



## Keeping Students Safe

Safety Guidelines and Rules for Hamilton Southeastern High School

<b>ENTERING THE BUILDING:</b>	<p><b>Students should carry their School Student ID cards at all times.</b> They should be ready to show their ID upon entering the building if it is after the start of 1<sup>st</sup> period. We encourage all students to take a picture of their ID with their phone. They can show this when they enter the building as well.</p>
<b>VOLUNTEERS/ VISITORS</b>  <b>BACKGROUND CHECKS:</b>	<p>Volunteers/Visitors must have a background check on file with the district and may complete the online registration by going to the District website at: <a href="http://www.hse.k12.in.us/ADM/parents/volunteering.aspx">http://www.hse.k12.in.us/ADM/parents/volunteering.aspx</a>. This process usually takes between 3 and 6 business days. Background checks are good for three years at <b>any school in the district.</b></p> <p>Parents/Volunteers/Visitors entering the building must check in at the <b>Main Office</b> (Door 1 on Olio Road - west side of the building near the flagpole).</p> <p>A volunteer/visitor is anyone over the age of 18 who is not a current student. Parent/Volunteers/Visitors should have their <b>Safe Visitor badge</b>, or <b>Driver's License</b> ready to make the check-in process go more smoothly.</p> <p>If you have filled out a background check in the past for our district and are unsure whether it has expired, please contact Vicki Foutty at <a href="mailto:vfoutty@hse.k12.in.us">vfoutty@hse.k12.in.us</a> or call the school where you plan to volunteer or visit.</p> <p>Parents/Volunteers/Visitors are expected to comply with all rules and regulations set forth by Hamilton Southeastern Schools.</p>
<b>WHILE IN THE BUILDING:</b>	<p>Once a volunteer/visitor has been checked in, they will be escorted to and from their destination (Guidance, Dean's Office, Clinic - all located near the <b>Main Office</b>).</p>
<b>FOOD IN THE BUILDING:</b>	<p>We <b>do not allow</b> outside restaurant food to be delivered by anyone, including parents, to the building for students during school hours.</p>
<b>DELIVERIES:</b>	<p>We do not allow flowers/gifts/balloons to be delivered to students in the building. We will turn the delivery person away.</p>
<b>DROP OFF OF PERSONAL ITEMS TO YOUR STUDENT:</b>	<p>Drop offs to the <b>Main Office</b> (Door 1 on Olio Road - west side of the building) should be limited to <b>emergencies only</b>, and be delivered by a parent or guardian of the student.</p> <p><b>No passes will be sent</b> for drop offs of personal items. It is the students' responsibility to check at the <b>Main Office</b>.</p>