

*Hamilton Southeastern
Elementary Schools
Behavior Expectations & Student Handbook
2011-2012*



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**Hamilton Southeastern Schools & Lantern Road Elementary School
Activity Calendar 2011-2012**

August 15 (Monday)	Ice Cream Social
August 16 (Tuesday)	Kindergarten Meet the Teacher
August 17 (Wednesday)	Full Day for Students (K ½ day)
August 15 – August 19	Spirit Wear Orders
August 18 (Thursday)	1 st & 3 rd Grade Meet the Teacher
August 22 (Monday)	2 nd & 4 th Grade Meet the Teacher
August 25 (Thursday)	School Pictures
August 25 (Thursday)	Family Reading Night 6PM-8PM
August 29-September 30	PTO Silent Fundraiser
September 5 (Monday)	No Students—Labor Day
September 8 (Thursday)	Family Reading Night 6PM-8PM
September 14 (Wednesday)	Market Day Pick Up 5:30PM – 6:30PM
September 16 (Friday)	Mid-Term
September 16 (Friday)	Movie Night
September 20 (Tuesday)	PTO Meeting 6PM**
September 22 (Thursday)	Family Reading Night 6PM-8PM
October 12 (Wednesday)	Market Day Pick Up 5:30PM-6:30PM
October 13 (Thursday)	Family Reading Night 6PM-8PM
October 14 (Friday)	1 st Grading Period Ends
October 18 (Tuesday)	PTO Meeting 6PM**
October 25, 26 (Tuesday, Wednesday)	Parent Conferences
October 27 (Thursday)	No Students—Teacher Day
October 28 (Friday)	No Students—Fall Break
November 14-November 18	Celebrate Reading Week
November 5 (Saturday)	Luau
November 9 (Wednesday)	Market Day Pick Up 5:30PM-6:30PM
November 10 (Thursday)	Family Reading Night 6PM-8PM
November 11 (Friday)	Veteran’s Day Program
November 15 (Tuesday)	PTO Meeting 6PM**
November 18 (Friday)	Mid-Term
November 18 (Friday)	Movie Night
November 23-25 (Wednesday-Friday)	No Students—Thanksgiving Break
December 1 (Thursday)	Kids Art Fair 3:30PM-7PM
December 1 (Thursday)	Holiday Choir Concert 7PM
December 5-December 9	Book Fair
December 7 (Wednesday)	Market Day Pick Up 5:30PM-6:30PM
December 8 (Thursday)	Family Reading Night 6PM-8PM
December 13 (Tuesday)	PTO Meeting 6PM** (FLEX)
December 21 (Wednesday)	Winter Parties
December 21 (Wednesday)	First Semester Ends—Last day before Winter Break
January 4 (Wednesday)	No Students—Teacher Day
January 5 (Thursday)	First day after Winter Break
January 12 (Thursday)	Family Reading Night 6PM-8PM
January 16 (Monday)	No Students—Martin Luther King Day
January 17 (Tuesday)	PTO Meeting 6PM**
January 19 (Wednesday)	Market Day Pick Up 5:30PM – 6:30PM
January 20 (Friday)	Movie Night

**Hamilton Southeastern Schools & Lantern Road Elementary School
Activity Calendar 2011-2012
(continued)**

January 26 (Thursday)	Family Reading Night 6PM-8PM
February 3 (Friday)	Mid-Term
February 6 (Monday)	Flex Day—may move to Feb 13 depending upon Super Bowl Date
February 9 (Thursday)	Family Reading Night 6PM-8PM
February 13-February 17	Celebrate Reading Week
February 14 (Tuesday)	Friendship Parties
February 15 (Wednesday)	Market Day Pick Up 5:30PM – 6:30PM
February 16 (Thursday)	Family Math Night
February 20 (Monday)	No Students—President’s Day
February 21 (Tuesday)	PTO Meeting 6PM ** (FLEX)
February 23 (Thursday)	Family Reading Night 6PM-8PM
February 24 (Friday)	Science Fair
February 25 (Saturday)	Pancake Breakfast
February 25 (Saturday)	Science Fair Award Ceremony
February 25 (Saturday)	Book Fair
March 5-March 14	ISTEP Testing
March 8 (Thursday)	Family Reading Night 6PM-8PM
March 9 (Friday)	Third Grading Period Ends
March 14 (Wednesday)	Market Day Pick Up 5:30PM – 6:30PM
March 15 (Thursday)	First Grade Musical 7PM
March 16 (Friday)	Movie Night
March 20 (Tuesday)	PTO Meeting 6PM**
March 22 (Thursday)	Family Reading Night 5:30PM-6:30PM
March 22 (Thursday)	Spring Choir Concert 7PM
March 30 (Friday)	No Students—Spring Break
April 2-6 (Monday-Friday)	No Students—Spring Break
April 12 (Thursday)	Family Reading Night 6PM-8PM
April 17 (Tuesday)	PTO Meeting 6PM**
April 18 (Wednesday)	Market Day Pick Up 5:30PM – 6:30PM
April 19 (Thursday)	Kindergarten Round Up
April 20 (Friday)	Mid-Term
April 26 (Thursday)	Family Reading Night 6PM-8PM
April 30-May 9	ISTEP Testing
May 22 (Tuesday)	PTO Meeting 6PM**
May 10 (Thursday)	Family Reading Night 6PM-8PM
May 14-May 18	Celebrate Reading Week
May 16 (Wednesday)	Market Day Pick Up 5:30PM – 6:30PM
May 23 (Wednesday)	Field Day (5/24 Rain Date)
May 28 (Monday)	No Students—Memorial Day
May 30 (Wednesday)	Last Day for Students/Fourth Grading Period Ends*
May 31 (Thursday)	Last Day for Teachers
June 1, 4-8	Make Up Days—If Needed*

*Students must attend 180 days. If instructional days are lost, the calendar will be extended.

Total number of student days—first semester: 85; Total number of student days—second semester: 95

HSE Calendar Adopted: 6/28/2010

** Indicates Babysitting Provided

**Hamilton Southeastern Schools
Elementary Student Handbook
2011-2012**

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REGULAR SCHOOL HOURS ARE AS FOLLOWS

AM Kindergarten	8:50AM Buses Unload	9:00AM-11:35AM	11:35AM Pick Up
PM Kindergarten	12:55PM Drop Off	1:05PM-3:40PM	3:40PM Dismissal
Grades FDK-4	8:50AM Buses Unload	9:00AM-3:40PM	3:40PM Dismissal

The tardy bell rings at 9:00AM for AM Kindergarten through 4th grade. PM Kindergarten students will be marked tardy at 1:05PM.

HAMILTON SOUTHEASTERN SCHOOLS BOARD MEETINGS

The Hamilton Southeastern School Board meets the second and fourth Monday of every month in the Administration Building on Cumberland Road. The 7:30AM and 7:00PM meetings are open to the public. Parents and community members are encouraged to attend. Board Members include John DeLucia, Diane Eaton, Karen Harmer, Katrina Hockemeyer, Daren Sink, Sylvia Shepler, and Ron Wilson.

SCHOOL COUNSELING

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

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

SCHOOL ATTENDANCE GUIDELINES

Indiana Law requires anyone between the ages of seven and sixteen to attend school. In accordance with Indiana State statute, the age requirement for school enrollment as follows:

Kindergarten	Grade 1
Age 5 on or before September 1 st	Age 6 on or before September 1 st

ATTENDANCE

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

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

- School-sponsored trips;
- Court appearance;
- Service as a legislative page;
- Participation in an election;
- Active duty with the Indiana National Guard;
- Religious instruction;
- Attendance excused by the principal/designee

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

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

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

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

Parents may be notified by mail regarding the number of accumulated absences, tardies, or early departures during the school year. A district-wide policy letter will be mailed to parents when a student's attendance exceeds 16 occurrences per year.

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)

CLINIC SERVICES AND THE SCHOOL NURSE

Every Hamilton Southeastern School has its own health clinic facility and school nurse. The school nurse will serve our students daily during school hours. Please contact the nurse if you have any health related question or concern.

IMMUNIZATION POLICY

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

CLINIC RESPONSIBILITIES

- Administration of long term prescription medication as ordered by physician
- Administration of over-the-counter or short term prescription medication (less than 10 days) with written instructions from a parent/guardian.
- The management of medical conditions that occur during the school day such as asthma, hyperactivity, diabetes, seizure disorders, and migraine headaches
- Observation of potential abuse/neglect—Nurse is to report observation to principal and counselor

- Assessment, care, and treatment of minor illness and injury that occur during the school day
- Health Counseling
- Prevention and control of communicable diseases
- Monitoring the immunization status of each student.
- Vision screening for students in grades 1, 3, 7 and others as referred.

All routine medications and treatments for students will take place in the nursing clinic with the exception of those specifically addressed in the student's Individual Health Plan. Clinic facilities are provided for ill or injured students. Clinic facilities and the service of the clinic staff should not be abused. Specifically, the clinic and school nurse should not be used as a substitute for your private physician's care. If a student visits the clinic too frequently, for inappropriate reasons, the parent/guardian will be notified.

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

MEDICAL REFERRALS

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

REPORTING ABSENCES

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

STUDENT FEVER

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

COMMUNICABLE/CONTAGIOUS DISEASES

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

CHICKEN POX—Symptoms: Slight fever, body aches, and red round spots becoming blisters and finally scabbing. Initially the lesion looks like a dew drop on a rose bud. Incubation period after exposure to chicken pox is 10 to 21 days. The period of communicability for chicken pox is from forty-eight (48) hours prior to the rash appearing to six (6) days after the onset of the rash. Students with chicken pox will need to remain at home during the six (6) day period after the onset of the rash, or longer if vesicles have not formed scabs or crusts.

SCARLET FEVER—Symptoms: fever, sore throat, rash (fine, red goose flesh on a red background) appearing on areas of warmth first. The rash often resembles sand paper. Incubation period is one (1) to three (3) days. Students must remain out of school until fever free for twenty-four (24) hours and on an antibiotic for twenty-four (24) hours.

FIFTHS DISEASE—Symptoms: appearance of three distinctive rashes: rash on cheeks which give appearance that the person has been slapped; raised red rash on forearms and legs; and lacy rash on forearms and trunk of body. Incubation period is six (6) to fourteen (14) days. The period of communicability is prior to the outbreak of rash.

IMPETIGO—Symptoms: lesion is characterized by small yellow blistered area that soon becomes crusted. The lesion is usually caused by a strep or staph infection. Spread can occur though direct contact with drainage. Children with draining lesions that cannot be covered at all times with a dressing should be excluded from school until they have received appropriate antibiotic therapy for at least twenty-four (24) hours.

CONJUNCTIVITIS (PINK EYE)—Symptoms: Pink Eye usually begins with tearing, irritation and redness of the eye and the inner eyelids. Children may awaken with sticky “matter” in the eye and the eyelashes may stick together. As the condition progresses, the eyelids may swell and the eye may be sensitive to light. If your child exhibits symptoms, please contact your physician. Pink eye is contagious. Students are excluded from school and may return after twenty-four (24) hours of prescribed eye antibiotic drops.

STREP THROAT—Symptoms: Red, painful throat; headache; stomach ache; fever (not always); swollen and tender enlargement of tonsil beds and lymph nodes (this may cause pain the child misperceives as ear ache); and presence of fine, slightly raised rash. Incubation period is one (1) to three (3) days. While not every sore throat is caused by a streptococcal infection, it is recommended that a child with any of the above symptoms be checked by a physician. A simple throat culture is done in the doctor’s office to diagnose strep throat. Once the diagnosis of strep is confirmed by the culture, the infected child is considered contagious until he/she has received an antibiotic for twenty-four (24) hours. To protect others from infection, a child with strep throat should not return to school until he/she is fever free, and has been on an antibiotic for twenty-four (24) hours. It is important to complete the full course of antibiotic therapy to prevent reoccurrence.

SCABIES—Symptoms: itching, particularly at night, and blister-like sores in the burrows of the skin. Scabies is a skin infestation caused by the burrowing itch mite. These sores are found in the webs of the fingers, heels of the palms, wrists, armpits, buttocks, genitalia, and elbows. Scabies is transmitted by close contact with an infected individual. Students must remain out of school until treated by a doctor.

HEAD LICE—Symptoms: itching, especially of the scalp. White nits, or eggs of the louse insect, attach to the hair shaft most frequently at the nape of the neck and behind the ears. The eggs cement to the hair shaft close to the scalp. A shampoo treatment with an insecticide shampoo will generally kill most head lice. A second treatment is necessary ten (10) days later with some brands of insecticide shampoo. Manual nit removal and environmental clean up of the home by the parent is the key to successful head lice treatment. We strongly encourage parents to communicate that his/her child has head lice to any close contacts that may have recently been exposed after being in your home (i.e. – a sleep over or slumber party). While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school’s attention, the school nurse will maintain confidentiality of the student’s identity, verify the presence of an active infestation, and bring it to the attention of the child’s parent/guardian. HSE nurses will assess students for head lice who present with symptoms, notify the child’s parents of a confirmed case, assist staff and parents with educational material, reassess a student with a confirmed case to monitor the effectiveness of treatment, and refer to a health care provider as needed. Students should not be excluded from school for having

nits, as the management of this condition should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis. This protocol is supported by the National Pediculosis Association, the American Academy of Pediatrics, and the National Association of School Nurses. Please contact your school nurse if further information or resources are needed.

STAPH INFECTIONS AND/OR MRSA—Symptoms: red, swollen, warm, and painful pimple, boil, or blistered areas: especially pus or other drainage from a lesion. Skin infection caused by a staph or resistant-type staph (MRSA) infection. Staph and MRSA infections are treated using antibiotics, draining the abscess or boil, or a combination of both of these treatments. Ways to prevent these infections are to practice good hygiene which includes: washing hands thoroughly, keeping cuts and scrapes clean and covered until healed, avoiding contact with other people’s wounds or bandages, and avoiding sharing personal items such as towels or razors. Unless directed by a health care provider, students with MRSA and/or staph infections will not be excluded from attending school if they are under medical treatment and they are able to keep their lesions clean and covered. However students must be excluded from school, including athletic practice and competitions, if they have lesions that cannot be covered or if the student cannot maintain good personal hygiene.

STUDENT VOMITING

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

HOMEWORK DUE TO ILLNESS

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

INJURY/ILLNESS

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

NON-PARTICIPATION IN CLASS/ACTIVITIES

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

PHYSICAL EDUCATION—As a vital part of our curriculum, all students are required to participate in physical education. To be excused from participating, a student **MUST** have a doctor’s note stating why he/she cannot participate and for how long the student will be excused. If a student is injured and is waiting to go to a doctor, a parental note may be used. However, a parental note will only be good for one day. The student **MUST** have a doctor’s note to continue to be excused from physical education class. Any student with an excused

absence/non-participation day in physical education is not permitted to participate in active extracurricular functions. This includes sports, camps, bowling, intramural athletics and travel sports teams. Please keep in mind that teachers are not physicians. When notes are being written to our teachers, be specific. The note must contain a stop and start date for the restrictions. Terms such as “limited activity, some activity, not too much activity, and do what they feel like” are very ambiguous and open to varied interpretation. Therefore, any notes which are not specific will be interpreted as no physical activity. Students who physically do not participate in physical education class will be responsible for everything taught on an informational/knowledge/intellectual basis. However, a student must also participate to earn at least a satisfactory grade in physical education. Prolonged absence from physical education, without a doctor’s excuse, could jeopardize the student’s grade. Therefore, all communication for excused participation from physical education should be made with the physical education teacher. Parents who wish to discuss a particular situation may contact their student’s physical education teacher.

AFTER SCHOOL ACTIVITIES—Any student who is ill and has either not attended school or has been sent home sick from school may not participate in any after-school activities until symptom free for twenty-four (24) hours.

PRE-ARRANGED ABSENCES/VACATIONS

Please make every effort to plan family vacations so that they coincide with the HSE calendar. If you plan on taking a vacation during scheduled school days and your child will miss two or more days, you must complete a Pre-Arranged Absence Form which can be picked up in the school office or found on the HSE website. It will be the responsibility of the students to complete any missed homework upon returning to school. It will not be our practice to prepare work for students to complete during these vacations. These absences are unexcused if they occur during the week preceding or following fall break, winter break, or spring break; or the last week of school. All pre-arranged absences will affect the attendance record of your child, as well as our ratings with the Indiana Department of Education and the ability to be named an “Indiana Four Star School”.

TARDINESS—TARDY BELL RINGS AT 9:00AM

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

PRE-ARRANGED APPOINTMENTS

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

LATE START OR EARLY RELEASE FOR NON-SCHOOL ACTIVITIES

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

ALTERNATE ROUTE HOME/PERMANENT CHANGE

If your child is staying after school for extra activities, riding a different bus home, or is being picked up at school by a parent, or someone other than a parent, a note must be sent to the teacher on each occurrence. If you are

making a permanent change in your child's transportation home, please send a note to the teacher stating that the change is permanent and then a daily note is not required. However, we must have this in writing. Failure to send a signed note from the parent will result in the child being sent home on his/her regular bus. No student may stay after school without a signed permission slip.

TRANSPORTATION CHANGE DURING THE DAY

Occasionally, parents must make unplanned transportation changes during the school day. All telephone calls must be received by 2:00PM. This is to allow enough time to accurately deliver messages to teachers, as well as time to confirm the change if necessary. Please do not call the school after 2:00PM to make a transportation change except in the case of extreme emergencies.

TWO-HOUR DELAY/SCHOOL CLOSING

TWO-HOUR DELAY-KINDERGARTEN SCHEDULE—In the event of a two hour delay, all Kindergarten students will attend school on an alternate time schedule. AM Kindergarten students will attend school from 11:00AM-1:00PM. PM Kindergarten students will attend school from 1:40PM-3:40PM. Beginning of the day bus transportation and end of the school day bus transportation will continue to run. The 1:00PM pick up of AM Kindergarten students and the 1:40PM drop off of PM Kindergarten students will continue to be the responsibility of parents. Full-day Kindergarten students will attend school from 11AM-3:40PM.

TWO-HOUR DELAY-K+ SCHEDULE— All students enrolled in the K+ program may attend K+ on these days, regardless of being enrolled in AM or PM K+.

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

SKYLERT INSTANT ALERT SYSTEM

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

EMERGENCY PHONE NUMBERS

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

BACKGROUND CHECKS

Any individual who volunteers in Hamilton Southeastern Schools or on a school related function must provide the information necessary to conduct a criminal history report every three years. This approved background check must be on file in the school office. Please allow at least one week to process the background check. The corporation will pay all fees and processing charges. Forms are available in the school office. Background checks must be renewed every three years. Background checks are required to have lunch with your child.

BUILDING VISITORS

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

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

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

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

DIRECTORY INFORMATION-FERPA

The Family Educational Rights and Privacy Act ("FERPA") ensures that personally identifiable information of students in school records are kept confidential. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Please consider this notice as a general notification for the 2011-12 school year.

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

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

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

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

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

RECESS

Recess supervision is provided by responsible school personnel. For every child's safety and the school's liability, parents may not accompany students to recess. Recess will be held outdoors whenever possible. Precipitation, sunshine, cloud cover, wind chill, temperature, etc. are all considered when a decision is made for indoor recess. In general, recess will be held indoors when it is raining or the temperature/wind chill falls below 10 degrees Fahrenheit.

PLAYGROUND RULES/CONSEQUENCES

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

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

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

LUNCH ROOM RULES/CONSEQUENCES

- Students should walk while in the lunch room.
- Students should keep hands, feet, and personal items to themselves.
- Students should use their good lunch room manners by eating their own food and refraining from throwing or playing with their food, napkins, and utensils.
- Students should use an inside voice when speaking with their peers and adults.
- Students should follow all instructions given by adults and be respectful and polite to all.

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

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

LUNCH PAYMENT PROCEDURE

All Hamilton Southeastern Elementary Schools follows the same general guidelines with respect to the school lunch program. Each day, students have a choice of a peanut butter & jelly lunch, turkey sandwich lunch, yogurt lunch, or a hot tray lunch. Additional ala carte items will become available as the lunchroom routines become more familiar to the children. Student lunches are \$2.05, reduced student lunches are \$.40, and adult lunches are \$3.00. Extra milk is \$.50.

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

Payments for more than one child may be sent in the same envelope and on the same check as long as information for each child is provided. Money for snack items, juice, extra milk, etc., may be included in the amount sent.

However, the system cannot differentiate between money sent for lunch and money sent for other things.

Therefore, we will not be able to monitor what your child spends on lunches and what he/she spends on snacks. If you do not include money for extras, please make sure your child is aware of this. You may also call or send a note if you do not want your child to use his/her money for anything but lunch. We will make a note on his/her account of your wishes. If you have a question regarding how your child is spending his/her money, you may ask for a purchase report.

NO CHARGE/STUDENT DEBITS—Charging meals is not permitted by the State Board of Accounts. All students, adults, and employees of Hamilton Southeastern Schools must pay cash daily or prepay into their food service account for all purchases. The first day that a student has no money available in their account, they will be provided with a regular hot lunch. The cost of the meal will be added to the student’s account. If the account continues to carry a negative balance, an alternate lunch consisting of a peanut butter and jelly sandwich and milk will be served. The cost of an alternate meal is \$.75. The alternate price will be added to the student’s account. The student will be given a note to take home stating that payment is due. The food service manager will make a courtesy call to notify parent/guardian, making certain that they are aware payment is due.

APPLICATION FOR FREE OR REDUCED LUNCH—Applications for the Free/Reduced Lunch Program are sent home on the first day of school. Schools are required to send these forms home with all children. Forms are also available through the office. Students qualifying for this program will simply move through the lunch line and use the keypad push system like all other children. There will be no identifiable differentiation that indicates these children are receiving a free or reduced price lunch. If you have any questions about this program, please feel free to call the school treasurer.

LUNCH TIME VISITORS

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

MEDICATION ADMINISTRATION

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

medication should be received at school in a sealed envelope and in its original prescription container. The sealed envelope needs to contain the following information:

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

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

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

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

LONG TERM MEDICATION— To be given more than 10 days

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

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

FOOD ALLERGIES

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

MILK ALLERGIES

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

SNACKS IN THE CLASSROOM

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

SCHOOL NEWSLETTER

Each elementary school publishes a school newsletter. The newsletter is emailed to parents who have signed up on the school's Listserv site. For parents without internet access, a copy will be sent home upon request. You can join the Listserv by visiting your school's website on www.hse.k12.in.us and clicking on Resources. Regular features of the newsletter include lunch menus for the upcoming week, PTO News, announcement of upcoming events, special rotation for the upcoming week, and more. We encourage you to take the time to read the newsletter so that you can be better informed of the great things occurring in your child's school. If you wish to have information published in the school newsletter, items must be submitted by the deadline set by the school and approved by the principal.

ACCESS TO SCHOOL BEFORE OR AFTER SCHOOL HOURS

The school cannot allow parents or students to return to the classrooms before or after school hours to get items they may have forgotten. We want to encourage student responsibility and organization, and we also need to maintain building security. For security reasons, classrooms are locked after school.

ACADEMIC EVALUATION

REPORT CARDS—Report Cards of student progress will be available for review through Skyward every nine weeks for students in grades one through four. Related Arts classes: Art, Music, and Physical Education record grades one time per semester. Kindergarten students receive Report Cards three times during the year as well. Report Cards will be discussed with parents during parent conferences at the end of the first nine weeks. Midterm Reports indicating satisfactory or unsatisfactory progress will be available through Skyward as well after four and one-half weeks of each grading period.

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

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

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

STANDARDIZED TESTING—Students in grades two through four will take standardized tests during the school year. These tests measure a student’s achievement at the time of testing. The Indiana State Testing of Education Progress (ISTEP) will be administered to grades three and four as mandated by law. Second grade will be administered the Terra Nova Test, a comparable standardized test.

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

STUDENT COMPUTING RESOURCES AND INTERNET ACCESS CONSENT

Hamilton Southeastern Schools desires to fairly and consistently address the issues that arise with student technology usage. While it is recognized that students have freedom of expression, it is not absolute. In the interest of preserving school order and safety, the HSE School Board has established a policy (I5.3) and guidelines (I5.3.1) for technology usage. The goal of these guidelines is to inform students and parents how the Board of School Trustees and school corporation will define student conduct with respect to the use of technology that could result in denial, suspension or expulsion. Indiana State statute, Indiana Criminal Code, and U.S. Supreme Court decisions are used in establishing these guidelines.

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

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

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

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

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

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

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

Hamilton Southeastern Schools will not be responsible for personal property used to access corporation computers or networks or for corporation provided computing resources and Internet access. Hamilton

Southeastern Schools will not be responsible for unauthorized financial obligations resulting from corporation-provided access to computing resources and the Internet.

Students utilizing corporation-provided computing resources and Internet access must first have the permission of Hamilton Southeastern Schools' professional staff and must work under the supervision of professional staff. Students utilizing corporation-provided computing resources and Internet access are responsible for good online behavior similar to the good behavior expected in a classroom or other area of school.

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

Families should be aware that some material accessible via the Internet may contain items that are tasteless, illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While Hamilton Southeastern Schools' intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Any Hamilton Southeastern Schools computer used by students will have an Internet filtering process in place when accessing the Internet. Nevertheless, the HSE School Board recognizes that no current technology will prevent all abuses or improper use.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media, computing, and information sources. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Hamilton Southeastern makes the corporation's complete Technology Usage Policy I.5.3 and Guidelines I5.3.1 available online on the HSE's website (www.hse.k12.in.us) for review by all parents, guardians, and other member of the community. Parents and guardians also are provided the option of requesting alternative activities not requiring computing resources and/or Internet use for their minor children. (Board Approved 6/25/07)

BACKPACK IDENTIFICATION

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

BIRTHDAYS

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

CLASSROOM PARTIES

There will be two room parties during the year. Room parents and PTO representatives organize these parties. If you would like to assist with a classroom party, please contact the room parent for your child's class. Party treats will be provided by HSE food services in conjunction with the PTO. Therefore, NO candy or other food items are permitted.

EVENING SCHOOL EVENTS

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

FIELD TRIPS

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

ADMINISTRATION OF MEDICATIONS AND TREATMENTS

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

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

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

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

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

PETS

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

PARENT-TEACHER ORGANIZATION

Each Elementary School in the district has an active Parent-Teacher Organization. The PTO provides our children with many items and services throughout the school year. You automatically become a member of the PTO by enrolling your child. General PTO meetings will be scheduled monthly throughout the school year. The PTO

Executive Board meets monthly during their term in office. If you have any questions or comments that need to be addressed by the PTO, contact one of the Executive Board members. A list of those officers and committee chairpersons will be published in the Student Directory.

REPORTING CHILD ABUSE

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

TELEPHONE CALLS AND EMAILS

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

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

WITHDRAW/TRANSFER OF STUDENTS

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

BEHAVIOR EXPECTATIONS

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

STUDENT RULES

1. Students are expected to respect all adults in the school setting. This includes, but is not limited to, teachers, instructional assistants, custodians, dining room staff, parents, and special visitors.
2. Students may not leave school grounds without written permission or signed out at the school office by a parent or other authorized adult.
3. Students are expected to respect other students by not putting hands on other students.
4. Students are expected to walk, not run, in the school building.
5. Students are expected to attend and to be on time for all classes. Students with excessive absences and/or tardies will be referred to the HSE attendance officer.
6. Students are expected to respect school property and the property of others.
7. Students are expected to have and use backpacks to bring books and school related items to and from school. Backpacks are required to be labeled with the student's name and teacher per building policy.
8. The school will not accept flowers, balloons, or gift deliveries of any kind for students.

9. Students are not allowed in unsupervised areas before, during or after school.
10. Students are not allowed to sell or trade items at school.
11. Food is not to be taken from the cafeteria, nor to be consumed at anytime other than lunch without specific permission from a staff member. Chewing gum and candy are not allowed during the school day unless under the direct supervision of an adult. Carbonated beverages are not allowed to be brought to school for lunch.
12. After the start of the school day and during the school day, students must be signed in at the office by a parent or other authorized adult. In the event that a child needs to leave school during the school day, a parent or other authorized adult must sign the child out at the office and show a valid picture ID.
13. No student will be allowed to disrupt the educational process.
14. Students are not allowed to possess dangerous or illegal items, including drugs, weapons, or any item that can reasonably be considered to be a weapon. Students with knowledge of such items on school grounds are to report the information to school personnel.
15. Students are to refrain from the use of force, violence, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging others to engage in such conduct.
16. All types of tobacco, electronic cigarettes, drugs, or alcohol are strictly prohibited.
17. Except as approved either by a teacher in connection with a class assignment, project, or demonstration or by the building principal, a student may not possess in a school building:
 - A cellular phone, MP3 player, paging device, radio, television, CD player or an electronic gaming device in a school building during regular school hours
 - Knives, laser pointers or any object that is readily capable of causing injury
 - Animals
 - Explosives, including all fireworks, model rocketry engines, smoke bombs, stink bombs and similar devices

DRESSING FOR SCHOOL

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

SEXUAL HARRASSMENT

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

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).

DISCIPLINE CODE

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

BULLYING/CYBER BULLYING

Bullying is prohibited and is a violation of the Student Code of Conduct. 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.20-33-8-13.5) The State of Indiana defines “bullying” as overt, repeated acts or gestures, including: 1) verbal or written communications transmitted, 2) physical acts committed; or 3) 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. (I.C. 20-33-8-0.2)

Cyber bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member occurring through use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDAs while on campus which has the effect of: 1. Physically, emotionally or mentally harming a person; 2. Placing a person in reasonable fear of physical, emotional, or mental harm; 3. Placing a person in reasonable fear of damage or loss of personal property; or 4. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or staff member’s professional duties.

SERIOUS DISCIPLINE CONSEQUENCES

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

Out-of-school Suspension—In some cases it becomes necessary to assign out-of-school- suspension. This is usually the result of a serious infraction, refusal to comply with lesser disciplinary penalty, or chronic

misbehavior. Indiana law defines grounds for suspension or expulsion as “student misconduct or substantial disobedience”. (I.C.20-33-8-14(a)). During such suspension, the student is in the care of parents. The student should not be present on school grounds without the permission of the school principal. Students are not to attend any extra-curricular activities while they are suspended out of school.

STUDENT DUE PROCESS

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

BUS EXPECTATIONS

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 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. No head phones, personal stereos, electronic games, tobacco, or contraband (weapons, drugs, alcohol, etc.) on the bus at any time. Cell phone usage is not allowed.
8. No food, including gum, or drink on the bus at any time without written permission from the Director of Transportation.
9. A student may ride a different school bus with a friend, or for other activities, provided there is enough room on the bus and that the student follows the bus rules. A student may not have more than one friend ride on their assigned bus with them without prior permission from the driver. A note, written by the parent or guardian, must be sent verifying that the student may ride a different bus. A male and female riding home together must have the note verified by the school. **The note must be signed and dated by school personnel.** Long term or special arrangements are made through the transportation office.
10. Bus windows will not be lowered more than half way.
11. Once a student has boarded their bus at the school, they will not be allowed to exit the bus without authorization from school personnel.
12. All kindergarten students must be met at the bus stop by an adult. An older sibling may be allowed to meet the student if coordinated with the driver or Transportation in advance.

DISCIPLINE CONSEQUENCES

- **Documented verbal warning:** The first warning will be documented by the bus driver. The student, however, will be required to sign a driver form confirming that a verbal warning has been given. 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 verbal warning.
- **First written violation:** Action will result in a warning notice being given to school officials. That document will be sent home with the student for parent signature. The form must be signed and returned to the 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. This will also result in a 3 day bus suspension.
- **Third written Violation:** A written notice will be given to school officials and the form sent home for signature. This will result in a 2 week bus suspension.
- **Fourth written violation:** A written notice will be given to school officials and the form sent home for signature. This will result in suspension from the bus for the remainder of the year.

Note: A violation of bus rules such as fighting, having tobacco on the bus, abusive or sexually explicit language, a serious threat to the driver or other students, or a serious safety hazard will result in a bus suspension lasting up to two (2) weeks in duration.

Extreme violations of bus rules such as possession of drugs, alcohol, or weapons on the bus, or any action that represents an extreme safety threat to the students or driver, will result in a permanent suspension. Any student suspended for the remainder of the school year will be placed on probation at the beginning of the following year. A second written violation the next year will result in a bus suspension for the remainder of that year.

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

VIDEO SURVEILLANCE

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

NONDISCRIMINATION STATEMENT

It is the policy of Hamilton Southeastern Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its education programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1, I.C. 20-8.1), Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendment), and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Randy Schoeff, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, IN 46038 at (317)594-4100, or the Office of Civil Rights, U.S. Department of Education, Washington D.C.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal, a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Hamilton Southeastern Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the school corporation will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure with out consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member, (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the US Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA.

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

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

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

Be a positive role model.

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

Engage in a consistent routine at home.

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

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

- Review and discuss your child's school work with him /her every day.

- Use an assignment notebook daily as a communication tool.

Take time to talk to your child.

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

Participate at school.

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

Actively seek school information.

- Find solutions; don't make excuses.
- Utilize school communication tools (Skyward Family Access, Honeywell, web pages, newsletters, listserv).

Recognize and respond to teacher requests.

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

Establish high expectations for achievement.

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

Network with other parents.

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

Teach the value of good character.

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

Board Approved on 4-13-09

Elementary School Procedures

LANTERN ROAD OFFICE STAFF

Danielle Thompson, EdS, Principal
Ellynn Stein, MS, Counselor
Beth Jacobs, RN, Nurse
Kathy Pauszek, Secretary
Cindi Blanchard, Secretary
Jenny Hannon, Treasurer
Jenny Walden, Head Custodian
Dee Dee Lamond, Cafeteria Manager

CHARACTER EDUCATION GUIDELINES

In 1995, the Indiana General Assembly passed legislation requiring public schools to integrate good citizenship instruction into the current curriculum. It also serves as a reminder that citizenship education is one of the major responsibilities of the public schools. It calls upon school personnel to renew their efforts to help students become good citizens. With this in mind, we pledge that all persons at Lantern Road Elementary School will demonstrate each of the Life Rules discussed during the school year. Each week, a new Life Rule will be discussed in depth during the morning announcements. Teachers and other staff members will look for students that are being good role models of the week's Life Rule. On Thursday of each week, the Life Rule Role Models are announced during afternoon announcements and six students are randomly chosen to have a special appointment with the principal. Students who are Life Rule Role Models receive certificate as well as a pencil in honor of the occasion.

Life Rules for the 2011-2012 school year are Active Listening, No Put Downs, Personal Best, Accountability, Appreciation, Caring, Class and Grace, Commitment, Common Sense, Compassion, Do Your Part, Flexibility, Forgiveness, Friendship, Good Manners, Gratitude, Hard Work, Helping Others, Honesty, Including Others, Initiative, Integrity, Kindness, Laughter, Leadership, Learning, Motivation, Overcoming, Patience, Problem Solving, Respect, Responsibility, Right Choices, Sharing, Smile, Team Work, and Trust. Our Life Goals that we discuss each and every day are Keep Lantern Road Safe, Treat People Right, and Do the Right Thing, even if you don't feel like it!!

THE LEOPARD NEWS

Our school newspaper, *The Leopard News*, is published every Friday. *The Leopard News* is available on the school web site and is emailed to parents via a Skylert message. For parents without internet access, a copy will be sent home upon request. If you wish to have information published in *The Leopard News*, items must be submitted by Tuesday morning and approved by the principal.

DINING ROOM CONSEQUENCES

A student's first infraction will result in a warning.

A student's second infraction during the same week will result in the relocation of seating assignment for the remainder of the lunch period.

The third infraction during the same week will result in the loss of recess and a note being sent home to the student's parents.

Repeated violations or severe disruptions in the dining room will require a parent-principal conference. The student will not be allowed to eat in the dining room until this conference occurs.

Each rule infraction requires the student to eat at a separate table for the remainder of his/her lunch period.

General disruption or noisiness could result in not talking.

TRANSPORTATION PROCEDURES FOR LRES

Drop-off/pick-up for children from automobiles is at the front entrance of the school. Children should only be released from automobiles at the curb. Never send a child across the parking lot unescorted. Pull up to the curb and let children out on the sidewalk. Please, do not park at the curb. Most parents prefer to simply let their children out of the car, watch them enter the building or wave to the adult on duty, and then pull away. If you wish to walk your child into the building, please park in a parking space and walk with your child. We have staff members assigned to the front doors in the morning. Their duty time begins at 8:45AM. They will try to actually be outside where you can see them. Children arriving before the 8:50AM bell are expected to wait with the person on duty in the very front foyer. Children are permitted to go to their classrooms when the first bell rings. The staff person is only on duty until 9:00AM when the tardy bell rings. All students arriving after 9:00AM must be signed in at the office by an adult.

We understand that parents may wish to escort their children to the classroom on the first day of school. Please do not plan to go to the classroom before the morning bell rings. Remember, teachers will be on the bus lot the first few days of school to assist students from the buses. We will also have additional staff members assigned to the front entrance of the school prepared to assist children with finding their classrooms.

At the end of the day, children leaving by automobile will be sent to the front entrance. Pull up to the curb in front of the building. Children are dismissed from their classrooms at 3:30PM. Again, we have a staff person assigned to the front doors at the end of the day. This person will come outside with the children and supervise children being loaded into automobiles at the curb. Please do not exit your vehicle while in the car rider line and walk to the entrance of the building to pick up your child. This will complicate our car rider pick up procedure and cause unnecessary problems. Children not picked up by 3:40PM are brought back into the office to wait with the office staff until a parent arrives.

To further expedite our car rider process, you must have a yellow card displayed in your window noting each child you are picking up. The yellow cards can be picked up at Meet the Teacher night or in the Office. If you do not have a yellow card, students will not be dismissed to the driver and you will have to come into the office to sign the student out. No child will be allowed to dismiss with an adult other than the specified person(s) noted on the form below, without parents' written permission or phone call noting the change.

If you choose to walk to school to pick up your child, please stay outside near the benches in order to allow school personnel to appropriately supervise students and release students when deemed necessary.

LOST AND FOUND

Any and all items found, but not claimed by students, will be displayed in the Lost and Found area in the Dining Room. If your child is missing any belongings, please encourage him/her to check the table. Periodically, the remaining items will be donated to an appropriate charity.

TOYS

Frequently children bring potentially dangerous toys and other items to school. Certain items are forbidden and will be confiscated. These include knives, guns, laser pointers, or any items or objects that could be construed as a weapon. Naturally, parents may reclaim any confiscated object. All toys, balls, and dolls should be left at home unless a note is received from your child's teacher allowing toys to be brought to school. The school is not responsible for any toys brought to school that end up broken or missing.

NOTES

Home of the Leopards

