



Hamilton Elementary School

Student Handbook

2021-2022

Page Intentionally Left Blank

HAMILTON COMMUNITY SCHOOLS CORPORATION CALENDAR

Elementary School Hours:

Monday - Friday 8:10 A.M. – 3:10 P.M.

Page Intentionally Left Blank

Contents

WELCOME	8
TO THE PARENT/GUARDIAN	8
TO THE STUDENT	8
RESIDENCE	9
POLICY NOTIFICATION STATEMENT.....	9
GENERAL NONDISCRIMINATION POLICY	9
ADDRESS VERIFICATION.....	9
ASBESTOS MANAGEMENT PLAN INFORMATION.....	10
HARASSMENT.....	10
Definitions.....	11
Sexual Harassment.....	11
Race/Color Harassment	13
Religious (Creed) Harassment.....	13
National Origin Harassment.....	13
Disability Harassment	13
Reports and Complaints of Harassing Conduct	14
Privacy/Confidentiality.....	14
Informal Process for Addressing Complaints of Harassment	14
Formal Process for Addressing Complaints of Harassment.....	15
Sanctions and Monitoring.....	16
Education and Training	16
THREATENING BEHAVIOR	16
BULLYING	16
Confidentiality.....	18
THREATENING BEHAVIOR TOWARDS STUDENTS	19
THREATENING BEHAVIOR TOWARD STAFF MEMBERS.....	20
SCHOOL THREAT ASSESSMENT PROTOCOL	20
FALSE REPORTING	21
HEALTH PROCEDURES.....	21
HEALTH POLICIES & CLINIC UTILIZATION	21
WHEN TO KEEP STUDENTS HOME FROM SCHOOL:.....	22

Communicable Disease Reference Guide for Schools: 2016 Edition	23
ACCIDENTS:	23
MEDICATION ADMINISTRATION POLICY:.....	23
LICE:.....	24
CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS	24
CARE OF STUDENTS WITH DIABETES	26
STUDENT SUPERVISION	26
VISITORS.....	26
STUDENT DROP-OFF AND PICK-UP	27
DISMISSAL PROCEDURES	27
CONTACT INFORMATION.....	27
GENERAL ELEMENTARY RULES.....	28
TEACHER AUTHORITY AND BEHAVIOR EXPECTATIONS	28
PLAYGROUND ACTIVITIES & RULES.....	29
BUS RULES.....	30
CHANGING BUSES	30
EXTRA-CURRICULAR EVENTS.....	30
CAFETERIA GUIDELINES	31
PERSONAL APPEARANCE.....	31
ATTENDANCE	33
ABSENCES DEFINED.....	33
COMPULSORY ATTENDANCE	33
TARDIES.....	34
EXCUSED ABSENCES.....	34
UNEXCUSED ABSENCES.....	34
Family Vacation Days	34
TRUANCY.....	35
ATTENDANCE INTERPETATIONS.....	35
ATTENDANCE POLICY.....	35
ABSENTEE PROCEDURE.....	36
LATE ARRIVALS.....	36
MAKE-UP WORK.....	36

PERSONAL COMMUNICATION DEVICES.....	36
DETENTION	37
EMERGENCY PROCEDURES	37
FIRE DRILLS.....	37
TORNADO ALERT.....	37
LOCK DOWN.....	37
EARTHQUAKE	37
SCHOOL CLOSING — SEVERE WEATHER	37
HOMEWORK.....	38
PHYSICAL EDUCATION EXCUSES	38
TELEPHONE USAGE	38
ELEMENTARY ATHLETICS	38

WELCOME

Welcome to Hamilton Elementary School. We hope you will find the educational and extra-curricular activities at Hamilton Elementary a rewarding experience. The following guide is for reference purposes and is intended to be all inclusive. District policies can be found on the district's website at: www.hcs.k12.in.us

TO THE PARENT/GUARDIAN

Indiana law requires every school district in Indiana to summarize the general rules and regulations, which govern student conduct, that are in effect in the school district. The law further requires such rules and regulations to be available in writing to all students and their parents or guardians. This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Hamilton Community Schools. You are urged to contact the administrative team if you have any questions.

TO THE STUDENT

On behalf of the faculties, we welcome you to Hamilton Community Schools for the upcoming year. We are looking forward to assisting you in fulfilling your educational goals. Hamilton Community Schools has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals that have been established to carry on the tradition to make this a better place. You can benefit from everything Hamilton Community Schools has to offer by being actively involved in your classes and the programs provided. If you encounter difficulties, seek out any of our trained professionals, and we will do

our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to assist you throughout your educational career.

RESIDENCE

Hamilton Community Schools is an “open enrollment” corporation. We welcome all students to our campus as long as there is an opening. Transportation for students living outside of the Hamilton School District must be provided by the parent/guardian. If attendance becomes an issue, the corporation reserves the right to ask that the student attend their district school. It is the parent/guardian’s responsibility to report any change of residence, home phone numbers and work-related changes to the office.

POLICY NOTIFICATION STATEMENT

GENERAL NONDISCRIMINATION POLICY

“It is the policy of the Hamilton Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title II, Title IX and Section 504 of the Rehabilitation Act of 1973.”

Questions and concerns should be directed to the Title IX, Title II, and Section 504 Coordinator as follows:

Superintendent, c/o Hamilton Community Schools, 903 S. Wayne St., Hamilton, IN 46742

Phone: (260) 488-2513.

ADDRESS VERIFICATION

At the time of enrollment, all students will be asked to verify his/her current/legal residence. Two (2) pieces of address verification must be presented. The documentation must be current and show parent/guardian’s name.

The following documents will be accepted as address verification:

- Utility bill (telephone, cable, etc.)
- Postal service verification (if available)
- Voter’s registration with address
- Employer statement (on letterhead)
- Driver’s license
- Payroll (income) stubs that verify address
- Identification card (available at Bureau of Motor Vehicles)
- Legal document (which includes current date and address)
- Lease or rent agreement
- Mortgage agreement
- Property tax statement

A physical residence (street name and address) is required; a P.O. Box number alone is unacceptable.

ASBESTOS MANAGEMENT PLAN INFORMATION

Annual Asbestos Notification:

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763.84.c and in compliance with the EPA standards, Hamilton Community Schools is required to notify parents, teachers, vendors, contractors, staff, and other employees each year of the availability of Asbestos Management Plans which document all performed or planned asbestos related inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities within the school district. A copy of this Asbestos Management Plan is available for your review at the 7-12 office. Users of the District's buildings, both children and adults, have not and will not be exposed to any level of free and harmful asbestos. Covering, enclosing and/or encapsulation have provided the necessary protection from any possible hazards. A periodic surveillance of all building occurs every six months and a completed re-inspection of each building is completed every three years. The Asbestos Management Plan includes the results of each periodic surveillance and the most recent re-inspection as well as documentation of asbestos related activities. If you would like additional information regarding the District's Asbestos Management Plan, please contact the Superintendent's Office at Hamilton Community Schools: 260-488-2513.

HARASSMENT

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment, and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other people subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

The School Board recognizes that students and staff members have the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with any staff member's work performance or creating an intimidating, hostile, discriminatory, or offensive educational environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation and will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Sexual harassment includes, but is not limited to, verbal teasing or abuse, repeated remarks to another of a sexual nature, unwelcome touching, and pressure for sexual activity. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment of any staff member or student of this Corporation is strictly forbidden. Any staff member or agent of this Board who is found to have harassed another staff member, student or other employee of this Corporation will be subject to disciplinary action in accordance with law, applicable policies of the Board and/or terms of any applicable collective bargaining agreement.

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of

interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

NOTE: Sexual conduct/relationships with students by Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave with pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Racial or ethnic harassment includes, but is not limited to, verbal harassment or abuse or repeated remarks to a person with racial or ethnic implications. A student who has been subjected to racial or ethnic harassment from either a fellow student or employee should report it promptly to the principal or administrative assistant. If the student is not comfortable reporting the matter to the principal or administrative assistant, the student may report the matter to the counselor. Students who are guilty of racial or ethnic harassment are subject to discipline including, but not limited to, suspension or expulsion.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance of creating an intimidating, hostile, or offensive learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines which supplement this policy. The titles of these individuals will be published annually.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if over age eighteen (18) or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to

participate in the informal process. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly

scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases, where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq. 29 U.S.C. 621 et seq. 29 U.S.C. 794 42 U.S.C. 12101 et seq. 20 U.S.C. 1681 et seq. 42 U.S.C. 1983

THREATENING BEHAVIOR

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal

relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies 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 school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

This rule applies when a student is:

- a. 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 (including summer school);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school.

Bullying among children is commonly defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against

another. The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim.

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- Physical bullying includes punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.
- Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
- Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.
- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Cyber-bullying takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop, through the use of the district Internet system while on or off campus, through the use of a personal digital device, including cell phones, on campus, or off-campus activities that cause or threaten to cause a substantial disruption at school.

- "Substantial disruption" means
- Significant interference with instructional activities, school activities, or school operations.
- An environment for any student that is abusive, intimidating, threatening, or hostile and impairs that student's ability to participate in educational programs or school activities.
- Physical or verbal violent altercations between students.

Any Student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

THREATENING BEHAVIOR TOWARDS STUDENTS

The School Board believes that each student should be able to attend school in a safe and supportive environment, free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a student or cause anxiety concerning his/her physical, emotional or mental well-being is strictly forbidden. Any student, parent, visitor, staff member, volunteer or agent of this Board who is found to have threatened a student enrolled in this school corporation will be subject to appropriate disciplinary action, up to and including expulsion, and, if applicable, may be reported to the appropriate authorities.

The Board authorizes the establishment of guidelines whereby students and employees are knowledgeable about the policy and appropriate responses are established for prompt and effective action concerning any reported incidents.

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical, emotional or mental well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to disciplinary action and, if applicable, may be reported to the appropriate authorities.

The Board authorizes the establishment of guidelines whereby students and employees are knowledgeable about the policy and appropriate procedures are established for prompt and effective action concerning any reported incidents.

SCHOOL THREAT ASSESSMENT PROTOCOL

Any Student, upon receiving information that a person is threatening to commit an act of violence, any act that poses a threat to the safety of themselves or others, or any act that jeopardizes the safety and/or security of the school environment, shall:

- Assume the threat is serious.
- Immediately report the threat to a parent, guardian, school administrator or staff member, or appropriate law enforcement officer.
- Be available and cooperative in providing a statement of information to school officials and, if applicable, appropriate authorities.

The information source (student) will remain anonymous to the greatest extent possible.

Any Staff member, upon receiving information that a person is threatening to commit an act of violence, any act that poses a threat to the safety of themselves or others, or any act that jeopardizes the safety and/or security of the school environment, shall:

- Assume the threat is serious.
- Immediately report the threat to a school administrator, administrator's designee, or appropriate law enforcement before reporting to their building administrator or the superintendent.
- Be available and cooperative in providing a statement of information to school officials and, if applicable, appropriate authorities.

The information source (staff member) will remain anonymous to the greatest extent possible.

Any Parent or Guardian, upon receiving information that a person is threatening to commit an act of violence, any act that poses a threat to the safety of themselves or others, or any act that jeopardizes the safety and/or security of the school environment, shall:

- Assume the threat is serious.
- Immediately report the threat to a school administrator, school staff member or appropriate law enforcement officer.
- Be available and cooperative in providing a statement of information to school officials and, if applicable, appropriate authorities.

The information source (the parent or guardian) will remain anonymous to the greatest extent possible.

Any School Administrator, upon receiving information that a person is threatening to commit an act of violence, any act that poses a threat to the safety of themselves or others, or any act that jeopardizes the safety and/or security of the school environment, shall:

- Assume the threat is serious.
- Cause the person making the threat to be immediately removed from the classroom and segregated into a secured area pending further investigation.
- Immediately notify the Superintendent or his designee and provide complete information.
- Require the information source(s) (i.e. student, staff member, parent, etc.) to provide immediate written statements regarding the information (e.g. threatening behavior).

FALSE REPORTING

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

HEALTH PROCEDURES

HEALTH POLICIES & CLINIC UTILIZATION

Hamilton Community School Corporation supports student success by providing health care assessment, intervention, treatment, and follow-up for all children within the school setting. The health clinic is staffed with a registered nurse who will provide illness and injury assessments and interventions, screening for health factors impacting student learning, chronic disease management and education, administering medications, provides suitable education to all students including those with acute, chronic, and or infectious diseases, and to ensure a safe and healthy school environment for all students and staff.

First aid treatment shall be rendered in our school for injuries occurring while the student is under the jurisdiction of the school. Students who require minor first aid during recess or other activities should report first to the supervising person with whom they are with and then to their homeroom teacher. They will then be given a pass to the clinic. Students with any possibility of high fevers or serious injuries such as head injuries, severe cuts (possibly needing stitches), possible broken bones, broken teeth, etc. should be escorted immediately to the clinic. The parents will be notified immediately and any necessary actions thereafter will be pursued.

Hamilton Community Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during

school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection

Emergency care information **MUST** be on file in the office for every student. The parent/guardian bears the responsibility of furnishing the school with accurate and updated information. When illness occurs during the school day, parents will be called to come to the school to pick up their child. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS ILL.**

WHEN TO KEEP STUDENTS HOME FROM SCHOOL:

Deciding when to keep a sick child at home is not always easy. It is important for children to attend school, but when a child is truly sick, they need to stay home in the care of an adult to get well and to prevent spreading illness to others.

It is your responsibility to keep the school office and school nurse up to date with current phone numbers and emergency contact information so you or an alternate contact can be reached if your child becomes ill or injured at school.

Coughing: A child with deep or uncontrollable coughing belongs at home even without a fever.

Diarrhea/Vomiting: Children who have vomited or had diarrhea should be kept at home and should not return to school until they are symptom free without medication for 24 hours.

Fever: Any child with a fever of 100 degrees Fahrenheit or higher should not attend school and should not return to school until they are fever free for 24 hours without medication. It is common for temperatures to be low in the morning but rise during the day. The 24-hour wait time is extremely important.

Head Lice: Hamilton Schools abides by a no nit policy. Students must be lice and nit free.

Rash: Rashes with fever, painful skin sores, and skin sores with drainage and or crusting must be evaluated by a health care provider. A note from the healthcare provider is requested stating when the child is no longer contagious and able to return to school.

Please remember that handwashing is the most effective way to prevent the spread of illness. Remember to cough into your sleeve, tissue, or elbow and then always wash your hands. If we follow these guidelines, we will greatly reduce staff and student illnesses and absences!

For more information, please refer to the following:

Communicable Disease Reference Guide for Schools: 2016 Edition

<http://www.in.gov/isdh/23291.htm>

ACCIDENTS:

Any student who is involved in an accident or injured at school, or at an extracurricular activity, should report it as soon as possible to the appropriate teacher, administrator, nurse or supervisor of the activity.

MEDICATION ADMINISTRATION POLICY:

Indiana School Laws allow the school nurse or other designated personnel to assist students who are required to take medication throughout the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

- Prescription medications must be accompanied by a medication form completed and signed by the healthcare provider and the parent or guardian. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider.
- Non-prescription medications must be accompanied by a medication permission slip that is completed and signed by the parent/guardian. Any student who requires over the counter medications such as antihistamines, antacids, Tylenol, ibuprofen, etc. must have their own supply in the nurse's office.
- Medication forms may be obtained from the nurse's office. A new form must be completed each school year and each medication must be on its own form.
- ALL medications must be kept in the original container. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give. The student's name must be on the bottle. Your pharmacist will be able to provide you with a duplicate labeled medication container if the medication is needed at home as well as at school.
- Any change in medication, dosage, or time to be given, must be in written form with the healthcare provider and parent/guardian signature.
- ANY medications to be used during the school day must be given to the school nurse. These medications will be kept under lock and key and are dispensed by the school nurse or his/her designee.
- It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or designee.
- Unused medications should be picked up within one week of the end of the school year. **Medications left at school after this time will be destroyed in the presence of a witness.** A school may send home medication that is possessed by a school for administration during school hours or at school functions with a student in grades 9-12, with written parental consent. For students in grades K-8, medication may only be released to student's guardian or individual who is at least eighteen (18) years of age and who has been designated in writing, by the student's guardian to receive the medication (IC 20-8.1-5.1-7.5).
- For any student with an acute or chronic disease or medical condition that requires medication to be administered on an emergency basis, Senate enrolled act 376 provides that a school corporation

must allow the student to possess and self-administer this medication while the student is on school grounds or off school grounds at a school activity, function, or event. In this case, the student parent/guardian must file an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. Any medication carried by the student without authorization will be in violation of school drug policy. (Policy 5530)

- No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530- Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

LICE:

The Hamilton Community School Corporation abides by a "No Nit Policy" meaning students are not permitted into the classroom if live lice or nits are found in the hair. In an effort to cooperate with parents in eradicating head lice and reducing the expenses involved, the Hamilton Community School Corporation will follow the procedures concerning head lice:

- A. Each time a student is identified having head lice the parent/guardian will be notified and asked to pick the child up at school. After treatment, parents are required to bring the student to school before class and wait until the student has been checked by the school nurse. If lice and nit free, the student will be permitted to return to the classroom. The student will be checked every morning by the school nurse until lice free for three consecutive days, then checked once a week for three consecutive weeks.
- B. With each consecutive week re-infestation, the parent/guardian may be asked to check with the child's physician for diagnosis and treatment. At this time, a note from the child's physician stating that the child has been treated and that all nits have been removed will be required for re-entry into the classroom. The three-week period of checking by the school nurse will be reinstated.

If you require assistance with obtaining a head lice treatment for your child or have any questions regarding this matter, please contact the school nurse.

Pediculosis (lice) is a problem in all schools. Head lice are tiny, crawling insects that live on the human scalp. They grow in little white eggs (nits) attached to the hair shaft. It is spread from one person to another by direct contact or by shared personal items (combs, brushes, hats).

Hamilton Community Schools does not contact all parents each time there is a confirmed case of lice. It is strongly recommended that parents periodically, once a week, check their children's hair for lice. If lice are found, treat all the children within the household; wash all bed linens; vacuum all carpets, upholstered furniture, and cars; wash or clean coats and hats; remove nits from the hair; and contact the school.

Close physical contact of the infested children will be screened; and appropriate action, as determined by the building nurse, will be taken. Information and advice can be obtained by contacting the school nurse.

CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they may be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or

activity (i.e. the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions may be provided pursuant to a Section 504 Plan. All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

Staff will be trained about chronic health conditions and their control at a minimum annually in each school in which there is a student with a chronic health condition. This training shall include:

- A. education about chronic health conditions;
- B. the management procedures that the student and/or school personnel will be responsible for during the school day;
- C. the early warning signs of chronic health conditions;
- D. what to do in case of a distress reaction;
- E. special planning needed for school functions such as parties, field trips, before and after-school activities, particularly those involving physical activity or exercise;
- F. reporting procedures for changes in the student's physical or emotional behavior and condition;
- G. access to appropriate consulting health professionals to address questions about chronic health conditions.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

Communication by school personnel with the student's parents/guardians and healthcare providers is to begin as soon as the student with a chronic health condition is identified. In the absence of school nursing services, the principal will contact the parents/guardians to discuss the need for written physician's instructions and a health care action plan for the student with a chronic health condition to be completed and provided to the school as soon as possible. The plan shall clearly state all accommodations and emergency care procedures for the student with a chronic health condition during school hours or at a school-related event or activity. Healthcare action plans shall be accessible to designated staff in case of a distress reaction, or suspected onset of medical distress.

Except in an emergency, the school shall allow the student to attend to the management and care of his/her chronic health condition, as provided in the individualized healthcare action plan.

The school shall provide an information sheet to the individual who is responsible for providing transportation for or supervising a student with a chronic health condition during an off-campus school related activity that:

- A. identifies the student with a chronic health condition;

- B. identifies potential emergencies that may occur as a result of the chronic health conditions and appropriate responses to an emergency;
- C. provides the telephone number of a contact in case an emergency occurs.

CARE OF STUDENTS WITH DIABETES

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school-related event or activity. The plan shall be developed by:

- A. the licensed health care practitioner responsible for the student's diabetes treatment; and
- B. the student's parent/legal guardian.

The parent/legal guardian of a student with diabetes shall submit a copy of the student's diabetes management and treatment plan to the school nurse for review.

An individualized health plan shall be developed for each student with diabetes while the student is at school or participating in a school activity. The school's nurse shall develop a student's individualized health plan.

A student's individualized health plan shall incorporate the components of the student's management and treatment plan. The Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct. I.C. 20-34-5

STUDENT SUPERVISION

Any student leaving the school grounds without using the proper procedure shall be considered truant. Students are subject to all the laws, rules and regulations of the school authorities while traveling to and from school or to and from a school activity. Students shall be under supervision at all times during the school day.

School doors will not be open for student arrival until 7:45 A.M. or after dismissal unless they are attending an elementary activity and have written permission from their parent or guardian.

VISITORS

All visitors must report to the high school office (Door#1) to sign in and receive a visitor pass. A state issued I.D. is needed to receive a visitor's pass. Visitors will then be directed to the elementary where they will also need to sign in.

The only door open for entrance to the building during the school day will be the front entrance door near the High School Office (Door #1). If you are dropping off an item for your student, we will deliver the item prior to the end of the school day.

If you would like to speak with your child's teacher, please contact the teacher to set up an appointment. Please allow at least twenty-four hours for your request. School visitation by students, other than those enrolled, is not permitted during regular school hours.

If parents or guardians would like to attend or chaperone a field trip with their child, a background check must be completed in advance. Forms for background checks are made available at registration and can also be obtained in the elementary office.

STUDENT DROP-OFF AND PICK-UP

Car-riding students should be dropped off and picked up at Door #1, which is located at the front of the school. Please be mindful that this is an access drive for all vehicles. Your student(s) should enter/exit your vehicle from the **right side** of the vehicle.

In order for you to be informed as to where to pick up your children for dental, doctor or other appointments before the close of the school day, please follow this procedure:

- If your child is to be picked up from school at any time throughout the school day, you must send a note to your child's teacher. If you are picking your child up before our regular dismissal time, please pick up at door #4 (Elementary).
- Only people listed on the elementary enrollment card and student information system kept in the office will be permitted to pick up your child unless otherwise requested by the parent in writing or other arrangements have been made through the elementary office.

DISMISSAL PROCEDURES

- Please notify the office of your child's daily dismissal routine. Your child will be sent home in this manner unless a note is given to his/her teacher stating otherwise. Only students with written notification will be sent home differently than their daily dismissal routine.
- We recognize that emergencies do arise. If a last minute change in transportation is needed, please notify the office as soon as possible so arrangements can be made.
- Only people listed on the elementary enrollment card and student information system kept in the office will be permitted to pick up your child unless otherwise requested by the parent in writing or other arrangements have been made through the elementary office.
- Elementary students are not permitted to either ride their bicycles or walk to and from school. Your child's safety is important to us.

CONTACT INFORMATION

Updated information is one of our major concerns. It is the parent's responsibility to provide the school with any changes in contact information. In the event of an emergency it is important that the school office has updated home

phone numbers, cell phone numbers, work phone numbers and emergency contact phone numbers. It is also important for parents to inform us of any changes to their address and work information.

GENERAL ELEMENTARY RULES

TEACHER AUTHORITY AND BEHAVIOR EXPECTATIONS

The roles, responsibilities and authority of teachers and school officials are established by Indiana Code IC 20-26-2-4 (Duty and powers of school corporation to supervise and discipline students) states:

- Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation.
- In all matters relating to the discipline and conduct of students, school personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
- Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environments.

Thus, the faculty is responsible for Hamilton Elementary School, and is expected to develop and maintain an orderly and safe school, and a climate that promotes learning.

In carrying out their responsibilities, teachers are required to supervise students at all times, including before and after school, during passing periods, and during lunch periods.

Students also have a responsibility to maintain a safe and orderly school environment, and to possess sufficient self-discipline, to monitor their own behavior and not infringe upon the rights of others. Furthermore, they are expected to understand that teachers have the authority to deal with them even if they do not have them in class. All students are expected to contribute to the development and maintenance of an orderly school environment in the following ways:

1. Being punctual to class; having necessary materials with them at the beginning of the class period; and participating in the learning activities by cooperating with the instructions of the teacher.
2. Supporting the rights of other students to learn and the responsibility of the faculty to teach by refraining from actions that would disrupt or interfere with classes or other school programs or encouraging others to do so.
3. Supporting the need for a safe environment, free from weapons, fighting, threats, harassment, and other actions that could cause injury to another person.
4. Respecting the property of other students, the faculty, the school and community.
5. Respecting the role and authority of teachers.
6. Being physically and mentally alert and free from the influence of alcohol, marijuana, drugs or other controlled substances.
7. Refraining from the use of tobacco in the school buildings, on the school grounds, and on property immediately adjacent to the school grounds during the school day.
8. Demonstrating sufficient maturity to recognize that school is not the place for displays of affection, and refraining from inappropriate kissing, embracing or other forms of affection.
9. Abiding by the laws of the State of Indiana during school hours and while involved in school activities.

Students should remember:

- To walk in the hallways and stairwells.
- To keep their hands and feet to themselves
- To keep their voices down when passing through the hallways
- Respect the school building, the items in it, and one another.
- That gum chewing is not allowed.
- To listen to adults and evacuate the building as quickly and orderly as possible during our emergency procedures.
- To listen to adults and go immediately to their designated area during our emergency procedures.

Unless approved by administration the following list represents examples of what students are not allowed to bring to school. This list is not intended to be comprehensive.

- Trading cards of any kind
- Remote control/electronic toys
- Skates or roller blades
- Any other item found to be a disruption to the educational process

If your student brings any of these items to school, they will be asked to leave it in the elementary office until the end of the school day when the student and/or parent may pick the item up. Any loss/theft of these items is not the responsibility of the school.

PLAYGROUND ACTIVITIES & RULES

All parents and students are responsible for making sure students come dressed appropriately for the weather each and every day. **All students will go outside for recess.** Students must wear boots, snow pants, winter coats, hats and gloves to play in the snow. Students not following this rule must stay in a designated area. Parents should be aware of the changing weather conditions and make sure students are dressed appropriately for that day's weather. On most days, our students will go out for recess. However, when the temperature, weather conditions and/or wind chills are extreme (below 10°), students will stay indoors.

- Students should not play around parked cars.
- Students are not allowed to:
 - a. Tackle or wrestle.
 - b. Throw objects with the intent to harm others or property. Some such objects include: rocks, sticks, and snowballs.

BUS RULES

The following rules of conduct apply when coming to school or when going home from school on a school bus. School bus drivers are to have control of all school children conveyed between the homes of the children and the school building and return. The driver shall keep order and maintain discipline among the students while in the bus and along the route and shall treat all children in a civil manner. There are a number of rules that apply strictly to transportation. The school bus driver shall ensure that all student passengers observe the following rules:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. Each student shall conform to the rules posted on the school bus.
3. No student shall stand or move from place to place during the trip.
4. All students shall conduct themselves with respect for themselves, others, and school property.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student should be waiting at his/her boarding station when the school bus arrives and should exercise appropriate behavior during the waiting time.
8. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a proper manner.
9. All carry-on items such as book bags, backpacks, I-Pads, computers, etc. are to be carried in such a manner as to not interfere with or harm another student.
10. If you have balloons or other large items delivered for your child's birthday or other occasions to the school, we ask that you make arrangements to have your child picked up by yourself or another designated person. These items cause a safety hazard when brought on the bus.

CHANGING BUSES

A student **MUST** have a signed note from a parent or guardian if he/she is riding home with another student or if another student is riding the bus home with them. These notes must be shown to their teacher and he/she will be sent down to the office for a bus pass. Students without a note and/or parent permission will be sent home on their regular bus. Please note changes can be made due to emergency circumstances on an individual basis.

EXTRA-CURRICULAR EVENTS

If a student desires to leave an extra-curricular event (athletic or academic competition, etc.) with a parent or other person, the student must provide written permission from their parent or guardian prior to the event. Otherwise, the student's parent/guardian must make personal contact with the coach or sponsor at the event before the student will be allowed to leave with them. No student is to be released to anyone except his or her parent/guardian unless written permission has been provided or direct parental contact has been made with coach or sponsor. *Permission should be received prior to the event.* Students may not attend any school sponsored event or extra-curricular activity if they have been absent from school on the day of the event.

CAFETERIA GUIDELINES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. Food will only be sold to Hamilton Community School students during the preset breakfast and lunch hours.

Student expectations include:

1. Depositing all breakfast and lunch litter in wastebaskets.
2. Returning all trays and utensils to the dish washing area.
3. Leaving the table and floor around you in a clean condition for others.
4. No food shall be carried out of the cafeteria at any time unless accompanied by an adult. All food shall be eaten in the cafeteria because of sanitation regulations.
5. All students are required to go to the cafeteria during lunch.

Hamilton Community School's cafeteria is considered a closed campus. Only food prepared by school cafeteria staff or a student's meal that is prepared at home is permitted in the Hamilton Community School's cafeteria. Examples of unpermitted food items include: A Subway sandwich wrapped in Subway paper or a McDonald's bag with a burger and fries. Further examples of items not permitted in the cafeteria include soda or energy drinks.

Several ala-cart items are offered to Hamilton students. These items cost extra. Hamilton Community Schools strongly encourages parents to discuss with their child what items his/her child is allowed to purchase.

Students who wish to bring their lunch to school must pack their lunch at home. All students will have a 30-minute lunch break. During that time students will eat and use the remainder of the time for a break.

PERSONAL APPEARANCE

At school and school-related activities, the Board of School Trustees and the Administration believes that proper dress and proper grooming are the responsibility of every student (and his/her parents) attending Hamilton Elementary. The administration is charged with the responsibility of establishing and enforcing reasonable standards of dress and grooming necessary for the orderly operation of the school.

The adoption of school dress codes promotes school safety, improve discipline, and enhance the learning environment. Parental support of the dress code is crucial to its success. As general guidelines for reasonableness, students will be required to wear footwear and clothing which meet standards of good taste, common sense, safety, and cleanliness.

We believe that appropriate dress and grooming contributes to the achievement of the fundamental purposes and mission of school. Therefore, students are expected to choose clothing that does not detract from the learning environment. Students and parents are expected to understand that standards of

acceptable attire for educational purposes may be in conflict with current fashion trends and fads. Students may wear stylish clothes of their choice as long as those clothes are appropriate for the school setting, are not dangerous to health and safety, and do not distract or offend others.

The following personal appearance rules are established in order to encourage and support:

- The achievement of the school's mission.
- A school environment that is more business-like than casual.
- Pride in self and school.
- Personal cleanliness, modesty and safety.
- Good habits for future employment.

GUIDELINES

1. In the interest of safety and good health, shoes or sandals must be worn at all times. Flip flops or sandals without heel straps will not be permitted at the elementary level for safety purposes. *House slippers are not appropriate footwear.*
2. Tops that allow the midriff to show and/or tops with low cut necklines (no cleavage showing) should be avoided. Tops or shirts should have a three-inch shoulder strap, which have finished seam on the sleeve.
3. Cut-off jeans/shirts should not be worn - all clothing must have a hemmed edge.
4. Unless authorized by a doctor, hats, head coverings, or bandannas may NOT be worn in the building and must be kept in students' backpacks.
5. No clothing or accessory promoting or advertising alcoholic beverages, cigarettes or other tobacco products, drugs, controlled substances (this includes pictures and drawings of marijuana leaves or mushrooms,) or that contains profanity is permitted. This includes clothing that contains suggestive words or phrases or maligns another's ethnic heritage.
6. Pants, shorts, skirts and dresses are to be an acceptable length, provide appropriate coverage at all times and should not be distracting or distasteful. All pants must be worn above the hips. Clothing which reveals the student's underwear, is not worn appropriately, is not properly fastened or has tears which are indecent will not be permitted. Determination of acceptable apparel will be made by the principal or his designee.
7. Large, inappropriate, or unsafe necklaces and jewelry, including "dog collars," are to be left at home. Students are not to wear chains hanging from their pants or attached to wallets.
8. Unless authorized by a doctor, sunglasses are not to be worn in school. Students' eyes must be visible and not obstructed by hair or other materials.

If you are in doubt about something, please feel free to ask. Wearing inappropriate apparel will result in disciplinary procedures.

We expect all of our students to dress and groom themselves in a manner that reflects pride in their personal appearance, pride in their school, and appreciation for their community.

ATTENDANCE

It is the responsibility of the parent or legal guardian to see that his/her child attends school every day to insure his/her child's educational development. Student attendance is essential to learning at a continuously higher level. Learning includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, he/she should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate he/she has learned.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents.

ABSENCES DEFINED

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables a student to participate in instruction, class discussions, and other related activities. In addition, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

COMPULSORY ATTENDANCE

Except as otherwise provided, all students from their initial enrollment in public school until they graduate or reach age 18 shall attend school each year for the number of days the school is in session. A student who enrolls in school before or at the beginning of the fall term for the school year shall be subject to the State's compulsory attendance rule.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- C. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

TARDIES

A student is considered tardy if he/she arrives after the morning bell rings (up to 9:15am) or is picked up before dismissal (after 2:05pm). In addition, if a child leaves during the school day and returns within an hour, he/she will be marked tardy.

Tardiness will be considered a disciplinary issue that will be addressed through the attendance policy.

EXCUSED ABSENCES

The Board considers the following for excused absences:

- A. illness verified by a note/phone call from the parent (maximum of ten (10) per school year)
- B. illness verified by a note from a physician
- C. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- D. death in the immediate family or of a relative
- E. observation or celebration of a bona fide religious holiday in accordance with Board Policy
- F. military connected families’ absences related to deployment and return

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Family Vacation Days

We discourage taking students out of school for family vacations. However, students who are absent from school can make arrangements with their teacher(s) to make up their schoolwork for credit upon returning to school. All absences of this nature will be counted as unexcused.

TRUANCY

Truancy refers to situations where the student is somewhere without authorization, does not attend class as expected, leaves the school without authorization, or willfully fails to attend school without the parent or caregiver's knowledge. Truancy will be considered a disciplinary issue that will be addressed through the attendance policy. Truancy is considered an unexcused absence.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

ATTENDANCE INTERPETATIONS

1. Tardies are marked for late arrivals (up to 9:15am) and for early releases (after 2:05pm). In addition, if your child leaves during the school day and returns within an hour, he/she will be marked tardy.
2. Students will be marked a 1/2 day absent if they are here for at least 3.5 hours, but are not in attendance for more than an hour
3. A student will receive a full day's absence if they attend school for less than 3 and ½ hours.

ATTENDANCE POLICY

Students will be allowed a maximum of ten (10) illness related absences verified by a note/phone call from the parent to count as excused per school year.

When any student accumulates eight (8) total absences in a year, the parents or guardians will receive written notice by mail.

At ten (10) total absences, a meeting with the building principal will be required.

Absences beyond ten (10) will require documentation by a licensed physician. Failure to provide proper documentation will result in an unexcused absence. After ten (10) unexcused absences, the case will be turned over to the County Probation Department as well as the Department of Child Services for potential Educational Neglect and a violation of the Indiana Compulsory Attendance Law *IC 20-33-2-27*.

Chronic or extended illnesses or medical issues will be handled on an individual basis.

When a student accumulates ten (10) total tardies in a year the parents or guardians will receive notice via phone or mail and a meeting may be required with the building principal.

ABSENTEE PROCEDURE

The parent/guardian must call the school by 9:30 A.M. on the morning of the absence. If a phone call is not received by 9:30 A.M., the school will try and contact the parent at home or work to inquire why the student is not in school. If the school must make this phone call to inquire why a student is absent, it will be considered an unexcused absence. **This policy is for your child's safety. It is important to us that all our students are accounted for.** For your convenience, the school's answering system is available 24 hours a day. Please leave a message (including your name, your child's name, classroom teacher, and a reason for his/her absence) if calling outside of regular office hours. The elementary phone number is **260-488-2101**.

LATE ARRIVALS

Students arriving late to school for any reason must report to the office with a **responsible adult** to sign them in. Students will then be issued a pass from the office to proceed to class.

MAKE-UP WORK

It is the student's responsibility to obtain make-up work following his/her absence(s). The student will be given all appropriate assignments and tests when they return from their absence unless previous arrangements have been made. Arrangements are to be made with his/her teacher to complete these assignments within a reasonable time frame.

PERSONAL COMMUNICATION DEVICES

It is preferred that students in K-6 not bring personal communication devices (PCD) to school. Examples of PCDS are cell phone, iPod, tablet, or any other device that records/transmits data. If you feel that your child has a need to bring a cell phone to school, they will be required to keep them turned off and in their book bags. All cell phones must be turned off during school time, which is defined as from the time your child enters the building in the morning until they exit the building at the end of the day. Cell phones may not be taken out at recess time. Should your student not follow the PCD policy, the first offense will be a warning. The second offense may result in disciplinary consequences. Any loss/theft of PCD is not the responsibility of the school.

DETENTION

Detentions will be assigned by classroom teachers. Detentions will be served before school, after school, or during a recess time. Parents will be notified prior to the assigned date of the detention.

EMERGENCY PROCEDURES

FIRE DRILLS

Indiana law requires all schools to have monthly fire drills. When the fire alarm is sounded, all students are to leave the building quickly and in an orderly fashion, according to the directions of the teacher in whose room they are located. Teachers will have posted in their classrooms the best fire exit route for their students. When an exit is blocked, the teacher will instruct the students as to the best route to be taken. Students are to wait a safe distance from the building until the signal is given to return to the building. Teachers will take roll and notify the administrative team as to their status.

TORNADO ALERT

The school intercom will be used to notify everyone of a tornado alert. When the announcement is completed, student and staff members will proceed in a quiet orderly fashion in a single file to their designated areas. Teachers will take roll and notify the administrative team as to their status.

LOCK DOWN

On occasions when police are involved in activity within close proximity to school or in the event that the safety of students and staff is threatened, the corporation will follow a "lock down" procedure. Staff will be informed of the implementation of lock down procedures via an intercom announcement. (All staff and students should immediately take cover inside the building and/or in the nearest room. The nearest location/room will be utilized, not necessarily the teacher's/student's home classroom/homeroom.) Additional updates and information will be relayed by administration through the intercom as available and appropriate.

EARTHQUAKE

During an earthquake (or practice drill) all students and staff should "drop and cover" under tables and desks, when available, clasping both hands firmly behind the head, covering neck, burying face in arms, and closing eyes. Students should remain in this "drop position" until ground movement ends and staff directs evacuation to a safe outside assembly location. During evacuation all persons should remain aware of surroundings and all overhead items that could fall and cause injury. When evacuation is completed, teachers will take roll and notify the Administrative Team as to their status.

SCHOOL CLOSING — SEVERE WEATHER

If a severe storm (or extreme heat conditions) occurs during school hours, all school patrons and school bus drivers should turn their radios to the local stations. They will broadcast information as it is received from school officials. Hamilton Community Schools will notify all persons that are signed up to Alert Solutions of any delays or closings. Please contact the office with questions regarding Alert Solutions.

Whenever a school is closed due to a calamity such as hazardous weather, utility failure, and the like, all school-sponsored activities are to be considered cancelled until further notice or the resumption of

school. If conditions improve later in the day, the principal will be responsible for recommending to the Superintendent which, if any, school-sponsored activities may take place. The determination is to be made using the following criteria:

1. Staff, students, and/or parents can be notified effectively and without unbudgeted costs about the necessary details related to attendance requirements, location, schedule, and the conduct of the activity.
2. The staff needed to conduct the activity properly is available and there are no unscheduled or unapproved costs to the Corporation.
3. Students have been informed that their participation is not required and they will not be penalized for nonparticipation.
4. Any necessary transportation is readily available and the road conditions have been deemed to be safe by the county highway department, sheriff's department, or the State police.

If the activity has been scheduled to take place at a non-corporation location, particularly at another school corporation, the building principal should find out whether or not the activity is still scheduled and assess the weather and other conditions between the Corporation and the location.

HOMEWORK

Homework is an assignment to be prepared outside of class. It should be an extension of class work and should be related to the objectives of the curriculum being studied. The purposes of homework are to improve the learning process, to aid in the mastery of skills and to create and also stimulate interest on the part of the pupil. Homework is also an ideal vehicle to allow parents to become aware of what their child is studying in school. Since each individual grade level may define a homework policy differently, you will receive information at the beginning of the school year as to what is expected for your child.

PHYSICAL EDUCATION EXCUSES

A student will not be excused from participating in physical education classes unless he or she brings a signed statement from his/her physician or school nurse stating that this student should be excused. Long-term excuses will require a physician's statement.

TELEPHONE USAGE

Students are discouraged from using the telephone; however, there may be a time in which it is necessary for your child to call you. Therefore, permission to use the telephone will be given by the pupil's teacher in writing to the school secretary or the principal.

ELEMENTARY ATHLETICS

All students will have the opportunity to participate in any organized elementary sport. Participation in inter-scholastic athletics is a privilege not a right. Therefore, the following general rules will apply.

- Students must be in attendance at least 3 and ½ hours during the school day to be eligible to attend any extra-curricular school activities. If special circumstances exist, please contact the principal for consideration.
- Students must have passing grades to begin any extracurricular activity. Grade checks will be made prior to the first practice and then every two weeks.
- If a student has an F average in any subject during the athletic season, he/she will not be eligible to participate in that sport for two weeks. If the student's grades are not passing by the end of two weeks, the student is ineligible for the remainder of the season. If a student has an F average in two or more subjects during the athletic season, he/she will not be eligible to participate in that sport for the season.
- The elementary athlete must have on file in the office a completed physical form, an emergency information sheet and proof of insurance. The school does not have an insurance plan for the athletes.
- Athletes are expected to conduct themselves in a respectful and responsible manner at all times. The privilege of participating in a sport may be revoked if the administration, teacher or coach deems the student athlete has conducted him or herself in an inappropriate manner. Furthermore, any athlete that receives three behavior marks during the season will be suspended from participation for one week and one additional week for each infraction after three.