse.k12.in.us) for review by all parents, guardians, and other member of the community. Parents and guardians also are provided the option of requesting alternative activities not requiring computing resources and/or Internet use for their minor children.

HAMILTON SOUTHEASTERN SCHOOLS - 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.

Military Recruiters

Notice of Restriction to Release Student Directory Information to Military Representatives

Release of Student Directory Information by HSE High School to recruiting representatives of the various military services and academies is required by state and federal law. For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent for such release.

Pest Control

Hamilton Southeastern Schools will take appropriate measures to keep the corporation's facilities and grounds as free as practically possible from pests that may be harmful to staff and students. To the extent that such measures involve the use of chemicals, the Superintendent will establish a procedure that, at a minimum, provides for:

- ◆ Appropriate notices to parents, building administrators and school nurses
- ◆ Appropriate steps to identify students that are allergic to chemicals that might be used
- ◆ Maintain all required records of pest control measures employed

- ◆ Compliance with applicable laws and regulations
- ◆ Any necessary training of staff
- ◆ Procedures in place in the event of an emergency

Student Photographs/Films/Videos

Media Interviews and Photographs

Members of the public news media wishing to conduct interviews or take photographs at school during regular school hours in which students would (or could) be individually identified, need the prior permission of the central office administration. Each year parents/guardians will be given the opportunity to indicate if they do not want public news media to interview or photograph their child at school.

Using Schools or Students for Publicity Purposes

Partisan, sectarian, or denominational doctrines may not be advocated in a public school during the hours the school is in session. This includes filming of campaign advertisements or other spots which advocate a certain position or opinion. This policy is not intended to limit the use of debates for instructional purposes, nor is it intended to limit the use of school facilities for organized debates.

Tobacco Free Schools

The Board of School Trustees declares all school buildings and grounds, including athletic facilities to be smoke-free environments. Staff, students and members of the public are expected to observe this restriction at all times. Notices will be posted indicating that all Hamilton Southeastern School buildings and grounds are smoke-free.

[Return to top](#)

Video Surveillance

The Board of School Trustees authorizes the use of video cameras on corporation property to assist in protecting the health, welfare, and safety of all staff, students, and visitors and to safeguard corporation facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent or his/her designee.

Recorded information from these cameras (“security videos”) showing identifiable students will be treated as an “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 Educational Rights & Privacy Act (“FERPA”, 20 United States Code 1233 (g), 34 CFR Part 99.)

For the purpose of these policy restrooms, locker rooms, and areas reserved exclusively for staff use shall be considered a “private area” of the facility and shall not be equipped with video security equipment. The term “non-private area” shall therefore mean any area on school corporation property not meeting the definition of a “private area”.

All speech and conduct in the non-private areas of the school corporation facilities is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have a legitimate expectation of privacy with respect to his or her conduct or speech in the non-private area of a school corporation property.

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

Directory Information

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 as a general notification for the 2010-11 school year.

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 of 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.

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.

Fundraising Policy

Hamilton Southeastern Schools' Fundraising Policy states that no student will be required to participate in any fundraising activity as an expectation for team or club membership nor penalized for not participating in a fundraising activity.

After School Activities/Inclement weather – delays/closing

The cancellation of after school activities will be determined on a case by case basis as weather conditions evolve. Parents and students will receive communications via the school website, or other emergency notification system.

[Return to top](#)

6+1 Writing traits

IDEAS AND CONTENT

(Development)

This paper is clear and focused. It holds the reader's attention. Relevant anecdotes and details enrich the central theme.

- A. The topic is **narrow** and **manageable**.
- B. **Relevant, telling, quality details** give the reader important information that goes **beyond the obvious** or predictable.
- C. Reasonably **accurate details** are present to support the main ideas.
- D. The writer seems to be writing from **knowledge** or **experience**; the ideas are **fresh** and **original**.
- E. The reader's questions are **anticipated and answered**.
- F. **Insight**—an understanding of life and a knack for picking out what is significant—is an indicator of high level performance, though not required.

The writer is beginning to define the topic, even though development is still basic or general.

- A. The **topic is fairly broad**; however, you can see where the writer is headed.
- B. **Support is attempted**, but doesn't go far enough yet in fleshing out the key issues or story line.
- C. **Ideas are reasonably clear**, though they may not be detailed, personalized, accurate, or expanded enough to show in depth understanding or a strong sense of purpose.
- D. The writer seems to be drawing on knowledge or experience, but **has difficulty going from general observations to specifics**.
- E. The reader is **left with questions**. More information is needed to "fill in the blanks."
- F. The **writer generally stays on the topic** but does not develop a clear theme. The writer has not yet focused the topic past the obvious.

As yet, the paper has no clear sense of purpose or central theme. To extract meaning from the text, the reader must make inferences based on sketchy or missing details. The writing reflects more than one of these problems:

- A. The writer is **still in search of a topic**, brainstorming, or has not yet decided what the main idea of the piece will be.
- B. Information is **limited** or **unclear** or the **length is not adequate** for development.
- C. The idea is a **simple restatement** of the topic or an **answer** to the question with little or no attention to detail.
- D. The writer has **not begun to define the topic** in a meaningful, personal way.
- E. **Everything seems as important as everything else**; the reader has a hard time sifting out what is important.
- F. The text may be **repetitious**, or may read like a collection of **disconnected, random thoughts** with no discernable point.

©Northwest Regional Educational Laboratory

ORGANIZATION

The organization enhances and showcases the central idea or theme. The order, structure, or presentation of information is compelling and moves the reader through the text.

- A. An **inviting introduction** draws the reader in; a **satisfying conclusion** leaves the reader with a sense of closure and resolution.
- B. **Thoughtful transitions** clearly show how ideas connect.
- C. Details seem to fit where they're placed; **sequencing is logical and effective**.
- D. **Pacing is well controlled**; the writer knows when to slow down and elaborate, and when to pick up the pace and move on.
- E. The **title**, if desired, is **original** and captures the central theme of the piece.
- F. Organization **flows so smoothly** the reader hardly thinks about it; the choice of structure matches the **purpose and audience**.

The organizational structure is strong enough to move the reader through the text without too much confusion.

- A. The paper has a **recognizable introduction and conclusion**. The introduction may not create a strong sense of anticipation; the conclusion may not tie-up all loose ends.
- B. **Transitions often work well**; at other times, connections between ideas are fuzzy.
- C. **Sequencing shows some logic**, but not under control enough that it consistently supports the ideas. In fact, sometimes it is so predictable and rehearsed that the **structure takes attention away from the content**.
- D. **Pacing is fairly well controlled**, though the writer sometimes lunges ahead too quickly or spends too much time on details that do not matter.
- E. A **title (if desired) is present**, although it may be uninspired or an obvious restatement of the prompt or topic.
- F. The **organization sometimes supports the main point or storyline**; at other times, the reader feels an urge to slip in a transition or move things around.

The writing lacks a clear sense of direction. Ideas, details, or events seem strung together in a loose or random fashion; there is no identifiable internal structure. The writing reflects more than one of these problems:

- A. There is **no real lead** to set-up what follows, **no real conclusion** to wrap things up.
- B. Connections between ideas are **confusing** or not even present.
- C. **Sequencing needs** lots and lots of **work**.
- D. **Pacing feels awkward**; the writer slows to a crawl when the reader wants to get on with it, and vice versa.
- E. **No title is present** (if requested) or, if present, **does not match** well with the content.
- F. Problems with organization make it **hard for the reader to get a grip** on the main point or story line.

VOICE

The writer speaks directly to the reader in a way that is individual, compelling and engaging. The writer crafts the writing with awareness and respect for the audience and the purpose for writing.

- A. The tone of the writing **adds interest** to the message and is **appropriate for the purpose and audience**.
- B. The reader feels a **strong interaction** with the writer, sensing the **person behind the words**.
- C. The writer **takes a risk** by revealing who he or she is consistently throughout the piece.
- D. **Expository or persuasive** writing reflects a **strong commitment** to the topic by showing **why the reader needs to know this** and why he or she should care.
- E. **Narrative** writing is **honest, personal, and engaging** and makes you **think about, and react to**, the author's ideas and point of view.

The writer seems sincere but not fully engaged or involved. The result is pleasant or even personable, but not compelling.

- A. The writer seems aware of an audience but discards personal insights in favor of **obvious generalities**.
- B. The writing communicates in an **earnest, pleasing, yet safe** manner.
- C. Only **one or two moments here or there** intrigue, delight, or move the reader. These places may **emerge strongly for a line or two, but quickly fade away**.
- D. **Expository or persuasive** writing **lacks consistent engagement** with the topic to build credibility.
- E. **Narrative** writing is **reasonably sincere**, but doesn't reflect unique or individual perspective on the topic.

The writer seems indifferent, uninvolved, or distanced from the topic and/or the audience. As a result, the paper reflects more than one of the following problems:

- A. The writer is **not concerned with the audience**. The writer's style is a **complete mismatch** for the intended reader or the writing is **so short** that little is accomplished beyond introducing the topic.
- B. The writer speaks in a kind of **monotone** that flattens all potential highs or lows of the message.
- C. The writing is **humdrum and "risk-free."**
- D. The writing is **lifeless or mechanical**; depending on the topic, it may be overly technical or jargonistic.
- E. The development of the topic is **so limited** that **no point of view is present**—zip, zero, zilch, nada

©Northwest Regional Educational Laboratory

WORD CHOICE

Words convey the intended message in a precise, interesting, and natural way. The words are powerful and engaging.

- A. Words are **specific** and **accurate**. It is easy to understand just what the writer means.
- B. **Striking words and phrases** often catch the reader's eye and linger in the reader's mind.
- C. Language and phrasing is **natural, effective, and appropriate** for the audience.
- D. **Lively verbs** add energy while **specific nouns** and **modifiers** add depth.
- E. Choices in language **enhance** the **meaning** and **clarify** understanding.
- F. **Precision** is obvious. The writer has taken care to put just the right word or phrase in just the right spot.

The language is functional, even if it lacks much energy. It is easy to figure out the writer's meaning on a general level.

- A. Words are **adequate and correct in a general sense**, and they support the meaning by not getting in the way.
- B. Familiar **words and phrases communicate** but rarely capture the reader's imagination.
- C. **Attempts at colorful language** show a willingness to stretch and grow but sometimes reach beyond the audience (thesaurus overload!).
- D. Despite a **few successes**, the writing is marked by **passive verbs, everyday nouns, and mundane modifiers**.
- E. The words and phrases are **functional** with only **one or two fine moments**.
- F. The words may be **refined in a couple of places**, but the language looks more like **the first thing that popped into the writer's mind**.

The writer demonstrates a limited vocabulary or has not searched for words to convey specific meaning.

- A. Words are so **nonspecific and distracting** that only a **very limited meaning** comes through.
- B. Problems with language **leave the reader wondering**. Many of the **words just don't work** in this piece.
- C. Audience has not been considered. **Language is used incorrectly** making the message secondary to the misfires with the words.
- D. **Limited vocabulary** and/or **misused parts of speech** seriously impair understanding.
- E. Words and phrases are so **unimaginative and lifeless** that they detract from the meaning.
- F. **Jargon or clichés** distract or mislead. **Redundancy** may distract the reader.

©Northwest Regional Educational Laboratory

SENTENCE FLUENCY

The writing has an easy flow, rhythm, and cadence. Sentences are well built, with strong and varied structure that invites expressive oral reading.

- A. Sentences are constructed in a way that underscores and enhances the **meaning**.
- B. Sentences **vary in length as well as structure**. Fragments, if used, add style. Dialogue, if present, sounds natural.
- C. **Purposeful** and **varied sentence beginnings** add variety and energy.
- D. The use of **creative and appropriate connectives** between sentences and thoughts shows how each relates to, and builds upon, the one before it.
- E. The writing has **cadence**; the writer has thought about the sound of the words as well as the meaning. The first time you read it aloud is a breeze.

The text hums along with a steady beat, but tends to be more pleasant or businesslike than musical, more mechanical than fluid.

- A. Although sentences may not seem artfully crafted or musical, **they get the job done in a routine fashion**.
- B. Sentences are **usually constructed correctly**; they **hang together**; they are **sound**.
- C. **Sentence beginnings** are not ALL alike; **some variety is attempted**.
- D. The reader sometimes has to **hunt for clues** (e.g., connecting words and phrases like *however, therefore, naturally, after a while, on the other hand, to be specific, for example, next, first of all, later, but as it turned out, although, etc.*) that show how sentences interrelate.
- E. **Parts of the text invite expressive oral reading**; others may be stiff, awkward, choppy, or gangly.

The reader has to practice quite a bit in order to give this paper a fair interpretive reading. The writing reflects more than one of the following problems:

- A. Sentences are **choppy, incomplete, rambling or awkward**; they need work.
Phrasing does not sound natural. The patterns may create a sing-song rhythm, or a chop-chop cadence that lulls the reader to sleep.
- B. There is little to **no “sentence sense”** present. Even if this piece was flawlessly edited, the sentences would not hang together.
- C. Many **sentences begin the same way**—and may follow the same patterns (e.g. *subject-verb-object*) in a monotonous pattern.
- D. **Endless connectives** (*and, and so, but then, because, and then, etc.*) or a **complete lack of connectives** create a massive jumble of language.
- E. The text **does not invite expressive oral reading**.

©Northwest Regional Educational Laboratory

CONVENTIONS

The writer demonstrates a good grasp of standard writing conventions (e.g. spelling, punctuation, capitalization, grammar, usage, paragraphing) and uses conventions effectively to enhance readability. Errors tend to be so few that just minor touch-ups would get this piece ready to publish.

- A. **Spelling is generally correct**, even on more difficult words.
- B. The **punctuation is accurate**, even creative, and guides the reader through the text.
- C. A thorough understanding and consistent application of **capitalization** skills are present.
- D. **Grammar and usage are correct** and contribute to clarity and style.
- E. **Paragraphing tends to be sound** and reinforces the organizational structure.
- F. The writer **may manipulate conventions** for stylistic effect—and it works! The piece is very close to being **ready to publish**.

***GRADES 7 AND UP ONLY:** The writing is sufficiently complex to allow the writer to show skill in using a wide range of conventions. For writers at younger ages, the writing shows control over those conventions that are grade/age appropriate.*

The writer shows reasonable control over a limited range of standard writing conventions. Conventions are sometimes handled well and enhance readability; at other times, errors are distracting and impair readability.

- A. **Spelling** is usually **correct or reasonably phonetic on common words**, but more difficult words are problematic.
- B. **End punctuation is usually correct**; internal punctuation (*commas, apostrophes, semicolons, dashes, colons, parentheses*) is sometimes missing/wrong.
- C. **Most words are capitalized correctly**; control over more sophisticated capitalization skills may be spotty.
- D. **Problems with grammar or usage are not serious** enough to distort meaning but may not be correct or accurately applied all of the time.
- E. **Paragraphing is attempted** but may run together or begin in the wrong places.
- F. **Moderate editing** (a little of this, a little of that) would be required to polish the text for publication.

Errors in spelling, punctuation, capitalization, usage, and grammar and/or paragraphing repeatedly distract the reader and make the text difficult to read.

The writing reflects more than one of these problems:

- A. **Spelling errors are frequent**, even on common words.
- B. **Punctuation** (including terminal punctuation) is often **missing or incorrect**.
- C. **Capitalization** is **random** and only the easiest rules show awareness of correct use.
- D. **Errors in grammar or usage are very noticeable**, frequent, and affect meaning.
- E. **Paragraphing is missing, irregular, or so frequent** (every sentence) that it has no relationship to the organizational structure of the text.
- F. The reader must **read once to decode**, then again for meaning. **Extensive editing** (virtually every line) would be required to polish the text for publication.

PRESENTATION

(optional)

The form and presentation of the text enhances the ability for the reader to understand and connect with the message. It is pleasing to the eye.

- A. If handwritten (either cursive or printed), the **slant is consistent**, letters are clearly formed, **spacing is uniform** between words, and the text is easy to read.
- B. If word-processed, there is **appropriate use of fonts and font sizes** which invites the reader into the text.
- C. The use of **white space** on the page (spacing, margins, etc.) allows the intended audience to easily focus on the text and message without distractions. There is just the right amount of balance of white space and text on the page. The formatting suits the purpose for writing.
- D. The use of a **title, side heads, page numbering, bullets**, and evidence of correct use of a style sheet (when appropriate) makes it easy for the reader to access the desired information and text. These markers allow the hierarchy of information to be clear to the reader.
- E. When appropriate to the purpose and audience, there is **effective integration of text and illustrations, charts, graphs, maps, tables, etc.** There is clear alignment between the text and visuals. The visuals support and clarify important information or key points made in the text.

The writer's message is understandable in this format.

- A. **Handwriting is readable**, although there may be **discrepancies in letter shape and form, slant, and spacing** that may make some words or passages easier to read than others.
- B. **Experimentation with fonts and font sizes** is successful in some places, but begins to get fussy and cluttered in others. The **effect is not consistent** throughout the text.
- C. While margins may be present, **some text may crowd the edges**. Consistent spacing is applied, although a different choice may make text more accessible (e.g., single, double, or triple spacing).
- D. Although some markers are present (titles, numbering, bullets, side heads, etc.), they are not used to their fullest potential as a guide for the reader to access the greatest meaning from the text.
- E. An **attempt is made to integrate visuals** and the text although the connections may be limited.

The reader receives a garbled message due to problems relating to the presentation of the text.

- A. Because the letters are irregularly slanted, formed inconsistently, or incorrectly, and the spacing is unbalanced or not even present, it is **very difficult to read and understand the text**.
- B. The writer has gone **wild with multiple fonts and font sizes**. It is a major distraction to the reader.
- C. The **spacing is random and confusing** to the reader. There may be little or no white space on the page.
- D. **Lack of markers** (title, page numbering, bullets, side heads, etc.) leave the reader wondering how one section connects to another and why the text is organized in this manner on the page.
- E. The visuals do not support or further illustrate key ideas presented in the text. They may be **misleading, indecipherable, or too complex** to be understood.

©Northwest Regional Educational Laboratory

[Return to top](#)

PARENT SUPPORT

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, web pages, emergency alert system, school newsletters, Skylert).

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.
- 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

[Return to top](#)