



Hamilton Jr./Sr. High School
Student Handbook
2023-2024

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DETACH AND RETURN TO SCHOOL OFFICE

HAMILTON COMMUNITY SCHOOLS

2023-2024

I/we acknowledge that I/we have received and have reviewed the Hamilton Community Schools Handbook of Student Rights and Responsibilities and any addendum or policy the individual school has published. I understand that policy revisions may occur throughout the year. These changes will be publicized to the community and posted on the corporation's website.

Student Name (Print)

Student Signature

GRADE _____

Parent/Guardian Signature

Date

Indiana Pesticide Annual Review

The Indiana Pesticide Review Board has regulations that impact how school corporations may use pesticides on school grounds. Hamilton Community Schools follows these guidelines, and we are inviting parents and guardians to join our Pesticide Notification Registry. By signing up for this registry, you will be notified at least 48 hours prior to a pesticide application at your child's school, subject to certain exceptions. If you would like to participate, please complete the required information below and return this form to your school. You will be invited to sign up for this notification EACH SCHOOL YEAR.

PLEASE PRINT LEGIBLY

Parent/Guardian Name:

E-mail Address:

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HAMILTON JR./ SR. HIGH SCHOOL

POLICIES AND PROCEDURES

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TO THE PARENT/GUARDIAN

Indiana law requires every school district in Indiana to summarize the general rules and regulations, which govern student conduct, which 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 faculty and serves as a guide for the administration. 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 coming 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, which 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 the 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:

Mr. Anthony Cassel, 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 is required, meaning that a P.O. Box number is unacceptable.

A street name and address are required.

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: 260-488-2280.

HARASSMENT

It is the policy of the School Board to maintain an education and work environment which 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 person 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, epitaphs, 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. 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° F 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

ATTENDANCE POLICY

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that regular and punctual attendance is vital to achieving maximum success from the instructional program and to developing habits of responsibility, punctuality, and self-discipline. It is also a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute (I.C. 20-33-2). Insuring that students consistently attend class on a daily basis is a responsibility that is shared by students, parents, school officials, and the general community.

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 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, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

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.

Absences

Parents are to contact the school office regarding each student absence. The procedure for such contact is as follows:

- Call the Jr./Sr. High School at 260-488-2161 during normal school hours and report the absence to a school official.
- If a school official is not available, or your call is outside of normal school hours you can leave a message on the school answering machine. The items needed to report a student absence include the following:
 - Name of student.
 - Grade level of the student.
 - Specific reason for the absence such as illness, doctor appointment, etc.
 - Name, phone number, and relationship (to student) of person making the call.

Students not having a parental phone call by 9:00am on the day of absence are considered unexcused or tardy. No notes or phone calls will be accepted after 9:00am. However, other arrangements may be made if parents do not have access to a phone. Parents should notify the attendance secretary accordingly.

Excused absence examples, unexcused absence examples, and exempt absence examples are reviewed at the end of this section. Truancy is defined as an act of skipping a period or part of a period, failure to report to an assigned area, being outside the building during the school day, or other similar actions where permission is not granted.

What Defines an Absence?

- Full Day Absence: Missing more than three (3) class periods.
- Half Day Absence: Missing three (3) class periods or less.
- Truancy: Ten (10) minutes or more late to a class period is considered a class absence.

Types of Absences:

Excused:

- Illness supported by a parent call/note (up to 10 per year may be excused with parent call/note).
- Illness supported by a doctor's note.
- Professional appointments. Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours (office notification by parent required).
- Death in the family (office notification by parent required).
- Observation of a bona fide religious holiday in accordance with Policy 5223 (office notification by parent required).
- Case by case situation accepted at the discretion of administration.
- Students with excused absences are permitted to make up classwork. It is the student's responsibility in all cases to seek out and makeup work missed.

Exempt:

- service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
 - A. 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 or from an adult student who has been absent for any reason, 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.

Unexcused:

- If the school has to pursue the family to locate the student.
- A student skips class (truancy)
- Absences beyond 10 without a doctor's note or exemption.
- An out of school suspension shall not be considered an unexcused absence.

Excessive Absences:

- 5 absences (unexcused) will result in written notice being sent home.
- 10 absences (unexcused) will result in a written notice being sent home and an attendance conference being scheduled.
- Over 10 absences (unexcused) will result in a referral to Department of Child Services (DCS). Students could also have their Driver's License and Work Permits Revoked.

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

MAKE-UP WORK

Students will receive one day to make up work for each excused day he/she misses. It is the student's responsibility to obtain make-up work following his/her absence(s).

Parents and/or students wishing to receive make-up homework assignments for students who have been absent three (3) or more consecutive school days may do so by calling the office by 9:00 a.m. Every attempt will be made to have it available by 3:30 p.m. the same day.

EXTRA-CURRICULAR ABSENCE POLICY

Students must be in attendance for 4 of 7 classes in a 7 period day or 5 of 8 classes in an 8 period day, in order to attend an extra-curricular activity. If the extra-curricular activity occurs on a weekend, then the student must be in attendance at school on the Friday prior to the activity. A Doctor's appointment with written verification by the Doctor would be an exception. (School attendance by athletes governed by the athletic code in the Athletic Handbook).

Family Vacation Days

We discourage taking students out of school for family vacations. However, students who are absent from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, one week in advance of the days to be missed to enable schoolwork to be made up for credit. All absences of this nature will be counted as unexcused and will count towards the maximum of ten (10) unexcused absences allowable per school year.

College Visitation

College visitation must be arranged and approved by the counselor and parents. These visitations are generally reserved for second semester juniors and first and second semester seniors. The college visit must be pre-arranged three (3) days in advance, in order to be approved. Only two college visitations will be allowed per school year.

Junior/Senior High School Procedure for going to a Doctor's Appointment

Appointments should be scheduled after school if at all possible, however if your child is going to an appointment, (doctor, dentist, etc.) it is the responsibility of the parent/guardian to bring an appointment slip back from the physician. If your physician does not give you one, you may obtain a slip in the office prior to your appointment to take with you for the physician/secretary in the doctor's office to fill out. No student will be allowed to leave the building without parental permission, either by a phone call or note.

Junior/Senior High School Procedure Regarding Attendance Violations

When any student accumulates multiple unexcused absences in a semester, the parents or guardians will receive written notice by mail. If the student reaches ten (10) unexcused absences in a semester, the case will be referred to the Department of Child Services for potential Educational Neglect and a violation of the Indiana Compulsory Attendance Law *IC 20-33-2-27*.

STUDENTS PLACED ON FAILING STATUS

If the student has not attended class 5 days for a semester or 10 days for the year due to a combination of truancy and unexcused absences, he or she will be placed on failing status for the remainder of the semester. Appeal for class failure due to attendance must be made to the principal.

APPEAL OF FAILING STATUS

A student who has been placed on failing status because he or she has absences in excess of 5 unexcused for a semester or 10 unexcused for the school year, or the student's parents/guardian, may appeal this decision if the student is able to pass the course. The student will be considered for this option based on his or her content knowledge of completed assignments, and change in attendance behavior. At the discretion of the principal or the appropriate supervising administrator, the student may be given the opportunity to earn credit in the class if all of the following conditions are met:

- A. The student or parent/guardian requests a review of the absences and the student's failing academic status.
- B. The student's class grade would be passing based upon assignments that the student handed in prior to the appeal meeting, attendance behavior has changed.
- C. The administrator, the teacher, and the parent or guardian agree that the student can still pass the class academically, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
- D. The student and parent/guardian agree, in writing, that:
 - 1) Any further Unverified absence, or, if applicable, Domestic or Truant absence, will result in an "F" for the course or the student not being promoted.
 - 2) The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
 - 3) The student will successfully complete all subsequent class work and course/class requirements on time. The decision of the principal or supervising administrator is final. If the appeal is granted absences will remain as unexcused in the student's records.

DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

DISPLAY OF THE UNITED STATES FLAG

The United States flag shall be displayed in each classroom in the school corporation.

PLEDGE OF ALLEGIANCE

The building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The superintendent may establish administrative guidelines to implement this policy.

MOMENT OF SILENCE

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moments of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Staff must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

The superintendent may establish administrative guidelines to implement this policy.

GRADUATION INFORMATION

CREDIT REQUIREMENTS

Hamilton High School students are expected to obtain at least a Core 40 diploma by meeting the Hamilton Community Schools' graduation requirement of 42 credits. Students who are unable to meet the Core 40 level can still receive a general diploma if a parent meeting is held and appropriate forms are signed.

INDIANA CORE 40

Course and Credit Requirements (as related to Hamilton Curriculum)

- A. English/ Language Arts 8 credits
 - a. Including a balance literature, composition and speech.
- B. Mathematics 6 credits (in grades 9-12 for class of 2016 and beyond)
 - a. 2 credits: Algebra I
 - b. 2 credits: Geometry
 - c. 2 credits: Algebra II
- C. Class of 2014 & 15: All students are required to take a math or physics course during their junior or senior year.
- D. Class of 2016 and beyond: Students must take a math or quantitative reasoning course each year in high school.
- E. Science 6 credits
 - a. 2 credits: Biology I
 - b. 2 credits: Chemistry I or Physics I or Integrated Chemistry- Physics
 - c. 2 credits: any Core 40 science course (all HHS science classes are Core 40)
- F. Social Studies 6 credits
 - a. 2 credits: U.S. History
 - b. 1 credit: U.S. Government
 - c. 1 credit: Economics
 - d. 2 credits: World History/ Civilization or Geography/ History of the World
- G. Directed Electives 5 credits
- H. World Languages
- I. Fine Arts
- J. Career/ Technical Education
- K. Physical Education 2 credits
- L. Health and Wellness 1 credit
- M. Electives* 6 credits

40 TOTAL STATE CREDITS REQUIRED

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more elective during the high school years. All students are strongly encouraged to complete a Career Academics Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

CORE 40: WITH ACADEMIC HONORS (MINIMUM 47 CREDITS)

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

- Complete all requirements for Core 40
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits. (6 credits in one language or 4 credits in two languages)
- Earn 2 Core 40 fine arts credits.

- Earn a grade of a “C” or better in courses that will count toward the diploma
- Have a grade point average of a “B” or better.
- Complete one of the following (Class of 2015):
 1. Complete AP courses (4 credits) and corresponding AP exams (Earn 4 credits)
 2. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 3. Score a 26 or higher composite and ACT
 4. Complete dual high school/ college credit courses from the Core Transfer Library (6 transferable college credits)
 5. Complete a combination of AP course (2 credit) and corresponding AP exams and dual high school/ college credit course (s) from the Core Transfer Library (3 transferable college credits)
 - Complete one of the following (Class of 2016 and beyond)
 1. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 2. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
 3. Earn two of the following:
 - A minimum of 3 verifiable transcribed college credits from the priority course list,
 - 2 credits in AP courses and corresponding AP exams
- Earn a combined score of 1750 or higher on the SAT critical reading, mathematics, and writing sections and a minimum score of 530 on each section
- Earn an ACT composite score of 26 or higher and complete written section

CORE 40: WITH TECHNICAL HONORS (MINIMUM 47 CREDITS)

For the Core 40 with Technical Honors diploma, students must (Class of 2015):

- Complete all requirements for Core 40
- Complete a career-technical program (8 or more related credits).
- Earn a grade of a “C” or better in courses that will count toward the diploma
- Have a grade point average of a “B” or better.
- Complete two of the following, one must be A or B:
 - A. Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information – Level 5
 - B. Complete dual high school/ college credit courses in a technical area (6 college credits)
 - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
 - D. Complete an industry-based work experience as part of two- year technical education program (minimum 140 hours)
 - E. Earn a state-approved, industry-recognized certification

For the Core 40 with Technical Honors diploma, students must (Class of 2016 and beyond):

- Complete all requirements for Core 40
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or

2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
 - Earn a grade of a “C” or better in courses that will count toward the diploma
 - Have a grade point average of a “B” or better.
 - Complete one of the following:
 1. Any one of the options (A-E) of the Core 40 with Academics Honors
 2. Earn the following scores or higher on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information –Level 5
 3. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75
 4. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80

COMMENCEMENT

Commencement is a privilege offered to all seniors who have met the requirements established by the school board and the State of Indiana. Traditional caps, gowns, and dress clothes are worn for this program, which signals the climax of the student’s high school career.

*Special exception for graduation dress will be made for students who have enlisted in the military:

1. Any student enlisted in the military will have the opportunity to be recognized for their enlistment through a commemorative sash indicating branch of service to be worn in conjunction with traditional cap and gown as part of the standard dress for the ceremony. Student shall make a formal written request to the principal and present a letter from his/her branch of service indicating the date of completion for his/her enlistment, that s/he is in good standing with the military.
2. Any student who has enlisted and completed the enlistment process, wishing to wear the formal military dress uniform in-lieu of the standard dress of cap and gown for graduation shall make a formal written request to the principal and present a letter from his/her branch of service indicating the date of completion for his/her enlistment, that s/he is in good standing with the military and will not violate any military regulation or unit code by wearing formal military dress to graduation. All requests shall be submitted to the building principal.

ALL OBLIGATIONS/REQUIREMENTS MUST BE SETTLED/MET PRIOR TO PRACTICING FOR GRADUATION, AND ONE MUST ATTEND PRACTICE IN ORDER TO PARTICIPATE IN THE GRADUATION EXERCISES. While members of the senior class will have an opportunity to share in the planning of the commencement program, the school, through the administration, shall retain the authority to plan and conduct the ceremony in keeping with the expectations of the school board and the traditions of the school. Commencement exercises will include those students who are eligible for a diploma, certificate of achievement, or certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

VALEDICTORIAN AND SALUTATORIAN DESIGNATION

No valedictorian or salutatorian designation would be made if student GPA's are within three-tenths of a point on a 12-point scale at the end of seven semesters until such time as it is beyond reasonable dispute that a valedictorian and/or salutatorian can be clearly identified from student grade point averages based upon a 12-point scale. The students must have attended Hamilton Jr/Sr High School for at least four (4) consecutive semesters immediately preceding the determination of class valedictorian and salutatorian. Therefore, any student who transfers into Hamilton Jr/Sr High school by 2nd semester of their sophomore year (January of their sophomore year) will be eligible to be valedictorian and salutatorian.

ACADEMIC RECOGNITION

No HHS student will be granted any type of academic recognition based upon grade point average, class rank, or any other criteria, unless they have met the requirements for an Academic Honors curriculum applicable at that time in the student's high school career. The types of recognition would include, but not be limited to: valedictorian and salutatorian.

EARLY GRADUATION

The School Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation shall be in accordance with State regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies.

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a state early graduation scholarship subject to the provisions of Indiana statutes. Any student requesting an early graduation may obtain information regarding the scholarship from the guidance counselor.

GRADING SCALE

12 = A+ (98.5%)
11 = A (92.5%)
10 = A- (89.5%)
9 = B+ (87.5%)
8 = B (82.5%)
7 = B- (79.5%)
6 = C+ (77.5%)
5 = C (72.5%)
4 = C- (69.5%)
3 = D+ (67.5%)
2 = D (62.5%)
1 = D- (59.5%)
0 = F

WEIGHTED GRADE POLICY AND QUALITY POINT SCALE

Weighted course values are used to encourage and not penalize students for taking rigorous academic courses in English, mathematics, science, world language and social studies. There are four categories of courses offered at Hamilton Jr./Sr. High School: Level 4: College level advanced placement courses/dual credit courses in core content areas. Level 3: Dual credit in non-core areas, third and fourth year upper level courses in the academic core subject areas, Level 2: Honor courses in core content areas and advanced classes. Level 1: All other courses that qualify toward graduation requirements

	<u>Level 1 (1.0)</u>	<u>Level 2 (1.1)</u>	<u>Level 3 (1.25)</u>	<u>Level 4 (1.4)</u>
A+	12	13.2	15	16.8
A	11	12.1	13.75	15.4
A-	10	11	12.5	14
B+	9	9.9	11.25	12.6
B	8	8.8	10	11.2
B-	7	7.7	8.75	9.8
C+	6	6.6	7.5	8.4
C	5	5.5	6.25	7
C-	4	4.4	5	5.6
D+	3	3	3	3
D	2	2	2	2
D-	1	1	1	1
F	0	0	0	0

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

Any student in grades 10 through 12 in a school with both an official charter of the National Honor Society and an affiliation with the NASP Department of Student Activities is eligible for consideration for membership in the National Honor Society. The NHS chapter rules for membership are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 9.0 (on a 12.0 scale) or higher meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

Once selected by the local selection committee, known as the Faculty Council, a student is awarded membership in the local chapter at a special induction ceremony. With induction, a member assumes certain obligations. The chapter must conduct a service project for the school or community, and see to the development of an individual service project for each member.

Chapters may choose to sponsor fundraising projects or involve themselves with the school to reach the chapter's goals established to encourage scholarship, promote leadership and service, and build character. In addition, regular meetings of the chapter are to be held to conduct chapter business and communicate with members. All active NHS chapter members are expected to support these and other chapter activities.

PROMOTION, RETENTION, AND SUMMER SCHOOL GUIDELINES

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

- completed the course requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference Committee and the student's I.E.P.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

Final decisions on student promotion, placement, or retention resides with the building principal.

Middle School Level

A. Criteria

1. To be promoted the student must successfully complete a majority of the required academic subjects.

B. Time Line for Middle School Grade Placement

1. Before Parent/Teacher Conferences: Principal will review, with teachers, grade placement procedure.
2. Early March: Teacher will notify principal, if an alternative grade placement is being considered.
3. Early April: If placement or retention is still being considered, parents should have been notified by this time.
4. May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

HOMEWORK POLICY (GRADES 6-12)

Introduction: Educators and parents share one common goal: to help each student be successful. Students learn best when they, their parents, and the school work together. Homework is an opportunity for students to spend time strengthening their self-discipline and extending their learning and practice skills. Homework is seen as an extension of learning; not as a substitute for classroom instruction. Homework which reinforces, enriches, and enhances instruction is intended to encourage families to become more involved with education.

Purpose of Homework: Homework is defined as an out-of-class assignment that contributes to the education of the students. It should be an extension of class work and should be related to curriculum objectives. Homework may include practice exercises, reading of material on a specified topic, in-depth extension of classroom activities, or independent project work related to the subject. Students should fulfill the following objectives:

- a. To review, reinforce or extend classroom learning by providing practice and application of knowledge gained;
- b. to teach students responsibility and organizational skills;
- c. to promote wise and structured use of time;
- d. to encourage a carry-over of worthwhile school activities into a permanent career and leisure interests;
- e. to provide opportunities for broad enrichment activities;
- f. to promote home/school cooperation in the educational process;
- g. to develop good study habits; and
- h. to practice needed skills.

Guidelines:

- a. Homework will be assigned throughout the school year.
- b. The amount of homework is to be commensurate with the objectives of the class.

- c. If absent due to illness, students will be given at least one day to make up work per each day of absence. Students are responsible to obtain any missing work they need upon their return.
 1. The deadline for make-up is set by the teacher, who will allow at least one day for each day of absence.
 2. The student should make up work ahead of time if the absence is known in advance. It is understood that there are emergency situations that arise.

PHYSICAL EDUCATION

PHYSICAL EDUCATION CLASSES

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

PHYSICAL EDUCATION UNIFORMS

All students who participate in the physical education curriculum must wear appropriate attire during class. Tops must be a t-shirt type and school appropriate. Bottoms must be athletic shorts and school appropriate.

INDEPENDENT STUDY CRITERIA

The school administration and guidance department understand that independent studies have a place in the school curriculum. However, much learning and other academic benefits are gained from a course as it takes place in the day-to-day interactions between teachers and classmates. The administration of Hamilton Junior/Senior High School seeks to promote and provide the best possible curriculum and learning environment for all students.

An independent study will be considered on an individual need, case-by-case basis. Independent Studies are not a right, or an entitlement. Independent studies will be approved only by the school administration, with input from the appropriate faculty member and school guidance department taken into consideration.

COLLEGE AND UNIVERSITY PROGRAMS

Hamilton High School is dedicated to make as many educational options as possible available to our students. Hamilton High School is equally dedicated to assuring the members of this community and the Department of Education that the curriculum offered meets the highest standards and expectations possible. With those goals in mind, the administration of Hamilton High School has adopted the following guidelines in administering the School Board's educational policy regarding college and university programs.

- Students must follow admission guidelines for each college and university they wish to attend.
- No student may participate without the written consent of the high school principal.
- Classes at a post-secondary institution will be allowed if those classes do not interfere with the high school master schedule.

- College classes with at least three credit hours will be recognized with one credit on the high school transcript.
- Fulfilling state graduation requirements will take priority over post-secondary institutions in determining student schedules.

EMERGENCY PROCEDURES

FIRE DRILLS & SAFETY PROCEDURES

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. Each classroom should have clearly identified emergency exit routes (primary and secondary.) Students are to wait a safe distance from the building until the signal is given to return to the building.

TORNADO ALERT PROCEDURE

The school intercom will be used to notify everyone of a Tornado Alert. If the power goes off, the message will be hand delivered. When the announcement is completed, students and staff members will proceed in an orderly fashion in single file, quickly but always in control, to their designated assignment.

Upon reaching their designated areas, students will sit down on the floor their legs crossed and remain quiet for any instructions from those in charge. Every effort will be made to warn all personnel so that time is available to reach the designated areas.

DRESS GENERAL

At school and school related activities, the Board of School Trustees believes that proper dress and proper grooming are the responsibility of every student attending Hamilton Junior/Senior High School and their parents. 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. A safe and disciplined learning atmosphere is the most essential requirement of a good school. The adoption of school dress codes promote 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.

Throughout life, many responsibilities dictate appropriate attire and appearance. Clothing that may be appropriate in one environment may not be appropriate in another. Clothing at school must be considered clean, not disruptive to the educational process, and should promote a positive school culture. Clothing that is considered to be indecent, suggestive, or inappropriate for school activities will not be permitted. Administration reserves the right to make the final judgment about the appropriateness of a student's attire and may pre-approve exceptions for spirit days. Guidelines for appropriate dress include:

- a. Shorts, skirts, and dresses should be appropriate in length. When standing straight with arms flat to the side, the student's longest finger should still be touching fabric. Slits in skirts and dresses must also not extend higher than this measure.
- b. Clothing that is torn excessively or torn in inappropriate locations (above fingertip length) is not permitted.
- c. Shirts should not be low-cut. To see if your top is too low-cut: Lay the palm of your hand on the center of your upper chest with fingers together so that the index finger is at the base of the collar bone. If the shirt falls below your pinky finger, it is considered too low-cut to wear to school. Shirts that repeatedly slide back into the "too low" position are also not allowed.
- d. Exposed shoulders, backs, sides, or midriffs (stomachs) are not allowed at any time. Tops should be long enough to tuck in and still permit normal movement. Spaghetti strap tops, tube tops, and tank tops are not permitted. Shirts must not be see-through. Bra straps and other undergarments should not be visible.
- e. Head coverings of any kind (hats, hoods, berets, scarves, etc.) are not permitted. Exception: headgear for religious purposes or approved health reasons. Hats may not be carried and should remain in lockers or book bags.
- f. Clothing that has pictures and/or writing that alludes to or has double meanings that relates to drugs, alcohol, sex, or tobacco OR is vulgar, crude, suggestive, indecent, or otherwise offensive as determined by administration is not permitted. Tattoos that fall into this category shall be covered. Displaying the rebel flag is not permitted.
- g. Sunglasses are not to be worn inside the building. Students' eyes must be visible and not obstructed by hair or other materials.
- h. Bulky coats are to be stored in lockers. Blankets are not appropriate in school.
- i. Book bags, bags, and large purses (large enough to fit a full-size textbook) are not permitted in classrooms or the cafeteria.
- j. Shoes or sandals must be worn at all times.
- k. Pajamas or items clearly related to sleepwear are not permitted.

Students wearing inappropriate clothing will be required to change. Refusal or inability to change will result in ISS or OSS. Any sports uniforms or activity outfits worn during the school day must be in compliance with the dress code. Administration may announce exceptions during spirit weeks and special events. Repeated violations of the dress code may result in detentions, additional time in ISS and/or OSS.

DANCES

Throughout the year dances will be sponsored by various school organizations. For these to be successful and trouble free we must ask that the following rules be enforced by the supervisor:

1. All dances will end at 11:00 p.m. (unless a different amount of time is approved by administration-i.e. Homecoming Dance.)
2. Hamilton students bringing guests to a school sponsored dance must complete a guest permission form and be 21 years of age or under. The forms may be obtained from the 6-12 office.

2. Improper behavior will be viewed the same as if it were during the school day.
3. Admission will not be allowed after approximately 15 minutes into the dance without administrative approval.
4. Once a student leaves the dance they will not be allowed to return.
5. Appropriate dress is expected at all dances.
6. Middle school students will not be allowed to attend high school dances nor will high school students be allowed to attend middle school dances unless otherwise stated by the principal.

DRESS CODE FOR HOMECOMING/SEMI-FORMAL/PROM

This is a formal dress function as well as a school function. The intent is to have you dress in a manner that reflects tastefully on both the school and you as an individual. Please dress accordingly.

If there are any questions please see a building administrator. Inappropriate dress may result in being refused admittance to the dance and forfeiture of ticket costs.

FOOD/EATING

LUNCH

Lunch is closed. All students are expected to stay on school property and in the cafeteria during lunch hour. The principal will handle any exceptions.

LEAVING SCHOOL GROUNDS

By Indiana Law, the school is responsible for the safety, health, and well-being of all students during the school day, or until the parent reassumes responsibility for the student. Therefore, students are not to leave the school grounds during the school day except under the following conditions:

1. Contact from the parent by telephone and administrative approval prior to departure.
2. Medical appointments, with prior notification and administrative approval prior to departure.
3. Co-op or vocational program.
4. Students on special student status.

The following procedure is to be followed:

5. Contact office and sign-out with prior written approval of an administrator.
6. Sign-in when you return.

PASS PROCEDURES

Students are expected to display a staff pass or student handbook pass when in the halls or restrooms during instructional time. Students without a pass will be counted as truant.

Passes will only be issued to the following places:

1. Office - discipline or medical only.
2. Media Center
3. Restroom
4. Resource room
5. Locker

BACKPACKS / BAGS

Students are allowed to carry backpacks/bags to and from school. During the school day, these items will not be allowed in instructional areas unless approved by the administration. Students will be assigned a locker to hold their school supplies. Personal hygiene items may be retrieved as needed.

VOCATIONAL STUDENTS

No loitering in the student parking lot will be permitted. Afternoon vocational students must leave the building at the conclusion of their morning classes/end of lunch period. Afternoon vocational students are not allowed to return to school after their afternoon vocational program unless they are involved in an extra-curricular activity. Vocational students may drive only if they have parent permission on file in the high school office.

THE MEDIA CENTER

1. The Media Center is open daily during school hours.
2. Students are expected to treat items with respect. Be prompt with your items, other students are often waiting. Damaged and lost items must be reported immediately to media center staff.
3. It is essential to act appropriately in the media center. It is the Media Specialist's discretion if you are not permitted to be in the media center due to behavior.
4. All students MUST sign in at the circulation desk upon arrival. Please leave passes there. All students MUST have a pass from their classroom teacher to visit the media center.
5. The media center is closed for 30 minutes during lunch, but will reopen at the conclusion of lunch.
6. It is recommended that students obtain a pass from the media center staff to visit during resource.
7. Students are encouraged to use the online card catalog. Training is available upon request.
8. The Marine Bean Coffee Shop is available to students while visiting the media center daily from 8:00-3:30. Items are not permitted outside of the media center. Students caught with coffee shop items outside of the library or those who do not clean up after themselves will receive a consequence.
9. Fines do not accrue at HCS; however, lost and damaged items are to be paid for promptly. iPads do accrue fines if they are not returned daily.
10. Items overdue by 90 days automatically accrue a replacement fee and a detention will be assigned.
11. Box Tops for Education are collected by the media center and donations will be applied to individual accounts to be used for fines.

RESOURCE TIME

1. Students must report to resource on time for attendance.
2. Students must be issued a staff pass in order to leave resource for another desired location.
3. Students need to work on/review student data notebooks twice weekly during this time.
4. Students and staff need to utilize resource time for "extra learning opportunities" whenever possible.

TECHNOLOGY USE

Hamilton Community Schools provides computer and internet resources in a 1 to 1 setting for students in grades K-12. Students are expected to exercise care and good judgment in the handling of computer devices and use of Internet resources. These expectations are contained in the *Hamilton Community Schools - Technology Acceptable Use and Safety Policy*. This policy is located on the school website at hcs.k12.in.us under the Students/Parents menu option or at the following link: <https://5il.co/w22b>.

Failure to follow the *Hamilton Community Schools - Technology Acceptable Use and Safety* policy can result in discipline, including loss of computing and Internet privileges.

CELLULAR TELEPHONES AND ELECTRONIC DEVICES **COMMUNICATION DEVICES**

Hamilton Jr./Sr. High School students are permitted to have electronic devices in their possession throughout the school day. However, using a cell phone to make or receive phone calls is strictly prohibited. Students needing to use a telephone for emergency purposes should go to the main office.

Cell phones and other personal electronic devices are not allowed to be a distraction or disruption to the educational process. Cell phones and other personal electronic devices should be turned off, put away, and out of sight during classroom hours.

Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. The use of technology devices that broadcast internet or network resources, such as, routers, switches, wireless access points, hotspots, and other data transmission technologies that allow connection and sharing of the resource are strictly prohibited. The acceptance of bringing your own device (BYOD) does not infer a right to connect to network and Internet resources. Request for such access requires approval from the High School office and the presence of appropriate virus and malware mitigation software on the student device.

Students who misuse phones or other electronic devices will be subject to consequences which may include confiscation of the device and loss of electronic device privilege. Any electronic device that causes a distraction or disruption of the school's operation may be confiscated and only released to a parent/guardian.

Students shall have no expectation of privacy with respect to their use of personal electronic devices on school premises/property/school sponsored trip or event. Students are prohibited from using electronic devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a electronic device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students are personally and solely responsible for the care and security of their personal electronic devices. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, electronic devices brought onto its property.

For purposes of this policy, "electronic devices" includes but is not limited to items such as computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), and cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.).

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

STUDENT DISCIPLINE

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 reasonable 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 Jr./Sr. High 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 school buses, 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.

STUDENT REMOVAL FROM CLASS

If a Student is ever removed from class and sent to the office due to discipline reasons, according to IC 20-33-8-9 (c), a behavior plan conference may be conducted with the parents before the student is allowed to return to the class within a timely fashion. The student may not be placed back into the student's original classroom until an administrator meets with the teacher and the parent of the removed student to develop a behavior plan for the student to follow. This meeting must take place within reasonable time of the student's removal from class.

CONTROL AND DISCIPLINE OF STUDENTS

When self-discipline fails, school personnel are authorized to take certain measures reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process in accordance with Board of School Trustees policies and the Indiana Code. In addition to the general interventions listed in Policy 5114.1, the following techniques may be used to address student misbehavior: verbal or written reprimand, assigning a student to a time-out room or area, soliciting parental cooperation, referral to student services or administrative personnel, soliciting the services of juvenile authorities, in-school suspension, out of school suspension and/or expulsion from school.

When working with student behavior problems we will attempt to achieve 3 goals:

- 1. To make sure the student knows why a behavior is inappropriate***
- 2. To work with the student to insure that the behavior will not be repeated***
- 3. To work to gain the cooperation of the student***

SPECIFIC DISCIPLINE INTERVENTIONS AND PROCEDURES

SATURDAY SCHOOL

PURPOSE: The purpose of the Saturday Suspension School is to help students stay in school and provide an opportunity for supervised study. It is very important that the parents and school work together to help the students learn proper behavior and for those students to understand that there are certain consequences for inappropriate behavior. Students may be assigned to the class by the school administration for any infraction of school rules and regulations. In some instances, out-of-school suspension or expulsion will still be used. Saturday school will be served on designated dates set by the administration. Failure to attend Saturday school will result in an immediate one-day suspension. Saturday school rules are listed below:

Saturday School Guidelines:

1. Saturday school begins promptly at 8:30 a.m. and concludes at exactly 11:30 a.m.
2. Tardiness will result in the assignment of extra time (e.g. detention).
3. Failure to show up for Saturday school will result in a one-day out-of-school suspension.
4. Restroom breaks will be given at the discretion of the Saturday School supervisor.
5. Students may not sleep or communicate in any way during Saturday school. Students who appear to be sleeping (including putting their heads down) or communicating will receive

one warning. Additional incidents will result in the assignment of a detention, detentions, and/or an additional Saturday school.

6. The student's teachers will supply the student with assignments to be completed during Saturday school. The student must bring all the necessary materials (books, paper, pencils, etc.) to complete their assignments. Failure to do so will result in the assignment of additional time (e.g. detention).
7. Any student exhibiting insubordinate, inappropriate, and/or uncooperative behavior will be dismissed and recommended to the administration for further disciplinary action. All school rules, as printed in the Student Handbook, are in effect.
8. In the event bad weather causes the cancellation of school on the Friday prior to Saturday school, Saturday school will be rescheduled.
9. If a student is ill on the morning of Saturday school, the parent must report the absence by calling Hamilton Junior/Senior High School office at 488-2161 or by providing an absence document the following Monday.

AFTER SCHOOL DETENTION

1. Teachers/staff members can assign students detentions for tardies and violations of classroom rules and procedures.
2. Please use the disciplinary referral form to assign detentions. (Send a copy to the school secretary.)
3. The last day to assign an After School Detention will be on the Tuesday prior to the week that the detention is held.
4. Students are given a copy of the written referral stating the disciplinary action taken such as an After School Detention.
5. Failure to serve an after school detention will result in Saturday school.
6. After School Detention takes place when assigned for one hour after school. Current dismissal time is 3:14pm. Students should report immediately to the office.
7. Students will only be assigned to three after school detentions per semester.
8. Students who have reached three after school detentions will be subject to Saturday school and/or out of school suspension.

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege carrying with it the responsibility for proper behavior both in and out of school. Students may be suspended from athletic teams, student government, class offices, school clubs, social activities and class activities for the following:

1. They are found to be in violation of the individual rules and regulations of the team or organization;
2. Their school behavior exhibits a lack of self-discipline and unwillingness to cooperate with school rules;
3. They are involved in out-of-school actions which may bring discredit or embarrassment to the school, team or organization.

Students who are suspended from school (either in school or out of school) are also suspended from all extra-curricular activities during the period of suspension.

Students may be suspended from participation in extra-curricular activities by the coach or teacher responsible for the supervision of the event in cases of violation of training or other specific rules of the team or organization and by school administrative officials for inappropriate behavior in or out

of school.

SUSPENSION FROM ATTENDING EXTRA-CURRICULAR ACTIVITIES

Building administrators may suspend students from attending extra-curricular activities as a consequence for inappropriate behavior.

IN-SCHOOL SUSPENSION

The principal or his designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days. Such short-term suspension will be made only after an investigation has been conducted and it has been determined that the action is necessary to help the student, to further school purposes, or to prevent an interference with the educational process. As an alternative to short-term, out of school suspension, a student may be suspended from attending regular classes and activities and reassigned to in-school suspension. Before a student is suspended from school, he/she will be given an opportunity to explain his/her conduct. Parents will be notified of student suspensions. When assigned to in-school suspension, the student is to report to the main administrative office by 8:10 am on the day(s) of the in-school suspension assignment with ALL necessary school materials for the day. Students assigned to in-school suspension are required to work on school assignments throughout the session. A student who is assigned to in-school suspension may receive credit for work assigned during the suspension period provided that it is completed and returned to the teacher upon the student's return to class. No food, beverages, candy or electronic devices are permitted and students are not permitted to talk to each other. If the student fails to cooperate with the supervisor, he/she is dismissed and other disciplinary measures are instituted.

OUT-OF-SCHOOL SUSPENSION

The principal or his designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days. Such short-term suspension will be made only after an investigation has been conducted and it has been determined that the action is necessary to help the student, to further school purposes, or to prevent an interference with the educational process.

Before a student is suspended from school, he/she will be given an opportunity to explain his/her conduct. Normally, if a student is suspended during the school day, he/she will not be permitted to leave the school building until a parent has been notified of the situation. If a parent cannot be contacted the student will be detained at the school until the normal dismissal time if at all possible. A parental conference is required before a suspended student will be re-admitted to school.

A student who is assigned to out of school suspension may receive credit for work assigned during the suspension period provided that it is completed and returned to the teacher within three days of his/her return to school. If the student is suspended for more than three days, arrangements may be made for picking up assigned work during the suspension period.

EXPULSION FROM SCHOOL

Expulsion refers to any disciplinary action in which a student is suspended from school for a period in excess of ten (10) days; is suspended for the balance of the current semester or current year; or is disciplined in a manner which automatically prevents completion of graduation requirements on time.

Before a student may be expelled, the superintendent of schools must first review the circumstances surrounding each case and if he agrees that further actions are either desirable or necessary, he must provide the students or the parents or guardian with the opportunity to have a formal hearing on the matter. A hearing officer is named by the superintendent who then is responsible for notifying the student and parents of the hearing procedure.

ALTERNATIVE DISCIPLINARY ACTIONS

Authority for alternative disciplinary action applies to a person who

1. is a member of the administrative staff, a teacher, or other school staff member, and
2. has students under the person's charge.

A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective education environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from the teacher's class for a period not to exceed:
 - a. five (5) class period for middle, junior high, or high school students; or one (1) school day for elementary school students; and
 - b. if the student is assigned regular or additional schoolwork to complete in another school setting.
8. Assignment by the principal to:
 - a. a special course of study;
 - b. an alternative educational program; or
 - c. an alternative school.
9. Removal of a student from school sponsored transportation.
10. Referral to the juvenile court having jurisdiction over the student.
 - a. As used in this subsection "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner.
 - b. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student.
 - c. A student with disabilities (as defined in IC 20-26-11-12 who physically assaults a person having authority over the student is subject or procedural safeguards under 20 U.S.C. 1415.
 - d. For other student violations of state and/or federal law.

SUBSTANCE ABUSE (ALTERNATIVES TO EXPULSION FOR CHEMICAL ABUSE)

Secondary School Disposition Procedures - (Grades seven through twelve):

The Following applies to all students attending school or school-sponsored events, i.e., field trips, athletic events, etc. Due process will be followed. Proper law enforcement authorities will be notified in cases involving controlled substances or alcohol.

Under the influence of alcohol, unauthorized drugs, narcotics, or other mood altering chemical substances:

First Offense:

- A. Expulsion from school for up to the remainder of the school year or up to two-semesters, subject to the following terms and conditions:
 1. Principal shall complete request for expulsion; however, such request shall not be forwarded

to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian(s):

- a. Students will be suspended from school for five days.
 - b. During the five day period of suspension from school, the student and/or parent(s) or guardian(s) shall meet with a professional drug/alcohol counselor for the purpose of:
 1. Assessing the degree or severity of the abuse problem.
 2. Developing an intervention plan.
 - c. Provide documentation supporting the implementation of the intervention plan to building administrators in a timely manner.
 - d. Students or parents are required to pay any and all costs for assessment and/or treatment.
 - e. Should the student and/or parent(s) or guardian(s) fail to make the required contact with a student services representative during the five-day period of suspension from school, the principal shall, upon the student's return to school, forward the request for expulsion to the superintendent for further action.
2. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement.

Second Offense:

- A. The principal will recommend to the superintendent that the student be expelled from school for the remainder of the school year or up to two-semester. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year, subject to the provisions of IC 20-33-8-17.

GROUND FOR SUSPENSION AND/OR EXPULSION FROM SCHOOL

Indiana Code 20-33-8-14 provides that student misconduct and substantial disobedience are grounds for suspension or expulsion from school subject to the due process provisions required by law.

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other student to engage in such conduct.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.

5. Threatening or intimidating any student or staff member for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule # 12 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an education function and reestablished in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Possessing a firearm, explosive device, incendiary or poisonous gas bomb, firearm muffle or firearm silencer, an antique firearm or rifle or shotgun used for sporting, recreation or cultural purposes on school grounds.
13. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function, or the student's removal is necessary to restore order or protect person on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

RESPONDING TO BEHAVIOR PROBLEMS

School personnel use the following guidelines when dealing with specific behavior problems. However, it should be kept in mind that each person is unique, and that situations vary in intensity. In addition, the number of times a student has been in trouble during the school year must also be considered in dealing with a problem or situation. While the prescribed penalty will be generally followed, certain situations or

set of circumstances may dictate different responses. **Any Indiana law that is broken is subject to law enforcement notification.**

Note:

The following are descriptive examples and are not intended to be all encompassing. While administration will make every effort to follow these consequence guidelines, due to the severity of infraction or other specific circumstances administration may need to assign alternative consequences.

Parents will be notified by school for most consequences assigned beyond that of a warning.

The following terms or abbreviations are defined as such:

Warning= A student conference with administration

Detention= A one hour time period held typically after school

Saturday School= Attend school on Saturday as assigned typically 8:30am- 11:30am

ISS= In School Suspension, student reports to the ISS classroom for the remainder or entirety of a school day(s)

OSS= Out of School Suspension, student does not report to school for the school day(s)

Expulsion= Student is removed from school for up to a calendar year

CHEATING

To cheat is to gain an academic advantage or helping another person gain an advantage through the use of inappropriate or unfair means. It includes copying someone else's work, letting someone copy your work, using unauthorized aids during tests or assignments, plagiarizing or utilizing text messaging or other means to communicate test items. Cheating is a major breach of school purpose and unfair to other students. Cheating in any form cannot be tolerated and must be penalized.

When cheating occurs, the following steps will be taken:

1st offense: Student will redo the assignment

2nd offense: Student will receive a failing grade for the assignment

3rd offense: A discipline conference will be held (administrator, parent, student, and teacher)

TARDINESS TO CLASS

A student is counted tardy if they arrive to the classroom after the beginning of the period tone has sounded unless he/she has received a pass from a member of the faculty or staff excusing the student for being late. Tardy totals are per semester for each class period.

1st Offense – Warning

2nd Offense– Warning

3rd Offense – Detention

4th Offense – ISS

5th Offense - Chronic tardiness to class will be dealt with on an individual basis.

TRUANCY FROM CLASS

A student is counted truant if they arrive to the classroom 10 minutes or later, after the beginning of the period unless he/she has received a pass from a member of the faculty or staff excusing the student for being late. Truant totals are per semester for each class period.

1st Offense – Detention

2nd Offense – ISS

3rd Offense – 1-3 days ISS

4th Offense – 1-3 days OSS

If a faculty member makes a disciplinary assignment to address above truancy issues, it may take the place of a listed consequence.

Students are expected to be in their classes when the bell rings. All faculty members are expected to require such behavior and record tardies accordingly. Tardies beyond 10 minutes will be recorded as an absence to that class.

MISCELLANEOUS INFRACTIONS

- **Inappropriate attire**

1st offense: Warning; Change of Clothing Required

2nd offense: Warning; Change of Clothing Required

3rd offense: Detention; Change of Clothing Required

4th offense: 1-2 days ISS & Parent Conference; Change of Clothing Required

- **Excessive disciplinary referrals to the office**

Students who exhibit a lack of self-discipline as evidenced by more than twelve (12) teacher referrals to the office for classroom disruption and/or violations of school rules may be recommended for expulsion due to habitual misconduct.

- **Failure to take care of detentions**

When a student receives a detention he/she is expected to remain after school on the date for which the detention was assigned or at a time arranged with administration – usually before school during the week. Failure to meet this responsibility will result in a referral to Saturday School. Failure to attend Saturday School as scheduled will be deemed insubordination and will result in suspension from school.

Note: The repeated failure to serve assigned after school detentions in a timely manner will be deemed as insubordination. (For the purpose of this rule, more than two (2) referrals to Saturday School resulting from missed detentions during the course of the semester will constitute insubordination.) Should a student demonstrate insubordination in this way, the student's third missed detention will result in suspension. A mandatory conference with the parent will be required before the student is permitted to return to school.

- **General misconduct** - Examples of general misconduct would include inappropriate behavior in hallways, cafeteria, convocations, classrooms and other school functions.

1st offense: Warning

2nd offense: Detention

3rd offense: ISS 1-3 days

4th offense: Chronic misconduct will be handled on an individual basis. Possible suspension or expulsion may be recommended

- **Inappropriate display of affection**

1st offense: Warning.

2nd offense: Detention

3rd offense: ISS 1-2 days

4th offense: ISS 2-4 days

- **Being in the hallway or other inside location without a pass or authorization.**

1st offense: Detention

2nd offense: ISS 1-2 days

3rd offense: OSS 1-2 days

- **On the parking lot without permission or being in an outside location without authorization.**

1st offense: Detention

2nd offense: ISS 1-2 days

3rd offense: OSS 1-2 days

- **Leaving campus without permission**

1st offense: Saturday School

2nd offense: ISS

3rd offense: OSS

- **Truancy (see also: "Classification of Absences")**

1st offense: Detention 1 Saturday School; Parent Notified

2nd offense: Saturday School 2 Saturday School; Parent Notified

3rd offense: ISS In-School Suspension; Parent Notified

4th offense: OSS Classified Habitual Truant; Authorities Notified

INAPPROPRIATE USE OF ELECTRONIC EQUIPMENT

- **Use of cell phone, texting device, or other electronic device in class without the express permission of the teacher**

1st offense: Detention; Equipment confiscated in its entirety and kept in the main office until picked up by parent after 3:15 p.m. – *phones and texting devices will not be returned to students*

2nd offense: Saturday School; Equipment confiscated and kept in the main office until picked up by parent after 3:15 p.m. – *phones and texting devices will not be returned to students*

3rd offense: ISS

- **Using school computers during class time for inappropriate or unauthorized purposes.**

1st offense: Warning

2nd offense: Detention

3rd offense: Saturday School

4th offense: ISS 1-3 Days

SPOKEN OBSCENITY OR PROFANITY

Uttering words or statements that are objectionable or offensive to others including references to sexual organs or acts, excrement, blasphemous and irreverent language in a manner that is disruptive to classroom or other school environment.

- 1st offense: Warning
- 2nd offense: Detention
- 3rd offense: Saturday School
- 4th offense: ISS 1-3 days
- 5th offense: OSS 1-3 days

Uttering words or statements that are objectionable or offensive which are intended to debase another person.

- 1st offense: Immediate Suspension from class; 2 days ISS
- 2nd offense: Immediate Suspension from class; 2-4 days OSS
- 3rd offense: Immediate Suspension from class; 6-8 days OSS

INSUBORDINATION, DISOBEDIENCE AND DISRESPECT

Insubordination is a willful act of ignoring teacher authority and/or directions. It includes deliberately failing to follow established classroom routines, defying a teacher's directions during the class period, or refusing to respond to the directions of a teacher who is carrying out his/her supervision responsibilities.

- 1st offense: Detention
- 2nd offense: Saturday School
- 3rd offense: ISS 1-3 days
- 4th offense: OSS 1-2 days
- 5th offense: Chronic insubordination/disrespect will be handled on an individual basis. Possible suspension or expulsion may be recommended.

STUDENT MISCONDUCT

Student misconduct is any behavior which creates a disruption or disturbance to the learning environment that requires the teacher or adult supervisor to focus efforts on redirecting student behavior. Students are expected to act appropriately and follow the protocols and procedures set forth by the student handbook as a reasonable standard. Other students should not be interrupted in their learning or ability to study due to disruptive actions.

- 1st offense: Warning
- 2nd offense: Detention
- 3rd offense: Saturday School
- 4th offense: ISS 1-3 days
- 5th offense: OSS 1-3 days

DEFIANCE

Defiance is when the student talks back, swears at, is belligerent, walks away, slams doors, etc. in response to a teacher's directives.

1st offense: ISS 2-4 days

2nd offense: OSS 3-5 days

3rd offense: OSS 6-10 days; Possible request for Expulsion from School

RECKLESSNESS

Performing an act that creates a substantial risk of bodily injury to self or others.

1st offense: Detention

2nd offense: Saturday School

3rd offense: ISS 1-3 days

4th offense: OSS 2-4 days

NOT REPORTING TO THE OFFICE WHEN SENT BY A TEACHER FOR DISCIPLINARY REASONS

1st offense: ISS

2nd offense: ISS 2-4 days

3rd offense: OSS 3-5 day

SERIOUS CLASS DISTURBANCE

An act of such intensity or violence that it seriously interferes with and/or stops the educational activity in progress. For example, a temper tantrum, throwing things, tipping over a desk in anger, slamming books or objects on a surface, arguing or fighting with another student.

1st offense: Immediate Suspension from class and referral to a building administrator 2-4 day out of school suspension (proportionate to severity of offense) Discipline conference (building administrator, teacher, student and parent)

2nd offense: Immediate Suspension from class and referral to a building administrator Expulsion from class (Upon recommendation of classroom teacher) 6-10 day out of school suspension (proportionate to severity of offense) Discipline conference (building administrator, teacher, student and parent)

3rd offense: Immediate Suspension from class and referral to a building administrator Expulsion from school

BULLYING, ABUSIVE LANGUAGE, THREATENING BEHAVIOR OR ENDANGERING OTHERS

Any behavior which causes a person to fear for his/her safety or well-being constitutes an interference with school purposes and requires firm intervention on the part of school personnel. Such behavior includes:

- **Bullying/Cyberbullying, Verbal harassment or inappropriate verbal comments, Threatening or intimidating behavior, Sexual harassment, Physical aggression, Assault and battery of a student, Filing a false crime or incident report, inciting others to fight or encourage an assault**

SECTION 5. IC 20-33-8-0.2, AS ADDED BY P.L.106-2005, SECTION 6, IS AMENDED TO READ AS FOLLOWS[EFFECTIVE JULY 1,2013]: Sec.0.2. (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including (1) verbal or written communications or images transmitted in any manner (including digitally or electronically), (2) physical

acts committed, aggression, or (3) any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

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

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

1st offense: Immediate suspension from class; OSS 2-4

2nd offense: Immediate suspension from class; OSS 4-6

3rd offense: Immediate suspension from class; OSS 6-10 days; chronic behavior of this nature will be handled on an individual basis. Possible expulsion may be recommended.

- **Reckless Driving**

1st offense: 1 day ISS

2nd offense: 2 days ISS; 1 week Suspension of Driving Privilege.

3rd offense: 2-4 days out OSS; Suspension of Driving Privilege.

**ABUSIVE LANGUAGE OR THREATENING BEHAVIOR DIRECTED
TOWARD A TEACHER OR SCHOOL EMPLOYEE**

- **Threats to the safety of school personnel**

Statements, actions or behaviors, whether direct or implied, that cause school employees to fear for their safety and/or welfare, or cause a disruption to the normal school routine will be dealt with in the following manner

1st offense: Immediate Suspension from class and referral to a building administrator
Expulsion from school

- **Shoving, hitting or attempting physical harm to a school employee**

1st offense: Immediate Suspension from class and referral to a building administrator
Expulsion from school

SERIOUS SCHOOL DISRUPTION

Indecent exposure: Intentional display of nudity or partial nudity.

Overt sexual behavior: Engaging in voluntary or consensual sexually-related contact with another

person, or engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures or physical contact.

- **Engaging in behavior that seriously detracts from and/or undermines the educational purpose of school or creates a disruptive influence on the discipline, good order or school environment.**

- **Indecent exposure /overt sexual behavior**

1st offense: Suspension from School; Possible Recommendation for expulsion from school.

Discipline conference (building administrator, teacher, student and parent)

- **Possession of pornography and other inappropriate materials or accessing lewd or pornographic images using school computers**

1st offense: Immediate Suspension from class and referral to a building administrator

Confiscation of offensive materials.

In-school suspension minimum 1 day

2nd offense: Immediate Suspension from class and referral to a building administrator

Suspension from School 2 days

3rd offense: Immediate Suspension from class and referral to a building administrator

Suspension from School 4-6 days

4th offense: Chronic behavior of this nature will be handled on an individual basis. Possible suspension or expulsion may be recommended.

- **Tampering or damaging school security systems, cameras, safety equipment, or media safeguards**

1st offense: Immediate Suspension from class and referral to a building administrator

In-school suspension 1-4 days

2nd offense: Immediate Suspension from class and referral to a building administrator

Suspension from School 2-4 days

3rd offense: Immediate Suspension from class and referral to a building administrator

Suspension from School 4-6 days; possible expulsion may be recommended.

- **Deliberate interference or attempt to disrupt an educational program or activity by blocking entrances, activating fire alarm system, using noise makers or light sources, using firecrackers, smoke bombs, or other incendiary objects**

1st offense: Recommended expulsion from school.

- **Vandalism**

1st offense: Restitution; suspension; and/or recommendation for expulsion.

Damage over \$100 will result in referral to law enforcement

THEFT

1st offense: Restitution and 2-4 days suspension from school.

2nd offense: Restitution, 4-6 days suspension; possible expulsion from school. Contact law enforcement.

3rd offense: Expulsion from school. Contact law enforcement.

FIGHTING

An attack on another student/person accompanied by blows and the use of force.

1st offense: OSS 3-6 days, contact law enforcement

2nd offense: OSS 6-10 days, contact law enforcement, request expulsion

POSSESSION OF LIGHTER

1st offense: Confiscation; Detention

2nd offense: Confiscation; Saturday School

3rd offense: Confiscation; ISS 1-3 days

4th offense: Confiscation; 1 day OSS

POSSESSION AND USE OF ILLEGAL AND CONTROLLED SUBSTANCES

- **Tobacco or electronic cigarettes - Possession and/or use**

Persons less than 18 years of age commit a Class C infraction if they purchase, accept or possess tobacco or an electronic cigarette. The fine is up to \$500.00. Selling or distributing tobacco to a person less than 18 years old is also a Class C infraction. Smoking or the use of tobacco products or electronic cigarettes is not permitted in the school buildings, on the school grounds, on the streets and private property adjacent to the school property or at school sponsored events away from the school.

1st offense: OSS 1-3 days; Refer to law enforcement

2nd offense: OSS 2-4 days; Refer to law enforcement

3rd offense: OSS up to 10 days with possible request for expulsion; Refer to law enforcement.

- **Drugs/Alcohol - Possession of, using, selling, providing, transmitting, soliciting to acquire, agreeing to acquire, or aiding in the sale of legend drugs, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverage or intoxicants of any kind of material represented or thought to be any of the above during school, on school grounds before or after school or during lunch periods, or at a school event.**

1st offense: Recommended expulsion from school

- **Drugs/Alcohol - Being under the influence of legend drugs, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverage or intoxicants of any kind or material represented or thought to be, or closely resembling any of the above during school, on school grounds before or after school or during lunch periods, or at a school event.**

1st offense: Recommended expulsion from school subject to Alternative to Expulsion for chemical abuse.

- **Drug Paraphernalia: Possessing, using, transmitting, soliciting to acquire, agreeing to acquire, aiding in the sale or providing to any person anything used or designed to be used for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens. Examples of things which are not to be possessed or provided to another person include,**

but are not limited to: pipes, rolling papers, clips or related paraphernalia.

1st offense: OSS 3-5 days, Discipline

2nd offense: OSS 5-10 days, possible request for expulsion.

WEAPONS

- **Possession of pocketknife, Chinese star, chain, and other items that can be used as a weapon.**

1st offense: Confiscation of item and/or suspension from school 2-4 days.

2nd offense: Confiscation of item and suspension from school 4-6 days.

3rd offense: Confiscation of item and suspension from school 6-10 days. Possible request for expulsion.

- **Possession/use of any item that could be construed by a reasonable person to be a deadly weapon, including, but not limited to: BB guns, pellet guns or other “look-alike” guns or weapons on school grounds, school zone or any school function**

1st offense: Confiscation of item and 1-10 day suspension with possible request for expulsion

- **Possessing a deadly weapon**

A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

1st offense: Recommended expulsion from school.

- **Use of a weapon to cause injury or threatening another person with a weapon**

1st offense: Recommended expulsion from school.

- **Possession of a firearm**

1st offense: Required expulsion from school 1 year.

STUDENT DUE PROCESS RIGHTS

Indiana Code 20-33-8-25 provides administrators and teachers with the authority to take disciplinary actions that are deemed necessary to ensure a safe, orderly and effective school environment. Such actions can include student counseling, parent conferences, additional work assignments, rearranging the student’s class schedule, keeping students after school for counseling or additional work, restricting extracurricular activities, removal from class with additional work assigned, assignment to a special course of study, in-school suspension or an alternative educational program, and removal from school transportation services. In addition, the principal or his designee may prevent a student from attending school through suspension or expulsion.

Before a student can be suspended or expelled from school, “due process” is necessary. This term comes from the Fourteenth Amendment to the United States Constitution, which prohibits a state from depriving a person of life, liberty or property without due process of law. Since public school corporations are deemed arms of the state, they are subject to due process requirements.

The amount of due process that must be granted depends significantly on the facts of case and the severity of the proposed punishment. The greater the potential loss, the more extensive the due process procedure must be. A suspension of 10 days or less is considered relatively little property and liberty loss and only minimal due process is required. An expulsion, on the other hand, requires more elaborate procedures.

Indiana Code 20-33-8-7 provides schools with the authority to **suspend** a student from school attendance for a period of not more than ten (10) school days for misbehavior.

PARKING REGULATIONS

1. Students are to always park in the north parking lot. This includes during school and after school activities.
2. Upon entering the parking area, the vehicle is to be immediately parked and under no circumstances are students to be in any vehicle or in the parking area, including during lunch periods, except by written permission by either the principal and/or building administrator. School officials have the authority to regulate parking, driving, and the use of vehicles on or near school property at all times, including authority to restrict use and/or to punish for violations.
3. The first three (3) rows of parking spaces in the main lot are reserved for faculty.

STUDENT DRIVERS

Student drivers must have the following on file with the office.

1. Name of student and driver's license number.
2. Name of parent or guardian.
3. Make of automobile and year on all cars that may be driven.
4. License plate number on all cars that may be driven.
5. Students must purchase a parking permit and have it displayed on their rear view mirror.
6. Parent consent for random drug testing (renewed at the beginning of each school year).

DRUG TESTING PROGRAM

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

REASONABLE SUSPICION

Hamilton Community School Corporation reserves the right to test any student for reasonable suspicion of drugs, alcohol, and intoxicant usage. Documented physical symptoms, observations or information implicating the use of alcohol, drugs, or intoxicant may qualify as reasonable suspicion. Other factors will include, but are not limited to excessive discipline problems and/or excessive absences from school. Such testing will fall outside this program.

SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all Hamilton Community School Corporation students in grades 6-12 who wish to participate in extracurricular activities that are listed below:

Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)

Music. (Participants include, but are not limited to, performing band members, performing choir members, color guard, and participants in solo/ensemble contests.)

Extracurricular clubs or organizations. (Participants include, but are not limited to, National Honor Society, Student Council, Art Club, Science Club, French Club, Spanish Club, FIST, Photography Club, Student Publications, and Academic Teams.)

Drama (Participants include, but are not limited to, any student participating in drama or musical productions.)

This policy also applies to any student who wishes to drive to school, from school, or during school.

Any student may volunteer to be included in the testing pool.

A Parent/Guardian may request his or her student name be placed in the drug-testing program.

Hamilton Jr. / Sr. High School
Athletic Department Policies and Procedures



Vision Statement for Hamilton Athletics:

The Hamilton Jr. / Sr. High School Athletic Department strives to inspire, nurture, and prepare our student-athletes in an all-inclusive manner to reach their fullest potential academically and athletically. Athletics will provide an exceptional opportunity for student-athletes in a safe environment, engage the community with pride, and serve as an asset to the academic mission to enhance all aspects of school morale. The Hamilton Jr. / Sr. High School Athletic Department is committed to integrity through rules compliance, fiscal responsibility, data-driven decisions, and student-athlete growth and development.

IT IS A PRIVILEGE, NOT A RIGHT TO REPRESENT HAMILTON JR. / SR. HIGH SCHOOL ATHLETIC DEPARTMENT.



HAMILTON ATHLETICS ON THE WEB:

Up-to-date information for the Hamilton Athletic Department can be found on the school's website:
<https://websites.eventlink.com/s/hamilton-community-schools/>

Twitter: @Garry_May_AD
Facebook: Hamilton Schools

Section I. General Information and Policies

INTRODUCTION:

This Athletic Handbook is designed to be a source of information for all student-athletes of Hamilton Jr. / Sr. High School. The Athletic Department at Hamilton Jr. / Sr. High School strives to inspire, nurture, and prepare our student-athletes in an all-inclusive manner to reach their fullest potential academically and athletically.

The responsibilities of the student-athlete are also the responsibilities of the parent(s)/guardian(s). Student-athletes are to be a positive influence upon sportsmanship, good manners, as well as obeying and supporting the rules and regulations contained in this handbook. All forms are to be returned to the Head Coach of the sport before practice or tryouts. Cheerleading will be considered part of the Athletic Department and will also abide by this handbook.

PHILOSOPHY:

The Athletic Department at Hamilton Jr. / Sr. High School shall promote valuable life lessons through the teaching of sport and fitness while keeping the overall welfare of all student-athletes at the highest of priorities. The athletic program is an integral part of the total educational program and will serve as an extension of the classroom. Furthermore, Hamilton Jr. / Sr. High School strives to inspire, nurture, and prepare our student-athletes in an all-inclusive manner to reach their fullest potential academically and athletically through the M.A.R.I.N.E.S. Core Values:

- **Motivated**
- **Accountable**
- **Resilient**
- **Integrity**
- **Nurturing**
- **Enthusiastic**
- **Students First**

ATHLETIC ELIGIBILITY

Indiana High School Athletic Association (IHSAA) and National Federation of High Schools (NFHS)

You are ineligible:

- 1) If a parent's and physician's certificate is not on file with your principal and your name is not certified to the IHSAA office prior to inter-school competition.
- 2) If you are 20 years of age prior to or on the scheduled date of the IHSAA finals tournament in a sport.
- 3) If you change high schools without corresponding change of parents' residence.
- 4) If you did not enroll in high school within the first fifteen (15) days of the semester.
- 5) If you have transferred from another high school and do not have an IHSAA Athletic Transfer Form on file with your high school principal.
- 6) If you have violated your amateur status in any way.
 - A) Playing under an assumed name.
 - B) Accepting remuneration for your participation in any athletic activity.
 - C) Participating in athletic activities sponsored by professional athletic organizations or their representatives other than schools and clinics sponsored by an organization during the summer vacation period of your high school career.

ATHLETIC ELIGIBILITY (continued)

7) If you have been absent five or more days from school due to illness or injury and have not presented to your principal a written statement by a licensed Indiana physician saying that you are physically fit to perform.

8) If you have participated in practices, games, contest, and scrimmages not under the direct supervision, management and auspices of your high school during the school year.

9) If any person in school or out of uses undue influence school to retain you or secure your parents as residents.

10) If, because of bad habits or improper conduct, you cannot represent your school in a suitable manner.

11) If you have enrolled previously for four (4) seasons of sports. (Enrollment, not participation, determines eligibility).

NOTE: Consult with your own high school principal before accepting prizes and awards for engaging in athletic contests, practices, scrimmages, or schools or athletic instruction outside of your own school.

These rules are subject to updates by the IHSAA and NFHS.

HAMILTON JR. / SR. HIGH SCHOOL ATHLETIC POLICIES

The policies and procedures apply to all students involved with athletics such as athletic teams and cheerleaders.

1) All student-athletes attending Hamilton Jr. / Sr. High School are subject to the Athletic Department Policies.

2) Unless there is a change in the policies, student-athletes will sign the code once and it remains in force as long as they participate in athletics at Hamilton Jr. / Sr. High School.

3) All student-athletes are subject to the policies and procedures the entire calendar year (365 days).

4) Reports of student-athletes who violate Hamilton Jr. / Sr. High School policies and procedures will be investigated.

5) The athletic director and/or principal will notify student-athletes of the violation and consequences. In the event a student-athlete feels he/she has not been dealt with fairly, they may appeal such decision to the Athletic Council for a special hearing. The athletic director must receive a written letter of appeal within two weeks of notification of consequences for the violation.

6) The Athletic Council shall be made up of the athletic director, principal, and head coaches.

A) The principal shall preside over the proceedings.

B) The principal shall set a date as soon as possible after the appeal and select a hearing board.

C) The student-athlete, accompanied by a parent/guardian, shall be present.

D) The penalty shall be decided by the hearing board in closed session, and then relayed to the student-athlete and parent/guardian immediately.

E) The decision of the council is final.

REQUIREMENTS FOR PARTICIPATION

Athletic Forms

The following forms must be completed prior to a student-athlete participating in any practice or tryout session for any interscholastic sport. These forms must be completed and signed by the student-athletes and parent(s)/guardian(s).

- A) Student Enrollment Forms
- B) Student-Athlete Registration Form through Final Forms
 - i) Sport Registration
 - ii) Parent/Guardian Information
 - iii) Physical Examination and Consent Forms
 - iv) Emergency Contact Information
 - v) Medical Information

Physical Examination

A yearly physical examination is required. The physical form must be completed by the physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year provided the examination occurred after April 1st. (IHSAA RULE) The form will be kept on file in the Athletic Office.

Insurance

Each student-athlete is responsible for their own insurance coverage. The school does not have an insurance plan for the student-athletes (except the IHSAA catastrophe plan).

Responsibilities of the Student-Athlete:

A) All student-athletes should be aware of the policies of the IHSAA in regard to participation in interscholastic activities. The physical forms should be read carefully.

B) To be eligible scholastically to participate in extracurricular activities at Hamilton Jr./Sr. High School, students must have received passing grades in at least eighty percent (80%) of the courses they are enrolled in. Therefore, in an eight (8) period day, a student with one (1) failing grade would be eligible to participate. A student with two (2) or more failing grades becomes ineligible. Grading periods are nine-week quarters. Per the IHSAA, Fall Season eligibility will be determined by the second semester grading period of the previous school year.

C) Student-athletes are expected to display positive characteristics both on and off the competition arena.

D) Student-athletes are **STUDENTS FIRST** and subject to the rules and regulations of the Hamilton Jr./Sr. High School Student Handbook.

E) Any student-athlete serving an “in-school” or “out-of-school” suspension will not be allowed to participate or attend any after school event.

F) The student-athlete may not participate in any activity (game or practice) unless they are in attendance before 11:00am. Special permission to participate may be granted by an administrator under extenuating circumstances.

G) A student-athlete has a definite responsibility to their coach, teammates, school, and community and should treat them with respect and loyalty.

H) The student-athlete is responsible for all issued equipment. No awards will be issued until all equipment is turned in and/or paid for.

I) All athletic groups must travel to and from games and practices through provided school transportation. Special permission forms for travel **MUST** be signed and approved by administration.

J) Student-athlete participation in two sports during the same season is strongly discouraged. However, a student-athlete may participate in two sports during the same season if he/she meets the following criteria:

- a) Both coaches involved must approve the Dual Sport Participation.
- b) A schedule must be developed prior to the beginning of the contest season that specifically identifies practice and contest attendance to resolve conflicts.
- c) The schedule must be approved by both coaches, the athletic director, and student-athlete.
- d) If the student-athlete commits a code violation, the consequences will be served in both sports.
- e) If a student-athlete chooses to “drop” one of the sports, the student-athlete will not be eligible to compete in the other. See rule K.

K) A student-athlete who is dropped or “quits” from one team for disciplinary reasons **OR** “quits” will become ineligible to compete in another sport during that particular season. On occasion, a student-athlete may find it necessary to drop a sport for a valid or extenuating circumstance and will be reviewed on a case-by-case basis. If this is the case, the following procedures must be followed:

- 1) Consult with your immediate coach.
- 2) Report your situation to the Athletic Director.
- 3) Approval to “quit” will be decided by the Athletic Director.
- 4) Check in all equipment issued to you.
- 5) After all equipment has been returned to the appropriate personnel, the Athletic Director will approve removal from roster and eligibility of single sport.

L) Student-athletes participating on school teams must live according to the following rules:

1) Alcohol/Tobacco/Illegal Substance Abuse:

Student-athletes shall not use or possess any form of alcohol, drugs (unless prescribed by a physician), tobacco, or tobacco look-a-likes.

1st Offense – Suspension for 25% of the season and forfeiture of coaches' awards. The student-athlete must practice with the team to maintain eligibility during this suspension. If the student-athlete has maintained the standards expected during their suspension, that individual may be reinstated.

2nd Offense – Suspension for one calendar year (365 days) and forfeiture of coaches' awards.

3rd Offense – Suspension permanently from Hamilton Jr. / Sr. High School athletics. Sport season percentages will carry over to the next sports season, if necessary.

2) Criminal Offenses:

Any student-athlete convicted of a felony or a delinquent act which would be a felony if an adult will be suspended (excluded) permanently from athletics and/or extra-curricular activities at the time of conviction.

Any student-athlete convicted of a misdemeanor or a delinquent act which would be a misdemeanor if an adult could be subject to a one-year suspension (365 days) from the time of conviction. A determination will be made following a thorough investigation by school administration.

Any student-athlete and/or extracurricular participant who commits an act of delinquency will face the following consequences.

1st Offense – The penalty is to be determined by the administration with input from the athletic council/faculty council, with a maximum being a one-year (365 days) suspension from athletics and/or extracurricular activities from the time of the offense. Any student arrested, detained, or participating in a charge deferral program as a juvenile on such a charge may be suspended from any participation pending investigation and incurring of this penalty.

2nd Offense – The student will be excluded permanently from Hamilton Jr. / Sr. High School athletics and/or extracurricular activities.

M) Student-athlete Expectations:

Student-athletes shall exhibit good citizenship and sportsmanship in and out of school. If inappropriate conduct occurs in or out of school, it may jeopardize the student-athletes participation.

- i) reflects discredit upon Hamilton Jr. / Sr. High School or the IHSAA.
- ii) creates a disruptive influence on the discipline, good order, morale, or educational environment in the school.

N) School Suspensions:

In-School Suspension (ISS) – Student-athletes assigned to in-school suspension will not practice or play on a day(s) of ISS. Further consequences may be given at the discretion of the athletic council.

Out-of-School Suspension (OSS) – Student-athletes suspended out-of-school will not practice or play on day(s) of OSS and be suspended one (1) game upon return.

O) Chain of Command for Student-Athlete:

The Hamilton Jr. / Sr. High School Department of Athletics follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concerns you may have regarding the athletic program. ***The Athletic Department preference is that the student-athlete talk with their coach first.***

- 1) Head and/or Assistant Coach
- 2) Athletic Director and/or Head Coach
- 3) Principal

P) Miscellaneous

Each coach may establish additional rules regarding training, practice, curfew, or any other matter not covered by the previous guidelines, prior to the start of the season for each sport. Those rules shall be in writing and signed by the student-athlete and parent(s)/guardian(s) so that there will be no misunderstanding on the part of the participants and their parents. A copy of the rules will be on file in the athletic office.

Q) Possession of Hamilton Jr. / Sr. High School Equipment/Uniforms

1) When a student-athlete is issued school equipment for use during a sports season, that individual becomes responsible for the equipment issued and must return the equipment to their coach when asked for by the specific coach.

Penalty will be in effect until equipment is returned or the replacement value of the equipment is paid-in-full. No recognition or awards will be allowed until all equipment/uniforms are returned.

R) Social Network Agreement

1) Student-athletes represent not only themselves, but also Hamilton Community School and Hamilton Jr. / Sr. High School Athletic Department at all times including on social networking websites (Facebook, Twitter, Instagram, Tik Tok, Vine, or any other social media platforms).

2) Any illegal acts, sexual or promiscuous behavior, racial slurs, foul language, or other inappropriate behavior is not permitted and may result in progressive discipline up to and including complete removal from athletic participation.

Responsibilities of the Parent(s)/Guardian(s) of the Student-Athlete:

A) Parent/Guardian – Coach Relationship:

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved with our athletic program, you have a right to understand what expectations are being placed on your child. This begins with clear communication from the coach of the athletic program.

Communication you SHOULD expect from the coaching staff:

- 1) Philosophy of the coach.
- 2) Expectations the coach has for individuals and the team.
- 3) Locations and times of all practices and contests.
- 4) Team requirements (fees, special equipment, off-season conditioning, etc.).
- 5) Procedure should an injury occur during participation.
- 6) Discipline policies (missed practice, missed games, absences/tardies) – This includes team rules in addition to the Athletic Code of Conduct.

Communication coaches expect from parents/guardians and student-athletes:

- 1) Concerns expressed directly to the coach first.
- 2) Notification of any schedule conflicts given well in advance.
- 3) Specific concern in regard to a coach's philosophy and/or expectations.

As your child becomes involved with the athletic program at Hamilton Jr. / Sr. High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussions with the coach are encouraged.

Appropriate concerns to discuss with coaches for parent/guardian:

- 1) The treatment of your child (mental and physical well-being).
- 2) Ways to help your child improve.
- 3) Concerns about your child's behavior.

It is very difficult to accept the amount of playing time your child gets if it isn't as much as you may hope. Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved.

Issues NOT appropriate to discuss with coaches for parent/guardian:

- 1) Playing time
- 2) Team strategy
- 3) Play calling
- 4) Other student-athletes
- 5) Officiating

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be used to promote a resolution to the issue of concern.

If parent/guardian have a concern to discuss with a coach, the procedure should be as follows:

- 1) Call the Athletic Director to set up an appointment with the coach
- 2) Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
- 3) If discussion is required; this is between you, the coach, and your student-athlete.

The Next Step:

What can a parent/guardian do if the meeting with the coach did not provide satisfactory resolution?

- 1) Call and set an appointment with the Athletic Director to discuss the situation.
- 2) At this meeting, the appropriate next step can be determined.

Research indicates a student involved with co-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

Athletic Awards

In order to receive coach's awards, the student-athlete must be in good standing at the end of the season. Good standing will be considered as not being in violation of the policies and procedures outlined above. The sport season is the time from the first practice to the completion of the season and athletic banquet (if applicable).

Guidelines for Earning Varsity Letters:

Baseball – Participate in an average of two (2) innings per game *

Basketball – Participate in one-half (1/2) of total quarters *

Cheer – abide by the athletic department policies and procedures and be on the varsity squad *

Cross Country – Top Seven (7) scorers in one-third (1/3) of scheduled meets *

Golf – Must participate as a member of the top five (5) in at least one-half (1/2) of the varsity golf matches in a season. *

Soccer – Must play in at least one-half (1/2) of the total number of halves played by the varsity soccer team during the season. Any part of a half shall count as a full half. *

Softball – Participate in an average of two (2) innings per game *

Track & Field – Must have accumulated a total of at least sixteen (16) individual points during the track season. A person participating with a relay team that scores shall receive one-fourth (1/4) of the points scored by the relay team. *

Volleyball – Participate in one-half (1/2) of all games *

** Coaches discretion on all varsity letters.*

Team Awards:

Total MARINE (Based on the Athletic Department Core Values – Motivated, Accountable, Resilient, Integrity, Nurturing, Enthusiastic, Student-First)

Most Improved

Rookie of the Year

Mental Attitude Award (Senior (upperclassmen) who excels in mental attitude, scholarship, leadership, and athletic ability.)

Seasonal Sports Offered

FALL

Co-Ed Cross Country: Varsity, Junior Varsity, Junior High

Women's Golf: Varsity

Volleyball: Varsity, Junior High, Elementary

WINTER

Men's Basketball: Varsity, Junior Varsity, Junior High, Elementary

Women's Basketball: Varsity, Junior High, Elementary

Cheer: Varsity, Junior Varsity, Junior High, Elementary

SPRING

Baseball: Varsity

Men's Golf: Varsity

Coed Golf: Junior High

Coed Track & Field: Varsity, Junior Varsity, Junior High

Softball: Varsity

Fight Song

*Hamilton High School hats off to thee.
To our colors true we will ever be.
Firm and strong united are we.
Hamilton High School, fight, fight, fight.
Hamilton High School, fight, fight, fight.
We're all from Hamilton High.*

School Song

*Our colors blue and white we love,
And loyal we will be.
To the bright blue of the sky above,
Which stands for loyalty.
To the white of honor's glory,
And to our fighting team.
We will battle on to victory,
The Hamilton Marines.*

*From the halls of good old Hamilton,
Our boys are here tonight.
We will go right in and fight to win,
For our colors blue and white.
We will fight for right and sportsmanship,
We will strive for victory.
We are proud to claim the title,
Of the Hamilton Marines.*