

Hamilton Southeastern Junior High School

Home of the Panthers



STUDENT HANDBOOK 2011-2012

Adopted by the HSE Board of Education **April 25, 2011**

12001 Olio Road
Fishers, Indiana 46037
School Phone: 594-4120
School Fax: 594-4129

HAMILTON SOUTHEASTERN JUNIOR HIGH SCHOOL ADMINISTRATION & SUPPORT STAFF

Mrs. Shari Switzer.....	Principal
Mr. Courtney Scott.....	Assistant Principal
Mrs. Lauren Isaacs	Guidance Coordinator
Mrs. Lois Valasek	Guidance Counselor
Mr. Chad Guest	Athletic Director
Mrs. Lori Haneline.....	Office Manager
Mrs. Sue Wahlstrom	Main Office Secretary
Mrs. Cherie Mahoney.....	Guidance Secretary
Mrs. Karan Wheeler.....	Treasurer
Ms. RaShell Scott.....	Nurse
Mrs. Debbie Granger.....	Cafeteria Manager
Mr. Eric Couch.....	Head Custodian

HAMILTON SOUTHEASTERN SCHOOLS ADMINISTRATION

Dr. Brian Smith	Superintendent
Yet to Be Named	Assistant Superintendent
Mr. Michael Reuter	Chief Financial Officer
Mr. Walter Morales	Chief Technology Officer
Mrs. Cecilie Nunn	Business Manager
Mr. Harry Delks.....	Facilities Manager
Mr. Michael Beresford.....	Director of Human Resources and Student Services
Mr. Tom Bell	Director of Special Education
Ms. Casey Allen.....	Assistant Director of Special Education
Dr. Barb Walters	Coordinator of Secondary Special Education Program
Mrs. Sandy Odum.....	Director of Secondary Curriculum
Dr. Flora Reichanadter.....	Director of Elementary Curriculum
Mrs. Faye Waugh	Director of Food Service
Mr. Jim White.....	Director of Transportation

HAMILTON SOUTHEASTERN JUNIOR HIGH MISSION STATEMENT

The staff of Hamilton Southeastern Junior High School, in partnership with the community, strives for educational excellence by providing experiences which challenge students to become effective decision-makers, problem-solvers, and communicators.

HAMILTON SOUTHEASTERN SCHOOLS 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.

POLICY OF NON DISCRIMINATION

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 11(I.C. 22-9-1), (I.C. 20-33-1), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

To inquire about Gender Equity, Title IX, contact Randy Schoeff, 12011 Olio Road, Fishers, IN 46037 at (317) 915-4220, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Welcome to Hamilton Southeastern Junior High:

Our school welcomes you to its ranks. We hope you will always be conscious of its policies and requirements. Be proud of your school, take good care of it and feel free to make suggestions for improving it. Your school will be whatever you make it. Let us always have the spirit to do things that will make it outstanding. Throughout your life you will be looking forward to the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of HSJH.

SPECIAL NOTE: The sections of the handbook that are highlighted are either changes or additions to last year's rules or procedures. Please take time to review this year's student handbook!

STUDENT REGULATIONS & PROCEDURES

Student School Day

Morning Tardy Bell:
Afternoon Dismissal:

7:40AM Sharp!
2:45PM

School Day and Class Periods--**Students enter the building at 7:29 a.m.** Students are dismissed daily at 2:45 p.m. Students are only allowed on the premises or in the building before 7:00 a.m. or after 2:45 p.m. only if under the direct supervision of a staff member. **Students arriving early must report to the Auditoria and either wait for the teacher to pick them up or remain in the Auditoria until the 7:30 a.m. bell.**

The designated point for student pick-up and drop-off is the Main Entrance area by the flag pole. Students should be **dropped off no earlier than 6:58 a.m.** unless specific arrangements have been made, **and no later than 7:30 a.m.** Students are to be picked up no earlier than 2:45 p.m. and no later than 3:00 p.m. unless specific arrangements have been made. Students that fail to comply will receive disciplinary action and may be referred to local law enforcement and/or child protective agencies.

Summary of Attendance Information

1. **A Parent must call the school attendance line at 594-4126 by 9:00AM each day the student is absent or if the student will be arriving to school late. There is a 24-hour voice mailbox available at this number.**
2. Up to 16 days of absence will be excused per year providing parents call and offer acceptable reasons for the absences.
3. Days absent in excess of 16 per year are unexcused without verification from a doctor.
4. A student must be present a minimum of 3 class periods in order to be credited for a half day of attendance. A half day of attendance is required for participation, or attendance at, extracurricular activities.

DAILY SCHEDULE

Period 1	7:40 - 8:26
Period 2	8:31 - 9:15
Period 3	9:20 - 10:04
Period 4	10:09 - 10:53
Period 5	10:58 - 12:31
A Lunch	10:58-11:30
B Lunch	11:30-12:00
C Lunch	12:00-12:31
Period 6	12:36 - 1:20
Period 7	1:25 - 2:09
SLT	2:15-2:45

ATTENDANCE & ABSENCE

A parent call to the school is required for each student absence. An excused absence from school will be granted when the parent or physician notifies the school on the day of the absence and states the reason for the absence. Parents must call the school by 9:00 a.m. at **594-4126** (there is a 24-hour voice mailbox available at this number) each day the student is absent or arrives late to school. Should a parent neglect to call the day of absence, a note or call from the parent must be registered the first day following the absence. If no phone is available in the home, a

letter from the parent stating the lack of a home phone may be filed with the school principal. After such a letter has been filed, approved absences will be excused if the returning student furnishes the principal with a note from the parent explaining the nature of the absence before the beginning of the first period the day following the absences.

Tardy To School

Tardiness is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives at school after the 7:40AM bell has rung, he/she should report directly to the front office. Students are to sign in on the late arrival form located in the main office. A student who arrives to school late three (3) or more times will receive disciplinary consequences. Some examples of unexcused tardiness include: car trouble, missing the bus, personal illness, cramps, headaches, not feeling well, oversleeping, school closing assumptions, personal business, power outage, and transportation related issues, etc. Medical issues that result in a child being habitually tardy for school would require medical documentation from the attending physician to be marked as excused

Late to Class

Each teacher is required to keep a record of tardiness to class. When a student is late to class, he/she should report to the teacher. Each teacher's classroom management plan will address consequences for students that are late for class.

Excused Absences

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

- School-sponsored trips
- Court appearance
- Service as a legislative page
- Religious instruction
- Others excused by the principal/designee

Absences will be excused and counted against absence numbers for the following reasons:

- The student's illness or injury (documented)
- Medical appointments
- Verified accident involving the student's transportation
- Death or serious illness in the student's immediate family
- Religious observations
- College/High School visits
- Properly pre-arranged absences (not during the week preceding or following a fall, winter, or spring break; during final exams, or the last week of school).
- Others excused by the principal/designee

A maximum of sixteen (16) absences will be excused per year. Further absences will be unexcused unless verified by a doctor's note.

Make-Up Work

On a student's second consecutive day of absence, parents may call the school and request that make-up work, books, and materials be collected for pick-up by the parent. These requests must be made by 9AM in order to be processed that day. For every day the student has an excused absence, the student has one (1) day to complete the make-up work. Students absent less than two (2) days will receive make-up work from the teacher upon return to school. Exceptions can be made at the discretion of the teacher.

The student is responsible for requesting make-up work from teachers upon return to school. If a student is absent the day before an exam and returns the day of the exam, the student will take the exam. The same would apply to an assignment or project given two days in advance.

Unexcused Absences

Any absence from school for any reason not included as an excused absence is an unexcused absence. Examples would include: car trouble, oversleeping, missing the bus, school closing assumptions, personal business, transportation problems before/after a vacation, truancy, working, administratively determined unexcused absences.

Students may make up missed work. Make-up work will be graded in accordance with the classroom teacher's rules concerning late work. Those rules may not treat work made up due to an unexcused absence differently than work turned in late by a student who was not absent. No student's grade for any grading period may be adversely affected solely because of unexcused absences. Repeated unexcused absences, may, however, warrant appropriate disciplinary action, including action under Indiana's compulsory school attendance laws.

Pre-Arranged Absence

The full value of a student's education is jeopardized when a student misses an instructional day. Parents should carefully consider the negative effects that absence from school may have on their student's education.

A prearranged absence is granted at the discretion of the school principal. To be excused, a pre-arranged absence should be requested by phone or in writing at least five school days in advance of the planned absence. NO pre-arranged absences are granted during the last week of any semester due to the importance of final exams. **NO prearranged absences are granted during State-mandated or standardized testing periods.**

The ISTEP+ testing dates for the 2010-2011 school year have been set to fall within the periods of February 28 – March 9, and April 25 – May 4.

Pre-arranged absences before and after scheduled school vacations are discouraged!

At the discretion of the teacher, make-up work will be assigned prior to or following the vacation. For each day of absence, the student will be allowed one day to complete assignments. Each child should have at least equal time as his/her classmates to complete assignments.

Medical / Dental Appointments

All absences for medical and dental appointments require written verification from the doctor or dentist for the absence to be medically excused. **The written verification is to be turned in to the main office when the student returns to school.**

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

1. Leaving school premises during the school day without parental knowledge or notification of school authorities.
2. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
3. Repeated unexcused absenteeism after acquisition of the 16th absence during the course of a year.

All days of truancy are considered unexcused. Truant students will receive disciplinary consequences.

Habitual Truancy- Repeated instances of truancy during the course of a semester will result in the student being identified as a "habitual truant."

A Juvenile Truancy Report will be filed with the Hamilton County Prosecutor's Office, and an Invalidation Form will be filed with the Bureau of Motor Vehicles.

Early Dismissal

Students who must leave school early due to an approved excused absence are to bring a note from a parent or guardian explaining the reason for the early dismissal and the exact time the student will need to leave school. The note is to be turned in to main office personnel prior to period one. At that time, the student will be issued an early dismissal pass, which will allow the student to leave class at the assigned time to wait at the office to leave school. All students leaving school prior to regular dismissal are to sign out on the approved early dismissal form located at the school office. PHOTO IDENTIFICATION IS REQUIRED TO SIGN STUDENTS OUT FROM SCHOOL.

Extracurricular Participation

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one half-day on the day of the event (at least 3 class periods).

Telephone

Students may only use school phones during the school day with permission from teachers or office secretaries. **Cell phone calls and or texts to or from parents/guardians during the school day violate cell phone usage rules.** Students may use phones in the office to contact parents or guardians. School phones are also available for students attending after school activities free of charge.

Student Messages

Parents should refrain from calling in or sending messages to their students during the school day. In order to reduce disruptions, messages will be delivered only in cases of emergency.

Visitors

All Visitors Must First Register in the Main Office!

Students are not to bring visitors to school. Student visitors are a hardship to both teachers and pupils. Some events are open to the public, such as ball games. Other events, such as dances ,parties, Panther Showcase, after-school Canteens and parties, are not open to the public. Parents are always welcome, but are encouraged to make an appointment to see a teacher or the principal. Parents wishing to visit their child's classes should contact the teacher or guidance counselor for an appointment and register with the school office upon arrival.

Enrollment

Students' Legal Settlement:

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

STUDENT CONDUCT

This student code of conduct has been established in accordance with Indiana State Law (I.C.20-33-8-12(a)). The procedures for administering student discipline and due process are provided by Indiana law. The Hamilton Southeastern School Board adopts the Indiana Statutes as the official policy and administrative procedure of Hamilton Southeastern Schools unless applicable federal law requires otherwise (I.C.20-33-8). All students are expected to obey all school and classroom procedures. Failure to obey procedures will lead to disciplinary action. That action could ultimately result in the student being suspended, expelled, or excluded from the regular school. Indiana law defines grounds for suspension or expulsion as "student misconduct or substantial disobedience" (I.C.20-33-8-14(a)).

The Indiana Education Code states the school's discipline rules apply when a student is on school grounds before, during, and after school hours, off school grounds at a school activity or function, or traveling to or from school or a school activity or function. It also states that discipline rules are effective during summer school (I.C.20-33-8-14(b)).

Another Indiana Education Code authorizes the school board to prohibit unlawful activity by a student on or off school grounds when the activity interferes with school purposes (I.C.20-33-8-15). The Indiana statute PL224-1987 requires school authorities to inform law enforcement agencies, in writing, when violations involving controlled substances (e.g. drugs) occur within the school environment.

- Please be aware that pursuant to Indiana law, 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.
- Please be aware that if a student is suspended and/or expelled for activity which would be a crime if committed by an adult, Hamilton Southeastern Schools may advise the appropriate law enforcement agencies regarding the suspension and/or expulsion within forty-eight (48) hours. The following information, when applicable, will be given in writing to a designated juvenile officer within the appropriate law enforcement agency:
 - a. Name, age, address, and gender of the student;
 - b. The nature of the offense, or activity allegedly committed and the circumstances immediately surrounding it, including the time, location and property involved;
 - c. A description of the method of apprehension; and
 - d. 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.

Warning! Students who engage in fighting or any other illegal activity may be arrested.

1. Students are to comply with the directives of teachers or other school personnel during any period of time when the student is properly under their supervision. Failure to do so constitutes insubordination.
2. Students are to refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Students are to engage in no activity that is disruptive to classroom instruction, the educational environment, or the order and purpose of hallways.
4. Students are to refrain from engaging in any conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Urging other students to engage in such conduct is also prohibited.
5. Students are expected to show respect to all school personnel and fellow students and are to refrain from fighting or other aggressive or violent acts including the use of obscene language/gestures.
6. Bullying by one student against another student is prohibited and is a violation of the school's student code of conduct. "Bullying" is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; 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 other student. Bullying is prohibited when a student is 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 a school activity, function, or event; or using school property or equipment provided by the school (I.C.20-33-8-0.2; I.C.20-33-8-13.5).

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member which has an effect of:

- a. Physically, emotionally or mentally harming a student or staff member;
- b. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm;
- c. Placing a student or staff member in reasonable fear of damage or loss of personal property; or
- d. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or with a staff member's ability to teach.

Use of the district Internet system, or use of personal digital devices, such as digital cameras, personal computers, and PDAs, while on campus, for the purposes of cyber bullying is not allowed. A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion, and/or notification to the appropriate authorities.

In addition, students are to refrain from the use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.

7. Students are to refrain from physical conduct of a sexual nature. This includes Public Displays of Affection (PDA) which includes, but is not limited to, holding hands, hugging, and/or kissing.
8. Students are to refrain from engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature.
9. Students are to refrain from using a portable communication device to contain or transmit inappropriate sexual content. Engaging in "sexting" will lead to school and legal consequences.
10. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
11. Students are to refrain from the use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, herbal incense, K2, "Spice", synthetic marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school sponsored event or traveling to or from a school activity, function or event. Students are forbidden from possessing drug paraphernalia. Students are to refrain from misuse of prescription medication. They are to refrain from possessing or using prescription medication for an unintended purpose or in an unintended manner. Students are to refrain from use of inhalants. Students are forbidden to sniff, inhale, or otherwise ingest any substance when it is not the intended use of the substance. Students are to refrain from the possession or use of tobacco or nicotine delivering devices such as electronic cigarettes and nicotine patches. Students are to refrain from engaging in the selling of a controlled substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Students are not to use, possess, or transmit dangerous articles such as firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered a weapon or could cause harm to another person or damage school property. Students who have knowledge of these items on school grounds are to report the incident to school personnel. Board policy states that firearms or 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)). Under another Indiana law, a student bringing a deadly weapon, other than a firearm, to school or on school property or in possession of a deadly weapon on school property may be expelled for a period of not more than one calendar year (IC 20-33-8-16(f)). The Superintendent or his/her designee will immediately notify the appropriate law enforcement agency when a student is expelled under this rule. A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion (I.C.35-47-1-5). A destructive device is any device described in I.C.35-47-5-2-4. A complete copy of the Items Prohibited in School Policy can be obtained by contacting the school office.
13. Any behavior or symbolism denoting gang membership or affiliation is strictly forbidden. Related hand signs, handshakes, drawings and graffiti are prohibited, as is any recruitment effort.
14. Students are not to bring cameras, toys, electronic games, collectible cards, laser pointers, balloons, or other distracting items to school. Handheld computers are to be used for educational purposes only. Cell phones and music devices are to be turned off and secured in student lockers during the school day. **Cell phone calls and or texts to or from parents/guardians during the school day violate cell phone usage rules.** Schools are not responsible for lost, damaged or stolen cell phones and/or music devices. Music devices can only be used on the bus and during after school activities. Music devices used or possessed during the school day on school grounds including on route to and from school busses will be confiscated and disciplinary consequences will be administered. Cell phones may only be used during after school activities. Students are forbidden to take photographs or video with cell phones or other electronic devices. Cell phones used or possessed during the school day or during regular school bus routes will be confiscated and disciplinary consequences will be administered. Students returning home from after school activities on a school bus may use cell phones with the permission of the activity sponsor or coach.

15. Students are not permitted to ride bicycles, scooters, skateboards, rollerblades, or wear shoes that contain rollers/wheels, etc. to school. These items are not to be on school grounds at any time.
16. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
17. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member. Gum is forbidden.
18. Students are expected to turn in all original work for school assignments. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain.
19. Students are to refrain from stealing or attempting to steal school or private property. Students guilty of theft may be reported to local law enforcement agencies. Students are not to knowingly be in possession of stolen items.
20. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
21. Students are expected to attend all classes and be on time prepared with appropriate materials.
22. Students are to only be in supervised areas throughout the school day and during school functions.
23. When in the hall during class time, students are to possess a hall pass or office request.
24. Students can leave school grounds during the school day only with permission of parents and school officials and after signing out in the front office. Failure to do so constitutes truancy.
25. Students are expected to walk, not run, in the building.
26. Flowers, balloons or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.
27. Students are to leave backpacks in lockers after arriving to school. Backpacks, book bags, tote bags are not to be carried during the school day. Any bag used to transport materials to school must be labeled with the student's name (i.e.-book bags, gym/athletic bags, lunch boxes, and duffle bags).
28. Students are not to use the elevator unless given an elevator pass by administration or office staff, including the nurse.
29. In addition to numbers 1 through 28, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may be attending classes or other school functions.

TRANSPORTATION

The mission of the Hamilton Southeastern Schools Transportation Department is to transport students in a safe and orderly fashion to and from school and to all extra-curricular activities. To help meet that safety requirement, the following bus rules and bus discipline procedures are in effect for all students:

Basic Rules of Conduct:

1. Riding the school bus is a privilege and is a part of the school day. Accordingly, students should adhere to all rules and procedures outlined in the student handbook while being transported to and from school. Classroom conduct is expected.
2. The driver is in charge at all times while on the bus. All driver directives should be followed promptly.
3. Be at your bus stop five minutes prior to the scheduled pickup time.
4. Go to your assigned seat quickly. Stay seated at all times until it is your time to get off the bus, and the bus has come to a complete stop. Seated means facing forward with feet on the floor. Students will be completely out of the aisle if two or less students are in the seat.
5. Keep arms, legs, and objects to yourself and inside the bus.
6. Talk quietly with no inappropriate language or gestures. Quietly means at a level where the driver cannot clearly hear the conversation and the students you are trying to talk to are no more than two seats away.
7. Students are not to bring toys, electronic games, collectible cards, laser pointers, balloons, or other distracting items to school or onto the bus. Music devices may be used while on the bus, but must be turned off and secured in student lockers during the school day. HSE is not responsible for loss, damage or theft of music devices.
8. Students are to refrain from possession of forbidden items while on the bus, such as weapons, tobacco, drugs, alcohol, aerosols, sprays, pumps, combustibles or other contraband.
9. Food, gum, 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 that the student follows the 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 turned-in to the main office by 9:00 am verifying that the student may ride a different bus. **A male and female riding home together must turn in the note to school personnel at the beginning of school to have the note verified. The note must be verified and dated by school personnel.** Long term or

special arrangements (i.e. multiple students riding home with a friend) must be made through the transportation department or bus driver.

11. Bus windows will not be lowered more than half way
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. Cell phones and cameras used during regular bus routes will be confiscated and disciplinary consequences will be administered. Students returning home from after school activities on a school bus may use cell phones with the permission of the driver, activity sponsor or coach. HSE is not responsible for loss, damage or theft of cell phones.
14. Skateboards and rollerblades are not permitted on school property, to include school buses.

VIOLATIONS OF BUS RULES

Documented warning: The first warning will be a documented warning. The student will be required to sign a form confirming that a warning has been issued. This signed form will be retained by the driver. The driver may use other discipline measures, such as seat assignments, cleaning the bus, etc, prior to issuing a documented warning.

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

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

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

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

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

Any student suspended from the bus for the remainder of the school year will be placed on probation at the beginning of the following year.

A second written violation the next year will result in a bus suspension for the remainder of that year.

Assigned Seats

All drivers are encouraged to assign seats to students and require any or all of the students to abide by the seat assignment. Failure to sit in an assigned seat is to be considered an infraction of the rules and that student will proceed through the bus violation process.

WALKING TO/FROM SCHOOL

HSJH does NOT recommend that students walk to and/or from school. Students who walk to and/or from school must have a permission note from a parent/guardian on file with the assistant principal. Students crossing Olio Road MUST enter and depart HSJH property via the NORTH end of the bus parking lot. A police officer is stationed there starting at approximately 7:20 a.m. to assist them in safely crossing the road. Students are not permitted to ride bicycles, scooters, skateboards, rollerblades, etc. to school. These items are not to be on school grounds at any time.

LIMOUSINE SERVICE

Students are not permitted to arrive or depart school grounds utilizing any limousine service.

APPEARANCE

In order to maintain a safe and orderly environment conducive to learning and free from needless distraction, it is important that students dress appropriately to, during, and from school. Because our building is air-conditioned and climate controlled the temperature in the building should not be a factor. Student clothing and appearance should not

draw undue attention from other students or the faculty or disrupt normal routine. Students whose appearance interferes with the educational process by drawing the undue attention of others or school personnel, by posing a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in whether the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something appropriate and within the HJH appearance code. Students that are unable to acquire school appropriate clothing may spend the remainder of the school day in the In-school Reassignment Room. If there is doubt about the appropriateness of a garment, it should not be worn. Student dress should reflect respect for one's self and home.

The following are examples of clothing or items that are inappropriate for the school environment:

- **Appropriate footwear is to be worn at all times.** Shoes with rollers or wheels are not permitted on school property.
- No tank-tops, spaghetti straps, or strapless tops. Any see-through clothing revealing undergarments are not allowed. See through shirts, sweaters, or other garments must have an appropriate top under them (i.e.-no tanks-tops, spaghetti straps, or strapless tops). No off-shoulder tops. Shoulders must be covered between the neck and shoulder by at least 3 inches of fabric. Sleeveless tops should fit tight around the under arm.
- **All clothing, including but not limited to any form of pants, trousers, leggings, jeans or sportswear which reveals undergarments or is considered to be inappropriately form fitting is strictly prohibited.**
- Clothing revealing bare midriff apparel is not to be worn. Shirts and tops must have no bare skin being exposed during normal school activities such as sitting, walking, raising one's hand/arm, etc.
- All tops must cover the chest area.
- Shorts, skirts and dresses, including the peak of a slit on a slit skirt, exceeding **5 inches above the kneecap** are considered too short. This 5 inch rule will be enforced even if worn with a full length under garment (leggings, etc.).
- Pants or shorts worn more than 2 inches below the navel will not be allowed.
- Oversized pants and pant legs that extend over the heel of the shoes will not be permitted.
- Attire or jewelry that advertises, promotes, or glorifies the use of alcohol, tobacco, or illegal substances or any other images or messages are not appropriate for school.
- Facial painting, spray painting hair, drastic hair dyes or drastic hair designs that would draw undue attention should not be worn during the school day.
- **Eyewear, including special contacts, that draw undue attention to oneself should not be worn to school.**
- Attire typically worn at the beach or lounging at home (pajamas and house slippers) are not appropriate for school.
- Hats, hoods, sweatbands, bandanas, and/or any non-approved head coverings are not to be worn during the school day.
- Sexual innuendo, profanity, or satanic reference printed on clothing, depicted in jewelry, or make-up is considered inappropriate.
- Any apparel reflecting gang affiliation is strictly forbidden.
- Chains, dog collars, metal studded or spiked jewelry, safety pins, or any item that might cause a concern for student safety are not to be worn.
- Holes, tears, or rips in pants or shorts that are more than 5 inches above the kneecap are unacceptable. This rule will be enforced even if worn with a full length undergarment (such as leggings) underneath. A hole or tear that has been patched is no longer revealing, and therefore is acceptable to wear.
- Apparel which degrades, discriminates, and/or disrespects any individual or group is prohibited.
- Outerwear including coats, hats, gloves, sunglasses, and jackets will be placed in lockers upon arrival and are not to be worn during the school day.

CONSEQUENCES

Teacher Detentions

Detentions are assignments to supervised study areas before and after school hours. A detention may be from fifteen minutes to an hour, at the discretion of the teacher. Transportation to and/or from the detention must be arranged by the student and parent. Adequate time will be allotted to the student to make these arrangements. If the student is unable to serve the detention on the date assigned, a parent must contact the teacher who issued the detention. Failure to report will result in further disciplinary action.

Assistant Principal Detentions

Assistant Principal Detentions are assignments to a supervised study area before school hours (7:00-7:30 AM) or after school hours for up to three hours. Transportation to and/or from the detention must be arranged by the student and parent. Adequate time will be allotted to the student to make these arrangements. If the student is unable to serve the detention on the date assigned, a parent must contact the administrator. Failure to report on time or failing

to report will result in further disciplinary action.

Detentions

Detentions are assignments to supervised study areas usually before or after school hours. A detention may be from fifteen minutes to three hours, at the discretion of school personnel. Transportation to and/or from the detention must be arranged by the student and parent. Adequate time will be allotted to the student to make these arrangements. If the student is unable to serve the detention on the date assigned, a parent must contact the teacher or administrator who issued the detention. Failure to report will result in further disciplinary action.

In-School Reassignment

In-school reassignment (ISR) is a method of school discipline where the student is placed in the ISR room instead of attending regular classes. Classroom assignments will be provided to the student to complete for full credit. Students placed in ISR remain in that atmosphere from one (1) class period, up to five (5) full days, and are under the direct supervision of an adult aide. If the student becomes uncooperative or fails to follow the rules established for the ISR classroom, suspension out of school will substitute for in-school reassignment. Students in ISR will have a school prepared sack lunch provided to them and will not be eligible to leave the ISR for a regular hot lunch. **Students are not allowed to attend or participate in any after school activities on the days they are assigned to ISR.**

Social Probation

Any student who has been involved in an infraction of school rules, or has been found to be in academic non-compliance, may be placed on Social Probation by the principal, or his designee, in addition to, or in lieu of, other disciplinary action. Social 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 participating in or attendance at all extracurricular activities (including field trips). 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 that the student is being placed on Social 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. 20-33-8-27).

Friday Extension / Saturday School

Friday Extensions are conducted from 2:50-5:50P.M. Saturday school is conducted from 8:00-11:00 A.M. Students complete schoolwork assigned by teachers or the Administration. A second option for Saturday School is to require the student and parent to report to the Hamilton County Circuit Court at 8:00 AM on the Friday before the scheduled Saturday School. From there, students report to the Hamilton County Juvenile Service Center located at 18106 Cumberland Road, Noblesville, IN, where they will be assigned school work to complete during the Saturday School. Failure to serve a Friday Extension or Saturday School – or violations of Friday Extension or Saturday School rules – will result in further disciplinary action.

Suspension

Suspension is assigned in response to serious rule infractions, refusal to comply with a lesser disciplinary penalty, or chronic misbehavior. During a suspension, the student is in the care of parents and should not be present on school grounds. **The only exception is a pre-arranged authorization by the building principal or his/her designee with the understanding that the parent must escort the student while on school grounds.** Students are expected to make up all work missed during days of suspension. Suspension may be imposed for up to 10 days.

Alternative to Suspension

Students suspended from school may be required to report to the Hamilton County Circuit Court at 8:00 A.M. on the initial day of suspension, and from there be assigned to complete school work at the Hamilton County Juvenile Service Center during each day of suspension. Students will not be allowed to return to school until the assigned days of suspension have been served.

Expulsion

Expulsion is the denial of school attendance to a student for a period in excess of ten (10) days. Students are normally expelled for one (1) or two (2) semesters. Expulsion is recommended for offenses of a serious nature, or for the persistent violation of school rules. Should a student reach this point, the principal or assistant principal will recommend expulsion of the student to the Superintendent of Schools. All suspensions and expulsions are conducted under due process of law.

Alternative to Expulsion

Students who have been expelled from school for the possession, use, or transmission to another person, of a controlled substance, alcoholic beverage, or intoxicant of any kind may have their expulsion reviewed and rescinded if the concerned student requests readmission following rehabilitation in an appropriate professional rehabilitation program. The student must also provide certification that he/she is free from drug and alcohol related problems at the present time, and present a genuine desire to return to school and to conform and achieve in the school environment.

Learner's Permit & Driver's License Denial

Any student identified as a habitual truant who is suspended for a second time during a school year (including alternative to suspension); who withdraws from school for a reason other than financial hardship; or who is expelled from school will face the following consequences with the Bureau of Motor Vehicles.

- a. Any student identified as a habitual truant (beginning at age 13) will be denied a learner's permit or driver's license until the age of 18. The Principal, Asst. Principal, and guidance counselor 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 permit or license.
- b. Any student withdrawing from school (quitting) for a reason other than financial hardship will be denied a driver's license or learner's permit until age 18. The issue of financial hardship will be determined at an exit interview.
- c. Any student suspended from school for a second time during the school year (including alternative to suspension) will be denied a permit or license for 120 days, or have the same revoked for 120 days.
- d. Any student expelled from school will be denied a permit or license (or have the same revoked) for 120 days or until the end of the semester during which they return to school, whichever is longer.

POSSESSION OF FIREARMS

Possession, use, handling, or transmission of any firearm on school property immediately before, during and immediately after school hours and at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; or traveling to or from a school activity, function or event will result in a one (1) year expulsion from school. A firearm is considered any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive. The prosecutor's office will be informed of any violation of this nature.

MANDATORY DRUG TESTING

Administrators 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 to believe the student, while at school, attending or traveling to and from a school activity, is using or under the influence of alcohol, marijuana, or a controlled substance. Failure to produce a test sample after a reasonable period of time, or the student's willful refusal to submit to the chemical test, or a positive test result will allow the Administration to proceed with appropriate disciplinary action.

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 Hamilton Southeastern Schools buildings and grounds are smoke-free.

STUDENT SEARCHES

The principal or another member of the administrative staff may search the person of a student during a school activity if reasonable grounds for the search exist.

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 camera ("security videos") showing identifiable students will be treated as an "educational record" and will not be produced outside the corporation except pursuant to a subpoena, court order, or release in accordance with the Family Educational Rights and Privacy Act (FERPA", 20 United States Code 1233 (g), 34 CFR Part 99.)

For the purpose of this policy restrooms and locker rooms 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 facility is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have 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.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act affords parents certain rights with respect to their student's education records. They are:

- 1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.**

Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading.**

Parents may ask the Hamilton Southeastern School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent, the School Corporation will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, or assisting another school official in performing his or her tasks.

- 4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**
- 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

GENDER EQUITY

We are proud to say that over time there have been, and continue to be, increasing opportunities for students in a wide variety of programs. Compliance with Title IX is truly a "moving target". It is our intent to continue our efforts to provide a wide variety of activities for all students and in so doing to comply with the spirit and letter of this title. To inquire about Title IX, contact Randy Schoeff, 12011 Olio Road, Fishers, IN 46037 at (317) 915-4220, or the Office of Civil Rights, U.S. Department of Education, Washington D.C.

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 this notice as a general notification for the 2011-12 school year.

Hamilton Southeastern Schools considers "Directory Information" to be:

- Student's name
- Grade level
- Photographs
- Dates of attendance
- Address
- Email Address
- Participation in officially recognized activities or athletics
- Age
- School
- Honors and awards
- Enrollment status
- Phone numbers
- 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.

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.

STUDENT SERVICES

Guidance Services

Guidance services are planned to help each student obtain the most out of the school program. All students are encouraged to come to the guidance office and talk with a counselor regarding any concerns they might have. Often a counselor helps students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans and decision making.

Students should feel free to discuss their interests, plans and difficulties with a counselor. At times during the year, some students are asked to become members of small groups that meet on a regularly scheduled basis with a counselor. Individual and group concerns, as well as the development of values are stressed at these meetings. Students are also asked to attend individual sessions whenever a counselor can be of assistance.

In addition to student counseling services, other guidance department activities include parent - teacher conferences, scheduling, and standardized testing. Weekly progress checks are available for parents and students as a means of monitoring grades. Students wishing to access this tool should have their parents call their guidance counselor.

Tutoring

Tutoring in Math and English is available to students over the course of the school year. Time schedules for tutoring sessions will be provided to students and parents via daily announcements, and monthly newsletters.

MEDIA CENTER / LIBRARY SERVICES

The purpose of the library is to provide a variety of materials and services to assist staff and students in the teaching-learning process.

An orientation program acquaints all new students with the library. Students wishing to check out or return books during passing period may do so without a pass. The student who enters during instructional time should have a signed corridor pass, with the student's full name, and the time of day marked on it. All students will sign in as they enter the library.

Students are responsible for the books they check out. **If a book is damaged or lost, the student must pay for repair, or the current replacement cost of the book.** If the book is out of print, then the cost of a book covering the same materials will be charged.

Use of the Library is a privilege. It is a materials center for research and reference work, to satisfy reading interests beyond textbooks, and for serious browsing. Most books may be checked out for a four-week period. The library is open to all students from 7:40AM to 2:45PM. An online catalog of the library's resources and Internet access are available for research along with limited access to word processing programs.

Students who use the Internet must have an Internet Access permission form on file with the school. Internet access is limited to class-related assignments.

Personal interests, including email, should be explored at home. Classroom management rules, posted in the library, apply to all students from classrooms and study halls. The librarian reserves the right to temporarily exclude a student who abuses his or her library privileges.

The library homepage has resources for students. The link can be found from the school website and selecting Resources then choosing Media Center.

TECHNOLOGY USAGE

The use of any technology resources in Hamilton Southeastern Schools is a privilege, not a right, and it is subject to regulation and monitoring. 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 said resources are responsible for good online behavior similar to the good behavior which is expected in a classroom or other area of school.

Violation of any school rules and corporation policy may result in denial and disciplinary actions. A student shall not create or otherwise access technology content that:

- Violates any school rule, including any student discipline rule and any school policy;
- Causes or is likely to cause a substantial and material disruption to the school;
- Is a "true threat";
- Is considered as lewd, vulgar, indecent or plainly offensive;
- Generates a legitimate educational concern; or
- Is considered an unlawful activity.

Details and definition to the above situations are found in HSE Technology Usage Policy I5.3 and Guidelines I5.3.1. These items can be accessed on our website (www.hse.k12.in.us).

CLINIC SERVICES

After any illness, your child must be symptom free for 24 hours before they can return to school. Symptom free would include fever, vomiting and diarrhea. Children with a temperature over 100° are to be excluded from school for 24 hours.

A health clinic facility is available for limited use for awaiting transportation home for students who become ill or injured. Parents should make every effort to see that their child is picked up promptly when called. Students should know the family physician, hospital preference, and how to reach a parent in the event of illness or accident.

Clinic facilities are provided for ill or injured students. Clinic facilities and the service of the clinic staff are not to be abused. If a student visits the clinic too frequently, the parent will be notified.

Students who are sick and wish to contact parents to come get them are to use the phone in the clinic. **Using a cell phone to contact parents violates cell phone usage policies.**

To report to the clinic, a student must obtain a hall pass from his/her current teacher.

Hamilton Southeastern School Corporation prefers that all long-term prescriptions and controlled substance medications be brought to school by the parent/guardian. If that is impossible, the nurse needs to be notified by phone that medication is being sent with a student. The student is to bring the medication to the nurse's office upon arrival. All medication is to be sent in its original container and must be kept in the clinic, and administered under the

supervision of the school nurse. Students are not to self-administer medication, except as allowed by law. All medications should be sent in a sealed envelope. The sealed envelope needs to contain the following information:

-Student's name	-Pill count
-Parent's name	-Medication name
-Parent's Phone #	-Medication dosage

If prescription medication is to be taken for a short term (ten days or less), it must be accompanied by the following:

1. A written note from the parent/guardian specifying dates, times and dosage to be given.
2. Medication must come in the original prescription container labeled with child's name and instructions.
3. If it is an oral medication, send the exact amount of medication that will be used at school.
4. A written order from the physician if sample medication is provided.

If prescription or non-prescription medication is to be taken for a long term (more than ten days), it must be accompanied by the following:

1. A physician's order on a prescription pad or their signature on an official Student Medication Guidelines form, available from your school nurse.
2. A written note from the parent/guardian specifying dates, times and dosage to be given or completion of an official Student Medication Guideline form.
3. Medication must come in the original prescription container labeled with the child's name and instructions.

If non-prescription medication (cold medicine, cough syrup, Tylenol, Advil, herbal supplements, et cetera) supplied by the parent/guardian and given less than ten days, it must be accompanied by the following:

1. A written note from the parent/guardian specifying dates, times, and dosage to be given.
2. Medication must come in the original container labeled with the child's name.
3. Please provide single doses only or the exact amount of medication that will be used at school.

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. With the exception of the above procedure (when students are transporting medication in the morning from home to the nurse), no medication, including over-the-counter drugs, or herbal supplements, is to be in a student's possession during the school day. Appropriate doses of Tylenol or Ibuprofen may be administered by the nurse if indicated on the student's signed health card. Parents/guardians should refer to the *Clinic Service Handbook* which is available on the HSE web site for more detailed information on all health policies and procedures.

CAFETERIA & LUNCH SERVICES

A hot lunch program offering nutritious meals is available to all students. Lines will offer hot lunch (\$2.20/lunch) and ala carte choices (additional cost). A computerized account system will be used, whereby all students will type in a code to access their accounts. Students may pay cash or pay from established accounts as long as funds are available in their account. Students are encouraged to prepay on their account by turning in a check every Monday morning to their first period teacher. The check should include the **student's name and identification number** on the memo section of the check. Any monies will be taken at the cafeteria register. Please keep in mind that paying at the register slows down the efficiency of the lunch lines and that no change will be given back to the student. All funds received will go into the student's lunch account and will be used for the purchase of food and drink only.

No Charge/Student Debt E5.1

All students, adults and employees of Hamilton Southeastern Schools must pay cash daily or prepay into their food service account, if available, for all purchases.

Students in grades 7-8 will not be permitted to carry a negative balance on their account. If the balance becomes negative, an alternate meal will be served to the student. The cost of the alternate meal will be charged to the student's account. After one alternate meal has been charged, no meal will be provided to the student until the account balance is paid in full. The cafeteria manager will bring any outstanding student balances to the attention of the Director of nutrition and food services who will send a letter to the parents that states, "...if the account is not paid in full, the matter will be turned over to a collection agency."

For a fee, parents can use the internet to prepay using the PAMS account (Parent Account Management System). Parents can also use this option to see what their kids are buying on a daily basis. It may take 24 to 48 hours for the transactions to show up on the student's account. A link from the Hamilton Southeastern web page is available for the PAMS account. The cafeteria manager can be contacted for additional information regarding PAMS.

No food is to be taken from the Auditoria at any time. Students may bring their lunch to school but must eat in the Auditoria. **No food from "fast food" establishments may be brought into the Auditoria area by any individual for consumption.**

Students must be careful with their food and drink. In general, students are to clean up any mess that they make. Limited custodial support is available when needed. Running, shouting, throwing food or debris, sharing food, purchasing food or drinks for others, horseplay, line-cutting, table hopping, not *standing* in line, changing lines without permission, etc., is not acceptable and may result in loss of cafeteria privileges.

Sale of non-commercial, unpacked “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.

BOOKSTORE SERVICES

In addition to handling all rental textbooks, the bookstore sells the expendable materials and workbooks required. Other school supplies such as pencils, notebooks, etc., are also available for purchase. The school's treasurer manages the bookstore. Students depositing money or requesting payment to be made from extracurricular accounts should do so through the sponsor of the activity.

Textbook Rental

Student textbooks are rented from the School Corporation. Textbooks in Indiana are adopted for a period of six years. The rental charge for the books is prorated over the length of the adoption period reducing the individual book rental charge. The school must charge full price for consumable materials such as workbooks, which cannot be used by other students at the end of the school year.

Payment by Check

A \$20 penalty will be assessed for checks returned to the school due to insufficient funds.

Lost Textbooks

Occasionally, students misplace textbooks. The lost book is usually found within a period of time. In the meantime, however, the student does not have the book, which is needed for class. In these cases, the student should contact the treasurer in the bookstore. A new textbook will be issued to the student when the student pays the treasurer the replacement cost of the lost book. If the lost book is found, the treasurer will issue a full refund.

Lost Workbooks

Due to the consumable nature of workbooks, refunds cannot be issued when lost workbooks are found. The school has no desire for a student to be without required books. The procedures noted above allow students to replace lost materials, and for the school to maintain financial accountability.

LOST & FOUND

Most lost and found items are placed in the Lost and Found Cabinet located in the Auditoria. Items of value will be kept in the main office. Any item that is not picked up within a reasonable period of time is given to charity.

STUDENT LOCKERS

All lockers made available for student use on the school premises are the property of the School Corporation. These are made available for student use in the storing of school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes, educational function, or which are forbidden by state law or school rules.

The student's use of lockers does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure it is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

All lockers and other storage areas provided for student's use on school premises remain the property of the school corporation are subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker except with a lock approved by the principal of the school. Unapproved locks will be removed and destroyed.

The principal or other member of the administrative staff or a teacher may search a desk, locker, or other storage area on school premises when the person conducting the search has reasonable suspicion that a search is

warranted.

Students will be assigned individual lockers for storing school-related materials and belongings. The locker combination will be issued to each student. The following guidelines should be followed by students concerning lockers:

1. Each student should memorize his/her combination.
2. No student is to disclose the combination to another student.
3. Each student should keep the locker locked to ensure the security of property. The school is not responsible for items lost or stolen.
4. A student should not access any locker other than the one to which he/she has been assigned.
5. No material should be attached to the locker door without the principal's approval.
6. Tape should not be attached anywhere on the locker.
7. Students should use magnets to attach materials to the inside of a locker.
8. Students should not pre-set lockers to open or tamper with the locking mechanism.

The student is responsible for proper maintenance of the locker assuring that no damage is done to it. Students may be assessed a charge if it becomes necessary to repair damages attributable to student abuse.

Protection of Property

Do not "set" your lock or share your locker. Do not bring things of great value to school. Do not bring large sums of money to school. Secure all personal property in locked hallway lockers or locked PE lockers during the school day. Athletes are to lock all belongings in athletic lockers during practices and contests. Print your name, in ink, in or on all your items including clothing, electronics, books, tablets, and gym clothes, coats, shoes and folders for which you are responsible.

GRADES

Grades are an evaluation of what has been learned and the degree of participation. They become a part of the permanent school record. Grades are issued each nine (9) weeks. Mid-term grades are posted on Parent Connect and parents without computer access will be given a copy of their child's mid-term report, provided they let the guidance office know. The following is the corporation-wide grading scale.

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

Honor Roll

Each nine (9) weeks the honor roll is determined for two categories. The high honor roll consists of the names of all students who earned no grade lower than an "A-". The honor roll consists of the names of all students who earn "A's" and "B's" with no grade lower than a "B-". Any grade below a "B-" disqualifies a student from Honor Roll membership.

EMERGENCY PROCEDURES

Fire Drills

At the sound of the fire alarm, students are to leave the building via the route posted on signs in each classroom. Students are to exit the building quietly, being attentive to teacher's instructions. "911" emergency telephone service is available on all school phones.

Storm Warnings & Other Emergencies

In the event of severe weather conditions or other emergencies, a weather emergency will be announced. At this signal, students are to proceed with their teachers to the designated safe area. Signs identifying these safe areas are posted in each classroom. Students are to follow teachers' instructions when they arrive in the safe area. Instructions include facing the wall and getting into a doubled-up position on knees and elbows.

Power Outage

In case of a power outage, all students and teachers are to remain seated. Movement within the classroom/building may result in injury. Since the public address system will not be functioning, messages will be delivered from the office. The principal, assistant principal, counselors, secretaries, custodians, and teachers on preparation periods will deliver messages and assist in communications. If the fire alarm is sounding, teachers should follow the fire drill procedure.

Safe Schools Initiatives

The HSE Safe Schools Coordinator may initiate "Safety Audits" in cooperation with local law enforcement to test the HSJH Safe School Plans and Procedures. The "audit" is targeted towards staff and administration. Student involvement is minimal and great care is taken not to alarm students.

Emergency School Closings and Delays/Emergency Notification System

When inclement weather or other emergencies arise that affect normal school operations (emergency closings, early dismissal, late start), parents can obtain information by listening to local T.V. stations, radio stations, or accessing the district's website for updated information. In addition, the district will send out a district wide emergency notification instant alert that you should receive via phone or text, depending on how you registered. DO NOT CALL the school office since that telephone line needs to be available for emergencies. Please discuss emergency plans with students in case of emergency early dismissal from school. If school is cancelled, all after school activities (e.g. extracurricular activities, tutoring, scheduled evening programs, AAU, et cetera) will also be cancelled. Any exception to this will be communicated via the school website, listserv, or emergency notification system. When school is closed all conferences and meetings with office and staff personnel will be cancelled and rescheduled at the earliest convenience. School personnel will also utilize the list-serve.

WITHDRAWAL FROM SCHOOL

To withdraw from school, a student must see his/her guidance counselor so that records and transcripts can be completed for school to which the student is transferring. All school materials and books must be returned and all fees paid before records will be forwarded. Parents or guardians must sign a release form before any records can be sent to another school corporation.

HOMEWORK POLICY

Homework is a necessary and important three-way communication process among parents, students, and teachers, which is assigned to help establish a foundation for learning, to build interest, to help students to apply and internalize mastered skills and concepts, and to develop more responsible individuals.

School Administrator's Role

The school administrator will:

1. Communicate the homework policy and procedures to teachers, parents, students, and the community.
2. Coordinate and monitor homework guidelines within the grade levels, teams or departments and among teachers.
3. Reinforce the concept that homework should be reasonable and for the benefit of the student.
4. Facilitate discussions between the parents and teachers concerning homework issues.
5. Evaluate and revise homework guidelines as needed to meet unique building level needs.

Teacher's Role

Teachers should be as deliberate in making appropriate homework assignments and properly preparing children for those assignments as in shaping any other part of the day's plans.

Parents and students should be informed of the Homework Policy and Procedures at the beginning of the school year through individual room management plans or the student handbook. These should be revised, as the need arises, throughout the year.

The following guidelines are being suggested to assist the teacher in planning homework assignments.

1. Homework assignments should allow parents to know what their child is doing in school.
2. Homework assignments should be clear and specific. Unfamiliar or unexplained homework assignments will only cause confusion and frustration for the students and their parents.
3. Teachers should assign homework to enhance, reinforce or extend what has taken place in the classroom.
4. Homework should be reviewed and results shared with the students within a reasonable amount of time.
5. Homework should be an integral part of the classroom activities. It should never be construed as a punishment or assigned for disciplinary reasons.
6. Care should be taken to not overburden a student with excessive daily homework assignments.
7. In grades 7-8, teachers should be aware of their colleagues' assignment practices and coordinate assignments so students do not receive major projects simultaneously. Assignments should be reasonable in length. At all grade levels, consideration should be given to student commitments outside the classroom.
8. Through mid-term progress reports or more frequent communications, if needed, the teacher will notify parents if a student consistently fails to complete homework.

The Student's Role

In the early grades, effectiveness of homework depends on the concern for the student's welfare as shown by parents and teachers. As students mature, success with homework becomes progressively more dependent on their own

efforts.

By the time they reach the secondary level, students should be responsible for bridging the gap of communication between home and school. Each student should be responsible for good work and study habits.

1. The student should clarify with the teacher **before leaving class** any questions pertaining to the instructions--the purpose, due date, and procedures.
2. The student should:
 - Take home any materials and information needed to complete the assignment.
 - Set aside a special time to do assignments.
 - Find a place free from excessive noise and other distractions.
 - Organize assignments for completion in a reasonable length of time.
 - Keep an assignment notebook or log.
 - Check completed assignments carefully and return all completed work.
 - Take advantage of study help.
 - Follow school rules for obtaining and completing missed assignments.

Parent's Role

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents should encourage their children by showing interest and exhibiting helpful attitudes toward homework.

1. Provide a quiet, well-lighted place to study that is free from excessive distractions and make sure that homework is completed.
2. Establish a regular "homework time."
3. Encourage and support efforts of their son or daughter and be available for questions, but remember that homework is the student's responsibility, not the parent's.
4. Encourage their son or daughter to seek help and ask the teacher questions regarding the assignment.
5. Work with teachers to arrive at high, but realistic, expectations for your child.
6. Be informed about activities at school.
7. Be familiar with and support school rules and policies.
8. Monitor how students spend their time regarding television viewing, recreational computer/technology use, and socialization.
9. Respect the school calendar and stress the value of regular school attendance.
10. Broaden cultural horizons by visiting museums, historic sites, and varied exhibits and performances.
11. Provide a home environment which tolerates no illegal use of drugs, alcohol, or tobacco and supports the school's position on these issues.
12. Model and reinforce the character skills of Honesty, Caring, Respect, Responsibility, Self-control, Trustworthiness, Determination, Forgiveness, and Fairness.
13. Provide a moral foundation for the family that embodies the Hamilton Southeastern vision for students of Honor, Scholarship, and Excellence.
14. Limit the number of working hours for students. Above all, do not allow the job to become a higher priority than school, sleep, or family.
15. Support your son or daughter's participation in curricular and extra-curricular activities without applying pressure.
16. Be attentive to your son or daughter's physical, social, and emotional needs.

PARENT ORGANIZATION

The **Triangle Club** is the HSJH parent support group. The three sides of the triangle represent students, staff, and parents. The Triangle Club is an extremely active organization. Activities include social activities for students (talent contest, dances, etc.), fundraising, teacher appreciation and other activities that help to support our students. Meetings are held on a monthly basis.

Triangle Club Officers

Triangle Club officers and contact information will be communicated through our school newsletter.

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.

GENERAL INFORMATION

Enrollment: Hamilton Southeastern Junior High is comprised of students in grades seven and eight. The student population for the 2011-2012 school year will approach 1000 students.

Facilities: Hamilton Southeastern Junior High School opened in August of 1993. The school facility boasts a library with more than 13,000 volumes and a state-of-the-art media retrieval system. Other features of the building include two computer labs, specialized science, art, technology education classrooms, family/consumer science lab, vocal and instrumental music rooms, two gyms and a weight-training facility. Parents and patrons are encouraged to visit the school and see their students in action.

Hamilton Southeastern Junior High School

Meet the Teachers Night

August 24, 2010

6:30 – 8:30

People: The essence of any school is the people who give it life. The combination of outstanding students, a caring staff, and supportive parents will make Hamilton Southeastern Junior High School a special place for students to learn and grow both academically and as young people of good character. Then our students will embody the school district's vision for students of Honor, Scholarship, and Excellence.

CURRICULUM

Student Schedules: Several factors are considered in creating schedules for students. Students must receive a sound base of academic knowledge. They must learn certain fundamental skills. Students need to explore new learning experiences. Students need to be able to think effectively. Students need to feel comfortable and secure. Curriculum must meet state guidelines regarding instructional requirements.

Team Teaching: English, science, and social studies teachers are teamed for the purposes of curriculum coordination and student individualization

Student Learning Time (SLT) – 2:15 – 2:45 PM: A thirty minute period takes place each day. This period will be used for Character Education/Advisory activities, academic enrichment, academic remediation, and general academic assistance purposes. In addition, activities focus on topics such as character education, study skills, organizational skills, test taking skills, and more.

Wellness (Physical Education combined with Health): All students must purchase a Hamilton Southeastern Junior High physical education uniform (shorts and t-shirt), to be worn in class. Eighth graders may use their old Hamilton Southeastern Junior High physical education uniforms if they wish. New uniforms will be sold the first week of class.

PLEASE NOTE: Please note: Students are not permitted to wear jewelry (including earrings) during PE class. Students should not have their ears or other body parts pierced during the grading period(s) they have Wellness class.

All students are required to participate in wellness education. To be excused from participating, a student MUST have a doctor's note stating why he/she cannot participate and for how long he/she will be excused. If a student is injured and is waiting to go to a doctor, a parental note may be used. However, a parental note will only be good for one day. The student MUST have a doctor's note to continue to be excused from physical education class.

Students who do not actively participate in physical education will be responsible for everything taught in class on an informational/ knowledge/intellectual basis. Any student with an excused absence /non-participation day in physical education is not permitted to participate in any active extra-curricular functions such as athletics, intramural activities, etc. (Per HSE Board Policy J8.2.1)

Student Leadership Opportunities

Students at Hamilton Southeastern Junior High will have opportunities to participate in several leadership-building activities. These activities include groups such as student council, National Junior Honor Society, class officers, peer tutors, office aides, library aides, and more. By being an active part of one or more of these activities, students develop their abilities to positively influence their school community.

Enrichment Opportunities: Within the outlined schedules, enrichment programs and activities are also provided. The science and social studies staffs have designed several special enrichment activities for their classes, which will extend the scope and design of what we normally see as typical classroom activities.

All seventh graders are offered a chance to participate in our award winning outdoor education program. With over 95% participation since its formation, students attend a three-day, two-night camp experience near Lafayette, Indiana. Under the direction of teachers, camp personnel, and specially selected high school counselors, our students complete a wide assortment of environmental and ecological activities.

World Languages:

Full year Honors Foreign Language courses are offered to eligible 8th grade students.

Special Activities: Within the subject areas there are also activities that provide exciting, in -depth learning experiences. The Bay view environmental simulation, egg drops, CPR, social studies debates and simulations, research papers, computer assisted learning, and Rube Goldberg contests are only a few of the activities that should help to answer the age-old question, "What did you learn at school today?"

DARE:

The DARE program is taught in grade seven as part of the wellness curriculum with the goal of curbing drug and alcohol abuse among our students. An evening communication program for fifth and seventh grade students and parents further emphasizes our commitment to curb substance abuse among our students. Parent involvement is of the utmost importance in all of these programs.

EXTRACURRICULAR OPPORTUNITIES

Participation in the extracurricular programs at Hamilton Southeastern Junior High is strongly encouraged. These programs provide our students with leisure time activities, physical development, leadership experiences, intensified educational experiences, and promote fun with fellow students and teachers. In order to participate in extra-curricular activities (including all clubs, athletic teams, yearbook, academic teams, musical groups, theatrical presentations, et cetera), a student must maintain standards for academic and behavioral eligibility as established by Hamilton Southeastern Junior High School.

Extra-Curricular Participation Attendance

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one half-day on the day of the event (at least 3 class periods).

Extra-Curricular Offerings:

Fall

7 th grade football	8 th grade football
7 th grade volleyball	8 th grade volleyball
Boys cross-country	Girls cross-country
Cheerleading	Boys and girls tennis
Girls Golf	

WINTER

7 th grade boys basketball	8 th grade boys basketball
7 th grade girls basketball	8 th grade girls basketball
Wrestling	Cheerleading

SPRING

Boys track	Girls track
Boys golf	

Music Related Organizations:

Various extra-curricular bands, choirs, and orchestras

Drama:

Play	Musical
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Leadership-Learning Clubs:

Student Council	Class Officers
Yearbook	
National Junior Honor Society	

In addition to those listed above, our afternoon club programs may exist to provide additional experiences. Clubs vary from year to year based upon student interest.

EXTRA-CURRICULAR / ATHLETIC ELIGIBILITY

The purpose of eligibility requirements for participation is one of insuring the academic well being of the individual student. Such a policy should reflect the intention of placing a top priority on the academic purpose of the school. It should not have as its intent the limitation of participation by students in these activities. To this end, the following policy has been established by Hamilton Southeastern Junior High School:

1. A student must maintain academic eligibility. See the next section for specific details of the academic eligibility policy.
2. Students must be in attendance at school a minimum of one-half day (3 class periods) to be eligible to participate in an event that afternoon or evening.
3. Any student reaching his/her 16th birthday on or before the first day of an athletic season cannot participate in that sport
4. An athlete must not have reached his/her 16th birthday on or before the first day of the tournament in which they are participating.
5. The following are consequences common among all extra-curricular participants during their club or sports season.
 - a. A formal referral to the assistant principal which results in reprimand or one period of in school reassignment, or the acquisition of up to two detentions will result in a coach-imposed penalty. This penalty will be short of contest suspension (e.g. running or swimming laps). The acquisition of a third detention will result in a one-contest suspension. Detentions beyond three will result in additional contest suspensions and eventual removal from the team.
 - b. Assignment of 1-2 days of in-school reassignment, or Friday Extension / Saturday school will result in a one-contest suspension. In addition, students are not allowed to attend practice or a contest on a day they serve in-school reassignment or Saturday School.
 - c. Assignment of in-school reassignment for 3-4 days or a second Friday Extension / Saturday school will result in a three-contest suspension.
 - d. A second incident resulting in assignment of ISR or assignment of ISR for more than 4 days, or a third Friday Extension / Saturday school, will result in removal from the team or activity for the balance of the season.
 - e. Any offense resulting in out-of-school suspension will result in removal from the team or activity for the balance of the season.
6. Each head coach or sponsor is responsible for informing all team or activity members of team or activity rules and eligibility.
7. The loss of eligibility applies to practices as well as games or performances.
8. Coaches are not to set individual standards that are different from those herein stated.
9. It shall be the duty of the individual coach or sponsor to confirm the eligibility of those students participating in their program.
10. A student who quits a sport that makes cuts to establish the team is ineligible for participation in another sport during the time the team he or she quit is in progress. A student who quits a sport that does not make cuts to establish the team must quit before the first 10 school days of the season to be eligible to join another sport that season.
11. Participants violating School Conduct Rules regarding substance abuse will be removed from the team or activity for the remainder of the season.
12. Participants under "House Arrest" for law violations will not be allowed to participate in extracurricular activities during the arrest period.

ACADEMIC ELIGIBILITY DETAILS

1. MIDTERM grades:
 - a. Any student-athlete or extra curricular student receiving any number of F's at midterm is placed on probation. When on probation, they can practice and play in games as long as all work is turned in. If all work in the failing class(es) is NOT turned in, they are NOT eligible to play in games.
 - b. Once failing grade(s) is (are) passing, student is released from probation.
2. 9 WEEKS grades:
 - a. If a student receives 1 F and all work is turned in, they are placed on probation until MIDTERM of the next grading period. At midterm, the 9 weeks eligibility rules apply (See 1 above).
 - b. If a student receives 1 F due to missing assignments, they are dismissed from the team and are declared ineligible for athletics or activities during the next 9 week grading period.
 - c. If a student receives multiple F's, they are dismissed from team regardless of reason for the failing grades, and are ineligible for athletics or activities during the next 9 week grading period.
3. CARRY-OVER rule
 - a. All incoming 7th graders are eligible at the beginning of their 7th grade year.
 - b. A 7th grader's 4th 9 weeks grades carry over to the start of their 8th grade year in terms of athletic or activity eligibility.
 - c. If a student receives 1 F at the end of the 4th 9 weeks of their 7th grade year and all work is turned in, they start their 8th grade year on probation until MIDTERM of the 1st 9 weeks. At midterm, the **9 weeks** eligibility rule applies.
 - d. If a student receives 1 F due to missing work OR if a student receives multiple F's at the end of the 4th 9 weeks of their 7th grade year, they are ineligible for the 1st 9 week grading period of their 8th grade year.

During the time of Academic Probation, the student will be required to participate in mandatory study tables.

ATHLETICS

Students are encouraged to participate in the athletic program. Each coach establishes individual rules and regulations. Each coach will establish a definite end of practice time so that parents may make appropriate transportation plans.

We recommend that boys and girls who participate in the athletic program carry insurance.

Insurance is available through a school corporation approved plan, or may be purchased individually through any other insurance company.

Physical Examinations

Each year, all participants must have a physical examination and have an Indiana High School Athletic Association (IHSAA) physical form completed and on file with the athletic director before their first practice. Coaches are responsible for verification that each participant has a current physical form on file. A current physical is one in which the examination was conducted on or after May 1 of the previous school year.

Awards

Coaches are to submit an official awards list to the athletic director before the end of the season. Awards will be presented according to the following guidelines:

- Each athlete, manager or cheerleader who completes the season in good standing will receive an award. Such a student at the conclusion of the first season of participation at the junior high school will receive a letter.
- Each season thereafter will result in the student receiving a pin. Any student, who becomes ineligible for academic or for disciplinary reasons, will not receive an award.

Athletes that do not turn in their school owned equipment at the end of a season will have their awards withheld until all equipment is turned into the assigned coach. Lost equipment must be paid for before the student athlete can be eligible for another sport.

Cheerleaders Riding Team Buses

Cheerleaders may ride team buses when accompanied by the cheerleader sponsor or her/his designee. Cheerleaders are to sit in the front seats away from team members.

Cutting

When it is necessary to cut students from a team, the coach will give fair and equal treatment to all students trying out for the team. Cutting students from a team will take place when it is in the best interest of the team as a whole to limit the number of team members. If an athlete tries out for a sport and is cut from that team, then that athlete has 2 weeks to go out for a non-cut team.

Late Roster Additions

All new additions to a team roster must be cleared with the athletic director before being allowed to compete.

Practice

Students who have late afternoon practice are not to remain in the building waiting for practice to begin unless under the direct supervision of a coach or sponsor.

Spiked Shoes

Spiked shoes should only be worn on the athletic fields. Athletes are to refrain from wearing them in the building, bus, gym, etc.

Abbreviations

FB	Football	CC	Cross Country	H	Home
VB	Volleyball	BB	Boys Basketball	T	There
GB	Girls Basketball	WR	Wrestling		
TR	Track	INV	Invitational		

SPORTSMANSHIP

Good sportsmanship is viewed as a commitment to fair play, ethical behavior and to the integrity of the sport. All participants and fans are expected to model good sportsmanship. Please practice the following appropriate ways to show your PANTHER PRIDE!

1. Know and demonstrate the fundamentals of good sportsmanship.

2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Respect the property of the school and the authority of school officials both home and away.
4. Respond to play using only positive cheers, signs, and praise without antagonizing or demeaning participants, fans, coaches or officials.
5. Show respect for an injured player when he/she is removed from the contest.
6. Do not heckle, jeer, or speak negatively towards any participants, fans, guest or officials.
7. Respect the opposing team's spirit groups, cheerleaders, fans, coaches and participants.
8. Remain in the contest area and assigned concessions areas at all times.
9. Remember that it is a privilege to attend a Hamilton Southeastern sporting event or extra-curricular activity.
10. Profanity, inappropriate comments, or poor behavior will result in immediate removal from the contest. Students may also be banned from attendance to extra-curricular activities for the remainder of the school year.



DIRECTIONS TO AWAY ATHLETIC EVENTS

<p>Anderson Eastside Junior High School 765-641-2047 2300 LINDBERG RD., ANDERSON, IN 46012 Take I-69 north to Exit 26. Go north (left) 5 miles. School is on right side of road - corner of Lindberg and Hwy 109.</p>	<p>Carmel Middle School 846-7331 300 S. GUILFORD RD., CARMEL, IN 46032 Take 116th St. W to Carmel. Go past Westfield Blvd. to Guilford. Turn R and go 1 mile to school.</p>
<p>Anderson Northside Junior High School 765-641-2055 1815 INDIANA AVE., ANDERSON, IN 46012 Take I-69 north to 2nd exit – Mound Park. Turn left go through town to Cross Street. Turn left, go 7 or 8 blocks. Left side – corner of Cross Street and Indiana Street.</p>	<p>Clay Middle School 844-7251 5150 N. 126TH ST., CARMEL, IN 46033 Take 116th St. to Hazel Dell Rd. Turn R on Hazel Dell to 126thSt. Turn L on 126th St. to school.</p>
<p>Avon Middle School 272-0128 7199 E. US HWY 36, AVON, IN 46123 Take I-69 to I-465. Go W to west side of Indianapolis SR 36. Turn W and go to SR 267. Turn L on SR 267 and go 1 block S to middle school parking lot. Swim meets are at the high school (7575 E. 150 S. St; 272-2586)</p>	<p>Creekside Middle School 733-6420 3525 EAST 126TH STREET, CARMEL, IN 46032 Take 146th Street west to Shelbourne Road. Go south to school at 126th Street.</p>
<p>Belzer Middle School 964-6200 7555 E. 56TH ST., INDPLS, IN 46226 Take SR 37 to I-465. Go E on I-465 to 56th St. Exit. Turn L on 56th St. School is about 2 blocks E of I-465.</p>	<p>Creston Middle School 532-6800 10925 E. PROSPECT ST., INDPLS., IN 46239 Take I-465 east to Washington Street (Hwy 40) turn left. Go to Mitthoffer Road and turn R. Mitthoffer will dead end into Prospect Rd. (about 2 miles). Turn L on Prospect – school is about a mile down on the corner of Prospect and German Church.</p>
<p>Brownsburg East Middle School 852-2386 1250 EAST AIRPORT ROAD, BROWNSBURG, IN 46112 Continue east past Brownsburg West MS (see below).</p>	<p>Creston (golf only) Morningstar Golf Club – I-69 south to I-465 east to Mitthoffer. Turn right – course is ¾ mile.</p>
<p>Brownsburg West Middle School 852-3143 1555 S. ODELL STREET, BROWNSBURG, IN 46112 I-69 to I-465 W to I-74. Go W on I-74 to Brownsburg exit, which is SR 267. Turn R on SR 267 and go through town then L at the Village Pantry. School is 3 blocks on R.</p>	<p>Doe Creek Middle School 861-4487 2279 S. 600 WEST, NEW PALESTINE, IN 46163 Olio Road until it becomes Mt. Comfort. Follow Mt. Comfort to school, which is on L side of the road. Doe Creek plays all home football games at New Palestine HS. Take Mt. Comfort to US52. L on 52 about 1 mile. Watch for sign.</p>

Fall Creek Valley Middle School 964-6600
9701 E. 63RD ST., INDPLS, IN 46236
Take 96th St. to Fall Creek and take a right. Take Fall Creek to 71st St. and go left. Follow 71st St. up and around bend to a three-way stop. Turn left. School is on the right side behind the elementary school.

Fishers Junior High School 594-4150
13257 CUMBERLAND ROAD, FISHERS, IN 46038
Located at the corner of 131st and Cumberland Road

Franklin Township East Middle School 803-8100
10440 INDIAN CREEK ROAD, INDPLS, IN 46259
Take I-465 South to Exit 49 (I-74 East). Merge onto I-74 East, then continue to Exit 99 (Acton Rd.). Take Exit 99 and turn right (south) onto Acton Rd. Turn Right at Indian Creek Rd. FTMS East will be on your right in approximately 0.5 miles.

Greenfield Golf Club (golf only)
I-465 to I-70 east. Exit at Greenfield – Hwy 9. Go south into Greenfield. Turn left on Hwy 40. Go to first stop light. Turn right on Morristown Pike Road. Golf course is ¾ mile on left .

Greenfield-Central Junior High School 477-4616
1440 N. FRANKLIN ST., GREENFIELD, IN 46140
Take I-465 South to Exit 44 (I-70 east). Merge onto I-70 East, then continue to Exit 104 (N. State St.). Take Exit 104 and turn right (south) onto N. State St. Turn Right on West McKenzie Road. Take West McKenzie Road through the round-about to N. Franklin St. Turn left on N. Franklin St.

Hamilton Heights Junior High School 984-3588
420 W. NORTH ST., ARCADIA, IN 46030
SR 37 north to 206th St. Left on 206th to SR 19. Right on SR 19 to Arcadia. Turn L on Main St. (also called 266th St) and follow it through town over RR tracks. 4th street after RR is Dora Ave, turn right. Dora Ave goes into school parking lot.

Hamilton Southeastern Junior High School 594-4120
12001 OLIO RD., FISHERS, IN 46037
116th Street to Olio Rd. Turn L on Olio to school.

Heritage Christian School 849-3441
6401 E. 75TH STREET, INDIANAPOLIS, IN 46250
Take I-69 south. Go under I-465. Turn L on 75th street.

Kokomo-Maple Crest Middle School 765-455-8085
2727 S. WASHINGTON ST., KOKOMO, IN 46902
SR 31 north to Lincoln Rd. L on Lincoln to Washington. Turn R on Washington.

Kokomo (tennis) 765-455-6852
2501 S. BERKLEY RD, KOKOMO, IN 46902
SR 37 to Noblesville. Turn L at SR 38 through Noblesville to US 31. Go N on 31 to SR 26. Turn L on 26 to 200W. Turn R on 200 W to Lincoln Rd. Turn R on Lincoln to Berkley Rd. School is on corner of Lincoln and Berkley.

Lapel Jr-Sr High School 765-534-3137
2883 S SR 13, LAPEL, IN 46051
I-69 N to SR 13 exit. L on 13 to Lapel. School is on the left.
Golf: Brackway Golf Course. I-69 north to exit 14. Go left to stop light at Hwy 32. Go R (north) towards Lapel. Golf course is located on left side of road just before you get to Lapel.

Lebanon Middle School 765-482-3400
1800 N. GRANT ST., LEBANON, IN 46052
I-465 to I-65 north toward Chicago. Take first Lebanon exit (angle right). Go about 2 miles to south Grant Street (angle right). South Grant Street turns into North Grant. Middle School is at end of street. You will go by H.S. tennis courts then turn right to middle school. Track and swim meets are at Lebanon HS.

Mt. Vernon Middle School 485-3160
1862 W. ST. RD. 234, FORTVILLE, IN 46040
Take 116th Street east to Olio Rd. Go right (south) on Olio Rd. to SR 67 in McCordsville. Turn L on SR 67 to SR 234. Take SR 234 E to 200W. The high school is on the NW corner, and the Middle School on the NE corner.

Noblesville Middle School 773-0782
300 N. 17TH ST., NOBLESVILLE, IN 46060
SR 37 N to SR 32. Turn L on SR 32 to 16th St. Turn R on 16th St. to the school.

Noblesville Middle School (cross country) 773-0782
White River Elementary School
19000 CUMBERLAND RD., NOBLESVILLE, IN 46060
SR 37 N to SR 32. Turn L on SR 32 to Cumberland Rd. Turn R on Cumberland to the school.
Park Tudor 415-2700
7200 COLLEGE AVE., INDPLS, IN 46240
I69 to 465 W to Meridian exit S to 75th. Turn E on 75th to College Turn S. Entrance to gym on 71st. School is at College and 71st.

Pendleton Heights Junior High School 765-778-2139
301 SOUTH EAST ST., PENDLETON, IN 46064
I-69 N to SR 38. R on SR 38 to Southeast St. Turn R on Southeast St. to school. Swimming, Track and Cross-Country are at the HS. Continue on SR 38 to stoplight. HS at the corner of SR 38 and SR 67.

Riverside Junior High School 915-4280
10910 ELLER RD., FISHERS, IN 46038
116th Street to Eller Rd. Turn L on Eller to school.

Sheridan Middle School 758-6780
3030 W. 246TH ST., SHERIDAN, IN 46069
SR 37 N to SR 38. SR 38 W to Sheridan. At 4-way stop, go N to school.

Tipton Middle School 765-675-7521
817 S. MAIN ST., TIPTON, IN 46072
SR 19 N to Tipton. MS is on the R. side of the road with the HS.

Westfield Middle School 867-6600
345 W. HOOVER ST., WESTFIELD, IN 46074
SR 32 W to Westfield. R at Shamrock Drive to school. Cross Country is run at Cool Creek Park. Take Keystone N of Carmel until you pass Wal-mart . N end of Wal -Mart is 151st St. R on this street. Park on the L by the fire station.

Zionsville Middle School 873-2426
900 NORTH FORD ROAD, ZIONSVILLE, IN 46077
Take 465 west to Hwy 421 (Michigan Road) Go north on Hwy 421. Turn left (w) onto Hwy 334 (116th St). Pass through the stoplight and follow 334 through town. Go to the next stop light (Ford Road) and turn right. Go north and the middle school is on the left.

Zionsville West Middle School 873-1240
5565 S. 700 EAST, WHITESTOWN, IN 46075
Take I-465 W past Michigan Rd. Merge left and take I-865 toward Chicago. Merge onto I-65 N. Take exit #130 (SR 334). Turn R on 334 to 700 East. Turn L on 700 East to school.

Purpose: Perfect the mechanics of writing an essay.

Directions:

- Ask before using your card on a test.
- **Show your prewriting work (topic, purpose, audience, and brainstorming).**

INTRODUCTORY PARAGRAPH

- ❖ The opening of your introductory paragraph should serve to hook your reader. For example:
 - **QUOTE:** *“Drinking kills more young drivers than any other cause,” said John Smith, head of the Highway Safety Commission. “Their corpses scatter the American highways every night.”*
 - **ANECDOTAL STORY:** *The young driver turns the stereo up louder and smiles as he dreams of the fun he had at the party—plenty of good music and beer. Suddenly a tree appears from out of nowhere. He grabs at the wheel to turn the car. Headlights swerve in the darkness. But it’s too late. A patrol car screams to find the twisted body of another kid who drank and drove.*
 - **RHETORICAL QUESTION:** *What is the number-one killer of young people between the ages of eighteen and twenty-one? Cancer? Heart Disease? No. The main cause of dead young adults is alcohol—alcohol mixed with automobiles—a deadly combination.*
 - **STARTLING FACT OR SURPRISING STATISTIC:** *Imagine a line of dead and mangled bodies stretching for twenty-five miles – 25,000 corpses. That is the number of victims of drunk driving every year.*
- ❖ After your hook is complete you can include an opinion sentence that relates to your hook or thesis statement to come. You could challenge the information presented in your hook. **Example:** *How many more young people must die before people stop getting behind the wheel of a car drunk?*
- ❖ Your last sentence is your **thesis statement** explaining the overall subject of your essay. This is a critical element.

The thesis statement must be able to stand on its own so your audience would only need to glance at the thesis statement to know *exactly* what your essay is about. **Example:** *The federal and state governments must increase awareness of the effect of drunk drivers and increase the penalty for those who drive drunk so fewer young die needlessly each year.*

Supporting Paragraphs

- ❖ Your topic sentence is at or near the paragraph’s start.
- ❖ Every sentence in your paragraph should relate to the topic sentence.
- ❖ Your paragraph should be well developed with plenty of supporting and relevant detail.
- ❖ The paragraph should flow logically and smoothly.
- ❖ Try to develop transitional words (*and, also, then*), phrases (*until now, in conclusion, at the same time*).

Concluding Paragraph

- ❖ An effective conclusion should give your reader a final and lasting impression of your essay.
- ❖ You might rephrase and reassert the thesis statement
- ❖ If your thesis statement was about something you hoped to prove, you can summarize about how you proved your argument.
- ❖ You could direct the reader’s attention to the consequences if your recommendation is not followed.
- ❖ Do not introduce new ideas into your conclusion.
- ❖ Avoid obvious expressions such as “in conclusion” or “to summarize.”

Common Usage Problems

- ❖ **A, AN**—Use *an* before a vowel sound, *a* before a consonant sound. Watch out for the silent “h” words (e.g., *an hour, an heir, an honor*, etc.)
- ❖ **AFFECT, EFFECT**—*Affect as verb means “in influence.” Staring at a computer screen can affect your eyesight. Effect as a noun means “result.”* Painting the kitchen yellow brought about the effect she wanted. *Effect as a verb means “to bring about.”* Negotiation was the only way to effect the release of the hostages.
- ❖ **ALL RIGHT**—*All right* is always written as two words. Do not use *alright!*
- ❖ **A LOT**—*A lot* is two words!
- ❖ **BURST, BURSTED, BUST, BUSTED**—Use *burst*, the rest are slang or nonstandard.
- ❖ **CAN, MAY**—*Can* is ability while *may* is permission.
- ❖ **ITS, IT’S**—*Its* is the possessive form of *it*. *It’s* is the contraction of *it is*.
- ❖ **O.K., OK, okay**—do not use in an essay.
- ❖ **THEIR**—*Their* is a possessive pronoun.
- ❖ **THERE**—Used for a location.
- ❖ **THEY’RE**—The contraction for *they are*.
- ❖ **TO, TOO, TWO**—*To* is a preposition, *too* is an adverb, and *two* is a number. *Two tickets to a Metallica concert are two too many for most parents.*

❖ **YOUR, YOU'RE**—*Your* is a possessive pronoun. *You're* is a contraction for *you are*.

General Rules for a Successful Paper

- Do not use 1st or 2nd person (*I, me, you, we, us*). Use 3rd person (*he, she, one*)
- Do not use “*lot*” or “*lots*”
- Do not use abbreviations
- Avoid contractions
- Do not begin a sentence with “*so*”, “*but*”, or “*and*”
- Stay away from vague words such as “*stuff*”, “*things*”
- Underline the title of all books
- Spell out numbers you can say in two or fewer words
- Do not use the phrase “*in this paper*”, “*Now I will tell you*”, or other similar type phrases
- Avoid the overused words—“*very*”, “*like*”, and “*really*”
- Do not capitalize the names of academic subjects, except languages.

6 + 1 WRITING TRAITS

IDEAS

Narrowed, focused, manageable topic
Main theme
Details that enrich and develop the theme
Specific details that are interesting, important, and informative; show rather than tell
Clarity

ORGANIZATION

Introduction hooks the reader
Sequence fits the central idea
Pacing keeps the reader interested
Paragraphs with coherence and unity are divided appropriately
Transitions to provide strong connections between ideas
Conclusion provides a thoughtful resolution (no “dream” endings or “ho-hum” summaries)

VOICE

Writer coming through the words (personal flavor, style)
Commitment to the topic – writer cares
Sense of involvement
Appropriate tone (level of formality) for purpose and audience (conversational, informal or formal)

WORD CHOICE

Vocabulary that communicates not just in a functional way, but in a way that moves and enlightens the reader
Rich, colorful, precise language
Clarifies and expands ideas
Everyday words used well; not overdone

SENTENCE FLUENCY

Rhythm and flow of the language
Variety in sentence beginnings and structure
Variety in sentence length
Dialogue, if present, is realistic and believable
Cadence, power, and flow – fun to read aloud

CONVENTIONS

Mechanical correctness
Spelling
Capitalization and punctuation
Grammar and usage
Paragraphing and indentation

+1 = PRESENTATION

Legibility
Neatness
Visual elements
Meets teacher requirements

SCORE 5 FOR 6 + 1 TRAITS

To achieve a score of 5, each trait should display the following characteristics:

IDEAS – *This paper is clear, focused, and 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 support the main idea.
- 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.

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 are 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.

VOICE – *The writer speaks directly to the reader in a way that is individual, compelling, and engaging. The writer crafts the writing with an awareness and respect for the audience and 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.
- E. Narrative writing is honest, personal, and engaging and makes the reader think about and react to the author’s ideas and point of view.

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. The reader can easily 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 use just the right word or phrase in exactly the right spot.

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. Dialogue, if present, sounds natural.
- C. Purposeful and varied sentence beginnings add variety and energy.
- D. The use of creative and appropriate connectives (transitions) 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.

CONVENTIONS – *The writer demonstrates a good grasp of standard writing conventions (spelling, punctuation, capitalization, grammar, usage, paragraphing) and uses conventions effectively to enhance readability.*

