

# **FISHERS JUNIOR HIGH SCHOOL**

## **“CHARGERS”**

### **Student Handbook 2019-2020**

Adopted by the HSE Board of Education April 2019

13257 Cumberland Road  
Fishers, Indiana 46038  
School Phone 594-4150  
School Fax 594-4159

#### **FISHERS JUNIOR HIGH SCHOOL ADMINISTRATION & SUPPORT STAFF**

Dr. Crystal Thorpe.....	Principal
Mr. Tige Butts.....	Assistant Principal
Mrs. Jackie Wolf.....	Guidance Coordinator
Mr. Allen Myers.....	Guidance Counselor
Mr. Scott Timmons.....	Athletic Director
Ms. Valerie Ax.....	Office Manager
Mrs. Debbie Smith.....	Main Office Secretary
Mrs. Lori Case.....	ISR Secretary
Mrs. Kim Broughton.....	Guidance Secretary
Mrs. Robin Passwater.....	Treasurer
Mrs. Lisa Keefe.....	Nurse
Mrs. Angela King.....	Cafeteria Manager
Ms. Ashley Effinger.....	Head Custodian

#### **HAMILTON SOUTHEASTERN SCHOOLS ADMINISTRATION**

Dr. Allen Bourff.....	Superintendent
TBD.....	Assistant Superintendent
Dr. Jan Combs.....	Assistant Superintendent
Mr. Michael Reuter.....	Chief Financial Officer
Mr. Jeff Harrison.....	Director of Educational Technologies
Mr. Tom Kouns.....	Director of Infrastructure Technologies
Mrs. Cecilie Nunn.....	Business Manager
Mr. Harry Delks.....	Facilities Manager
Mrs. Kim Lippe.....	Director of Human Resources and Student Services
Mr. Ryan Taylor.....	Director of Staff and Student Services
Mr. Tom Bell.....	Director of Special Education
Mrs. Kristi Smith.....	Assistant Director of Special Education
Dr. Barb Walters.....	Assistant Director of Special Education
Mr. Matt Kegley / Mrs. Stephanie Loane.....	Directors of Curriculum
Mrs. Andrea Ray.....	Director of Food Service
Mr. Zach McKinney.....	Director of Transportation

#### **FISHERS JUNIOR HIGH SCHOOL MISSION STATEMENT**

Fishers Junior High School in partnership with the community is committed to academic excellence and talent development in a safe, supportive environment. It is our mission that every student will possess the academic and social skills necessary to be a responsible citizen and a life-long learner in a rapidly changing, diverse world.

## ***HAMILTON SOUTHEASTERN SCHOOLS MISSION STATEMENT***

Hamilton Southeastern, as an innovative school community, provides an educational opportunity for each student to achieve maximum potential to become a responsible citizen and influence an ever-changing world community.

## ***HSE21 MISSION STATEMENT***

The mission of HSE<sup>21</sup> is to equip students with the content knowledge, unique skills, and new literacies they will need to contribute positively in their communities and succeed in the 21st-century global economy.

## ***POLICY OF NON DISCRIMINATION AND NON-HARRASSMENT***

It is the policy of the Hamilton Southeastern Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1), (IC 2033-1), titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendment), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Section 504 or the Americans with Disabilities Act should be directed to Tom Bell of Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038 the Office for Civil Rights, U.S. Department of Education, Washington D.C.

Inquiries regarding compliance with Title IX and Title VI and VII of the Civil Rights Act 1964 should be directed to Dr. Erica Buchanan-Rivera Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana 46038 the Office for Civil Rights, U.S. Department of Education, Washington D.C.

Hamilton Southeastern School Corporation (the "School") does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability in the programs or activities which it operates or the employment therein or admission thereto. The School strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment. More information can be found at the following link: <https://www.hseschools.org/about/legal-notes>

## ***HAMILTON SOUTHEASTERN SCHOOLS BOARD MEETINGS***

The Hamilton Southeastern School Board meets the second and fourth Wednesday of every month. The 7:00PM meetings are open to the public. Parents and community members are encouraged to attend. More information can be found at the following link: <https://www.hseschools.org/about/board>

## FISHERS JUNIOR HIGH SCHOOL COMMON EXPECTATIONS:

### **Display your *Charger PRIDE*...**

#### **Personal responsibility...**

- Organized, prepared, and punctual
- Accountable for own actions

#### **Respectful...**

- Towards yourself
- Towards others

#### **Integrity...**

- Honest
- Trustworthy

#### **Discipline and self-control...**

- Meet expectations
- Make good choices

#### **Engaged...**

- In your learning
- In making FJH a better place

**Take *Charge* of your success!**

# Fishers Junior High School *Behavior Expectations*

	Hallway	Classroom	Cafeteria	Bus	Assemblies and ECA's
<p><b><u>P</u>ersonal responsibility:</b> ~ Organized, prepared, and punctual ~ Accountable for own actions</p>	<ul style="list-style-type: none"> <li>* Take care of personal needs</li> <li>* Collect materials for class</li> <li>* Arrive to class on time</li> </ul>	<ul style="list-style-type: none"> <li>* Have materials for class</li> <li>* Arrive on time</li> <li>* Meet classroom expectations</li> </ul>	<ul style="list-style-type: none"> <li>* Have lunch or lunch money</li> <li>* Sit at assigned table/seat</li> <li>* Follow cafeteria procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive at bus stop on-time</li> <li>* Follow bus rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive on-time</li> <li>* Plan ahead for ECA pick-up</li> <li>* Follow directives of those in charge</li> </ul>
<p><b><u>R</u>espectful:</b> ~ Towards yourself ~ Towards others</p>	<ul style="list-style-type: none"> <li>* Keep noise level at conversation volume</li> <li>* Follow staff directives</li> <li>* Treat others with kindness</li> </ul>	<ul style="list-style-type: none"> <li>* Meet classroom expectations</li> <li>* Treat others with kindness</li> <li>* Do your best work</li> </ul>	<ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Follow staff directives</li> <li>* Keep noise level at conversation volume</li> </ul>	<ul style="list-style-type: none"> <li>* Keep conversations appropriate</li> <li>* Treat others with kindness</li> <li>* Follow staff directives and bus procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Be attentive</li> <li>* Support and encourage participants appropriately</li> <li>* Follow directives of those in charge</li> </ul>
<p><b><u>I</u>ntegrity:</b> ~ Honest ~ Trustworthy</p>	<ul style="list-style-type: none"> <li>* Always tell the truth regardless of the outcome</li> </ul>	<ul style="list-style-type: none"> <li>* Always tell the truth regardless of the outcome</li> </ul>	<ul style="list-style-type: none"> <li>* Always tell the truth regardless of the outcome</li> </ul>	<ul style="list-style-type: none"> <li>* Always tell the truth regardless of the outcome</li> </ul>	<ul style="list-style-type: none"> <li>* Always tell the truth regardless of the outcome</li> </ul>
<p><b><u>D</u>iscipline and self-control:</b> ~ Meet expectations ~ Make good choices</p>	<ul style="list-style-type: none"> <li>* Meet hallway expectations</li> <li>* Display the <i>Charger Character Skills</i></li> </ul>	<ul style="list-style-type: none"> <li>* Meet classroom expectations</li> <li>* Display the <i>Charger Character Skills</i></li> </ul>	<ul style="list-style-type: none"> <li>* Meet cafeteria expectations</li> <li>* Display the <i>Charger Character Skills</i></li> </ul>	<ul style="list-style-type: none"> <li>* Meet bus expectations</li> <li>* Display the <i>Charger Character Skills</i></li> </ul>	<ul style="list-style-type: none"> <li>* Meet FJHS expectations</li> <li>* Display the <i>Charger Character Skills</i></li> </ul>
<p><b><u>E</u>ngaged:</b> ~ In your learning ~ In making FJH a better place</p>	<ul style="list-style-type: none"> <li>* Resolve conflict appropriately</li> <li>* Be a good citizen, report poor behavior</li> </ul>	<ul style="list-style-type: none"> <li>* Be prepared</li> <li>* Be attentive</li> <li>* Give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>* Resolve conflict appropriately</li> <li>* Be a good citizen, report poor behavior</li> </ul>	<ul style="list-style-type: none"> <li>* Resolve conflict appropriately</li> <li>* Be a good citizen, report poor behavior</li> </ul>	<ul style="list-style-type: none"> <li>* Be attentive</li> <li>* Display the <i>Charger Character Skills</i></li> </ul>

**Display your *Charger PRIDE*...**  
**&**  
**Take *Charge* of your success!**

## To the Students of FJHS:

FJH is your school. We hope you will enjoy it, honor it, and profit from having spent time as a student here. Our hope is that you will reach your academic potential and grow as a person of good character.

The purpose of this handbook is to make you aware of your privileges, opportunities, and responsibilities as a citizen of this school. Study this handbook carefully. It contains the answers to many of the questions you will have in the future. Use your handbook as a resource for success in the junior high school.

The faculty and staff welcome you to FJH. Our business is to be of help to you. We hope you have a pleasant, productive, and successful school year!

**Principal:** Dr. Crystal Thorpe  
**Assistant Principal:** Mr. Tige Butts

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

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### STUDENT REGULATIONS & PROCEDURES

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#### Student School Day

**Morning Tardy Bell:** 7:35AM Sharp!  
**Afternoon Dismissal:** 2:45PM

Students may enter the building at 7:25AM and will be dismissed after the afternoon announcements at 2:45PM. Students are only allowed in the building before 7:25AM or after 2:45PM under the direct supervision of a teacher.

Student drop-off and pick-up is to be done at Entrance 1 on the south side of the building only. Students should be dropped off curbside no earlier than 6:55 a.m. unless specific arrangements have been made, and no later than 7:25AM. Students are to be picked up no earlier than 2:45 p.m. and no later than 3:00 p.m. unless specific arrangements have been made.

#### Summary of Attendance Information

1. A Parent must call the school attendance line at **594-4156 by 9:00AM** each day the student is absent or if the student will be arriving to school late. There is a 24-hour voice mailbox available at this number.
2. A maximum of eight (8) absences per semester and a maximum of sixteen (16) absences per year will be excused. Further absences will be unexcused unless verified by a doctor's note.
3. A student must be present a minimum of 3 class periods in order to be credited for a half day of attendance. A half day of attendance is required for participation, or attendance at, extracurricular activities.

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### DAILY SCHEDULE

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Enter building 7:25-7:35. "Grab and Go" Breakfast pick-up 7:25-7:30.

Period 1 ..... 7:35 - 8:29  
Period 2 ..... 8:34 - 9:18  
Period 3 ..... 9:23 - 10:07  
Period 4 ..... 10:12 - 10:56  
**Period 5 ..... 11:01 - 12:37**

#### Lunch A

Lunch 11:01 - 11:32  
Class 11:34 - 12:37

#### Lunch B

Class 11:01 - 11:32  
Lunch 11:34 - 12:06  
Class 12:07 - 12:37

#### Lunch C

Class 11:01 - 12:04  
Lunch 12:06 - 12:37

Period 6 ..... 12:42 - 1:26  
Period 7 ..... 1:31 - 2:15  
B.E.S.T. .... 2:15 - 2:45

**\* Mondays: The student school day ends at 2:25 (early dismissal).**

\*\* In the event of a 2-hour delay, building entrance will begin at 9:25. Period 1 will begin at 9:35.

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## ATTENDANCE & ABSENCE

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A parent call to the school is required for each student absence. Parents must call the school by 9:00 a.m. at **594-4156** (there is a 24-hour voice mailbox available at this number) each day the student is absent or arrives late to school. Should a parent neglect to call the day of absence, a note or call from the parent must be registered the first day following the absence. If no phone is available in the home, a letter from the parent stating the lack of a home phone may be filed with the school principal. After such a letter has been filed, approved absences will be excused if the returning student furnishes the principal with a note from the parent explaining the nature of the absence before the beginning of the first period the day following the absences.

### **Tardy To School**

**Tardiness is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives at school after the 7:35AM bell has rung, he/she should report directly to the front office. Students are to sign in on the late arrival form located in the main office.** A student who arrives to school late three (3) or more times will receive disciplinary consequences. Medical issues that result in a child being habitually tardy for school would require medical documentation from the attending physician to be marked as excused

### **Late to Class**

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

### **Excused Absences**

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

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

A student may be excused if the student or member of the student's household participates or exhibits in the Indiana State fair for educational purposes. The student's parent must provide a written note indicating the educational purpose and the school principal must approve the absence. A student may not miss more than (5) days in a school year due to attending the State Fair. The student must be in good academic standing with the school as determined by HSE.

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

- The student's illness or injury (documented)
- Medical appointments
- Verified accident involving the student's transportation
- Death or serious illness in the student's immediate family
- Religious observations
- College/High School visits
- Others excused by the principal/designee

**A maximum of eight (8) absences per semester and a maximum of sixteen (16) absences per year will be excused. Further absences will be unexcused unless verified by a doctor's note.**

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

### **Unexcused Absences**

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

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

### **Hamilton County Schools Attendance Program**

#### **Attending Class Equals Success (ACES) Program**

**ACES** is a proactive program sponsored by the Hamilton County Prosecutor's Office. Its purpose is to promote good school attendance by enforcing the legal obligations of compulsory school attendance noted in Indiana Law. Students may be referred by HSE Schools to the **Hamilton County Deputy Prosecutor for the Town of Fishers** for participation in the program for being truant from school or having unexcused absences. **Students with absences**

**without a doctor's note that exceed 8 days per semester or 16 days per school year are considered unexcused and may also result in a referral to the ACES program.**

### **Make-Up Work**

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

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

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

### **Medical / Dental Appointments**

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

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

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

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

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

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

### **Early Dismissal**

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

### **Extracurricular Participation**

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

### **Telephone**

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

### **Student Messages / Deliveries**

Parents should refrain from calling in or sending messages to their students during the school day. In order to reduce disruptions, messages will be delivered only in cases of emergency. Flowers, balloons or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.

### **Visitors**

**All Visitors Must First Register in the Main Office!**

Students are not to bring visitors to school. Student visitors are a hardship to both teachers and pupils. Some events are open to the public, such as athletic events. Other events, such as dances and parties, are not open to the public. Parents are always welcome, but are encouraged to make an appointment to see a teacher or the principal. Parents wishing to visit their child's classes should contact the teacher or guidance counselor for an appointment and register with the school office upon arrival. **A background check must be completed and approved and the anti-bullying video must be viewed before visiting your child's class.**

## **Enrollment**

### **Students' Legal Settlement:**

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

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## **STUDENT CONDUCT**

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

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

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

Hamilton Southeastern Schools has adopted a plan for the restraint and seclusion of students. The plan is available via the HSE web-site under Board Docs policy J10.00.

<http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=8CYJMS4DE57B>

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

However, notwithstanding the above, the results of random drug tests administered by Hamilton Southeastern Schools will be held in the very strictest confidence and will not be shared with law enforcement agencies.

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

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1. Students are to comply with the directives of teachers or other school personnel during any period of time when the student is properly under their supervision. Failure to do so constitutes insubordination.
2. Students are to refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Students are to engage in no activity that is disruptive to classroom instruction, the educational environment, or the order and purpose of hallways.
4. Students are to refrain from engaging in any conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Urging other students to engage in such conduct is also prohibited.
5. Students are expected to show respect to all school personnel and fellow students and are to refrain from fighting or other aggressive or violent acts including the use of obscene language/gestures.
6. Anti-Bullying:
  - a) Bullying is prohibited by HSE Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.
  - (b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); 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 targeted student, creating for the targeted student an objectively hostile school environment that:
    - (1) places the targeted student in reasonable fear of harm to his or her 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, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- 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;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

- (c) **Applicability:** The HSE Schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. HSE Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.
- (d) **Education:** HSE Schools will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as staff, in accordance with Indiana law.
- (e) **Reporting:** Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or school district lead administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. HSE Schools will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.
- (f) **Investigation:** Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.
- (g) **Intervention/Responses:** If a report of suspected bullying is substantiated through an investigation, then the school district shall take appropriate intervention and responses as consistent with policy and procedure. HSE Schools will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to suspension and expulsion. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. HSE Schools shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
- (h) **Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy.

- (i) Reporting to IDOE: Each school within the school district will record and report to the district lead administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The corporation lead administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

Legal Citations: IC 5-2-10.1-12, IC 20-20-8-8, IC 20-26-5-34.2, IC 20-30-5-5.5, IC 20-33-8-0.2, IC 20-33-8-13.5, IC 20-34-6-1, IC 21-39-2-2.1

7. Students are to refrain from physical conduct of a sexual nature. This includes Public Displays of Affection (PDA) which includes, but is not limited to, holding hands, hugging, and/or kissing.
8. Students are to refrain from engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature.
9. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
10. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
11. Students are to refrain from the use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, herbal incense, K2, "Spice", synthetic marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school sponsored event or traveling to or from a school activity, function or event. Students are forbidden from possessing drug paraphernalia. Students are to refrain from misuse of prescription medication. They are to refrain from possessing or using prescription medication for an unintended purpose or in an unintended manner. Students are to refrain from use of inhalants. Students are forbidden to sniff, inhale, or otherwise ingest any substance when it is not the intended use of the substance. Students are to refrain from the possession or use of tobacco or nicotine delivering devices such as "vapes", electronic cigarettes and nicotine patches. Students are to refrain from engaging in the selling of a controlled substance and/or look-alike substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Students are not to use, possess, or transmit dangerous articles such as firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered a weapon or could cause harm to another person or damage school property. Students who have knowledge of these items on school grounds are to report the incident to school personnel. Board policy states that firearms or destructive devices are prohibited on school property. This does not apply to law enforcement officers performing their official duties. Under Indiana law, a student bringing a firearm or destructive device to school or on school property or in possession of a firearm or destructive device on school property must be expelled from school for a period of at least one calendar year (I.C. 20-33-8-16(d)). Under another Indiana law, a student bringing a deadly weapon, other than a firearm, to school or on school property or in possession of a deadly weapon on school property may be expelled for a period of not more than one calendar year (IC 20-33-8-16(f)). The Superintendent or his/her designee will immediately notify the appropriate law enforcement agency when a student is expelled under this rule. A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion (I.C.35-47-1-5). A destructive device is any device described in I.C.35-47-5-2-4. A complete copy of the Items Prohibited in School Policy can be obtained by contacting the school office.
13. Any behavior or symbolism denoting gang membership or affiliation is strictly forbidden. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or properties on school grounds that disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidation, and/or related activities of such groups which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.
14. Students are not to bring cameras, toys, electronic games, collectible cards, laser pointers, balloons, or other distracting items to school.
15. **All electronic devices (cell phones, Ipods, etc.), excluding Ipads, are to be turned off and put away during the school day.** Teacher discretion may be used to permit the use of electronic devices in the classroom. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a

school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by parent or guardian. The school is not responsible for any lost or stolen items.

16. **Students may not use any device to photograph or record the activities [audio or video] of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded. Students may not surreptitiously photograph or record anyone or distribute captured content that violates school policies and/or causes harm. Students who violate this expectation may face appropriate disciplinary consequences.**
17. Students are not permitted to ride bicycles, scooters, skateboards, rollerblades, or wear shoes that contain rollers/wheels, etc. to school. These items are not to be on school grounds at any time.
18. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
19. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member.
20. Students are expected to turn in all original work for school assignments. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain.
21. Students are to refrain from stealing or attempting to steal school or private property. Students guilty of theft may be reported to local law enforcement agencies. Students are not to knowingly be in possession of stolen items.
22. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
23. Students are expected to attend all classes and be on time prepared with appropriate materials.
24. Students are to only be in supervised areas throughout the school day and during school functions.
25. When in the hall during class time, students are to possess a hall pass or office request.
26. Students can leave school grounds during the school day only with permission of parents and school officials and after signing out in the front office. Failure to do so constitutes truancy.
27. Students are expected to walk, not run, in the building.
28. Students are to leave backpacks in lockers after arriving to school. Backpacks, book bags, tote bags are not to be carried during the school day. Any bag used to transport materials to school must be labeled with the student's name (i.e.-book bags, gym/athletic bags, lunch boxes, and duffle bags).
29. In addition to numbers 1 through 28, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may be attending classes or other school functions.

## TRANSPORTATION

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

### **Basic Rules of Conduct:**

1. Riding the school bus is a privilege and is a part of the school day. Accordingly, students should adhere to all rules and procedures outlined in the student handbook while being transported to and from school. Classroom conduct is expected.
2. The driver is in charge at all times while on the bus. All driver directives should be followed promptly.
3. Be at your bus stop five minutes prior to the scheduled pickup time.
4. Go to your assigned seat quickly. Stay seated at all times until it is your time to get off the bus, and the bus has come to a complete stop. Seated means facing forward with feet on the floor. Students will be completely out of the aisle if two or less students are in the seat.
5. Keep arms, legs, and objects to yourself and inside the bus.
6. Talk quietly with no inappropriate language or gestures. Quietly means at a level where the driver cannot clearly hear the conversation and the students you are trying to talk to are no more than two seats away.
7. Students are not to bring toys, collectible cards, laser pointers, balloons, or other distracting items to school or onto the bus.
8. Students are to refrain from possession of forbidden items while on the bus, such as weapons, tobacco, drugs, alcohol, aerosols, sprays, pumps, perfume, combustibles or other contraband.
9. Food, gum, suckers, lozenges and drinks are to be kept in the student's backpack while on the bus unless permission is granted from the Director of Transportation.
10. A student may ride a different school bus with a friend, or for other activities, provided there is enough room on the bus and that the student follows the bus rules. **Students may not have more than one friend ride on their assigned bus without prior permission from the driver or transportation office.** A note, written by the parent or guardian, must be turned-in to the main office by 1:00 pm verifying that the student may ride a different bus. **A male and female riding home together must turn in the note to school personnel at the beginning**

**of school to have the note verified. The note must be verified and dated by school personnel.** Long term or special arrangements (i.e. multiple students riding home with a friend) must be made through the transportation department or bus driver.

11. Bus windows will not be lowered more than half way
12. Once a student has boarded their bus at the school, they will not be allowed to exit the bus without authorization from school personnel.
13. The use of any type of camera is prohibited on the bus. This includes regular routes and extracurricular trips. Any camera device used on the bus will be confiscated and disciplinary consequences will be administered.
14. The use of electronic devices, to include but not limited to, iPods, iPads, Media Devices, and Electronic Books, are allowed on the bus, but HSE is not responsible for loss, damage or theft of any of these devices. These items must be turned off and secured before entering the school building. Electronic devices are not to be shared with other students while on the bus, but may be used by individual students. Students may not access or activate a Wi-Fi hotspot while on the bus. For the safety of all students, electronic devices are not to be used when entering or exiting the buses. When exiting the bus, ear buds must be removed until well clear of the bus. For those students crossing in front of the bus, ear buds must be removed until reaching the far side of the street. If students are violating these rules, the driver has the right to restrict the usage of any electronic device on the bus.
15. Skateboards and rollerblades are not permitted on school busses or any other school property.
16. Musical instruments must be kept in the seat with the student. They must fit under the seat, held on the student's lap, or be held between the student's legs. This will ensure the instrument is secure.
17. Golf clubs, oversized equipment and large musical instruments are not to be transported on regular route buses because they cannot be properly secured.
18. No items will be stored in the back window.

#### **Consequences for Violations of School Bus Basic Rules of Conduct**

Students are expected to behave appropriately while traveling to or from school or a school activity. The bus driver, Transportation Directors and/or school administrators can use any form of reasonable discipline. In general, HSE Transportation Department will utilize progressive discipline. The unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made. Every disciplinary consequence will involve a personal contact to the parent or guardian from the student's bus driver.

The nature of the student behavior will determine the consequence for the infraction. Possible consequences include but are not limited to the following:

- Parent Conference
- Verbal Warning
- Written Warning
- Suspension
- Removal from the bus for the remainder of the school year.

**Note:**

Any student suspended for the remainder of the school year will be placed on probation at the beginning of the following year. Violations while on probation may result in a bus suspension for the remainder of that year.

**Assigned Seats**

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

**WALKING TO/FROM SCHOOL**

Fishers Junior High does NOT recommend that students walk to and/or from school. Students who walk to and/or from school must have a permission note from a parent/guardian on file with the front office. Students are not permitted to ride bicycles, scooters, skateboards, rollerblades, etc. to school. These items are not to be on school grounds at any time.

**LIMOUSINE SERVICE**

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

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#### **APPEARANCE**

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In order to maintain a safe and orderly environment conducive to learning and free from needless distraction, it is important that students dress appropriately to, during, and from school. Student clothing and appearance should not draw undue attention from other students or the faculty or disrupt normal routine. **School personnel will determine what is considered inappropriate or disruptive to the educational process. The school, through the principal or his/her designee, reserves the right to make the final judgment as to the appropriateness of the apparel.** Whenever a school official considers a student's appearance to be inappropriate, immodest, or distracting, a

conference will be held and the student will be asked to make the necessary accommodations. Students who violate the appearance code may face disciplinary action. Students that are unable to acquire school appropriate clothing may spend the remainder of the school day in the In-school Reassignment Room. If there is doubt about the appropriateness of a garment, it should not be worn.

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

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

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## **CONSEQUENCES**

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### **Teacher Detentions**

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

### **Assistant Principal Detentions**

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

### **Detentions**

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

### **In-School Reassignment**

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

### **Social Probation**

Any student who has been involved in an infraction of school rules, or has been found to be in academic non-compliance, may be placed on Social Probation by the principal, or his designee, in addition to, or in lieu of, other disciplinary action. Social Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place.

During the probation period, the student may be denied the privilege of participating in or attendance at all extracurricular activities (including field trips). If the student is further involved in an infraction of school rules during the probationary period, he/she will be subject to whatever disciplinary action is set forth in the probationary agreement. The parent/guardian will be notified that the student is being placed on Social Probation, including the length of the period, the terms of the probation, and the possible consequences of suspension/ expulsion if the student is found in further violation of school rules during probation (I.C. 20-33-8-27).

### **Friday Extension / Saturday School**

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

### **Suspension**

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

### **Alternative to Suspension**

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

### **Expulsion**

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

### **Alternative to Expulsion**

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

### **Learner's Permit & Driver's License Denial**

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

- a. Any student identified as a habitual truant (beginning at age 13) will be denied a learner's permit or driver's license until the age of 18. The Principal, Asst. Principal, and guidance counselor will conduct an annual review of the student's attendance record in order to determine whether attendance has improved to the degree that the student may become eligible to be issued a permit or license.
- b. Any student withdrawing from school (quitting) for a reason other than financial hardship will be denied a driver's license or learner's permit until age 18. The issue of financial hardship will be determined at an exit interview.
- c. Any student suspended from school for a second time during the school year (including alternative to

suspension) will be denied a permit or license for 120 days, or have the same revoked for 120 days.

- d. Any student expelled from school will be denied a permit or license (or have the same revoked) for 120 days or until the end of the semester during which they return to school, whichever is longer.

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### **POSSESSION OF FIREARMS**

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

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### **MANDATORY DRUG TESTING**

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

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### **TOBACCO FREE SCHOOLS**

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The Board of School Trustees declares all school buildings and grounds, including athletic facilities to be smoke-free environments. Staff, students and members of the public are expected to observe this restriction at all times. Notices will be posted indicating that Hamilton Southeastern Schools buildings and grounds are smoke-free.

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### **STUDENT SEARCHES**

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

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### **VIDEO SURVEILLANCE**

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The Board of School trustees authorizes the use of video cameras on corporation property to assist in protecting the health, welfare, and safety of all staff, students, and visitors and to safeguard corporation facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent or his/her designee.

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

For the purpose of this policy restrooms and locker rooms shall be considered a "private area" of the facility and shall not be equipped with video security equipment. The term "non-private area" shall therefore mean any area on school corporation property not meeting the definition of a "private area".

All speech and conduct in the non-private areas of the school corporation facility is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have legitimate expectation of privacy with respect to his or her conduct or speech in the non-private area of a school corporation property.

By this policy, the Board does not mandate or warrant that every non-private location in every school corporation facility will be equipped with security video equipment, nor that the security video equipment will record specific conduct or expression.

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### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

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For purposes of FERPA, "school official" includes: teachers, professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, school board members, members of committees and disciplinary boards, contractors, including online service providers, volunteers, or other party to whom the school has outsourced institutional services or functions. Additionally for purposes of FERPA, "legitimate educational interest" means the school official needs to review an educational record in order to fulfill his/her professional responsibility.

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

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

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

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

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

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

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

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

**4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:**

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

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## GENDER EQUITY

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See Title IX information on page 2.

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## DIRECTORY INFORMATION / FERPA

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

**Please consider this notice as a general notification.**

Hamilton Southeastern Schools considers "Directory Information" to be:

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

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

Please know that you have the right to request that the school not disclose any or all directory information. Please consider very carefully your decision to request the school not to disclose directory information. This information is



typically used in news stories about our students' achievements and classroom activities, honor roll lists, the yearbook, and school directories, and school and corporation newsletters. **Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.**

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

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

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### ASBESTOS FREE BUILDING

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The Hamilton Southeastern School Corporation has undergone inspection for asbestos in its buildings. With our extensive renovation projects and our new construction, we have eliminated asbestos from all of our buildings. Copies of our plan and documentation of re-inspections are on file in each building and in the Central Office.

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### STUDENT SERVICES

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#### Guidance Services

Guidance services are available to help each student be successful at Fishers Junior High. Often a counselor helps students with educational program planning, study habits, personal and home concerns, social questions, career plans and decision making. Students are encouraged to come to the guidance office and talk with a counselor regarding any concerns they might have. Students should feel free to discuss their interests, plans and difficulties with a counselor.

In addition to student counseling services, other counseling activities include parent/teacher conferences, scheduling and standardized testing.

#### Tutoring

For a list of private, outside tutors, contact the Fishers Junior High guidance department.

#### What to Do if You Suspect a Disability / Child Find

If your child is age 2 ½ through 21, attends any school within the Hamilton Southeastern Schools boundaries or you live in our community and you suspect your child may have a disability, you should contact us for more information. For children at least two and a half years of age, but not yet age-eligible for kindergarten, you should contact the Early Childhood Assessment Team at Brooks School Elementary 915-4250. For students who are eligible for kindergarten through age 21, you should contact your child's teacher, school counselor or building administrator to discuss your concerns and explore the steps to be taken. If your child is not enrolled in public school, you should contact the counselor or building administrator in the building your child would attend if enrolled. For more information please visit our website.

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### MEDIA CENTER / LIBRARY SERVICES

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

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

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

Use of the Library is a privilege. It is a materials center for research and reference work, to satisfy reading interests beyond textbooks, and for serious browsing. Most books may be checked out for a three-week period. The library is open to all students from 7:25AM to 3:00PM. An online catalog of the library's resources and Internet access are available for research along with limited access to word processing programs.

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

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

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

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## STUDENT COMPUTING RESOURCES AND INTERNET ACCESS CONSENT

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Hamilton Southeastern Schools desires to fairly and consistently address the issues that arise with student technology usage. While it is recognized that students have freedom of expression, it is not absolute. In the interest of preserving school order and safety, the HSE School Board has established a policy (I05.03) and guidelines (I05.3.1) for technology usage. The goal of these guidelines is to inform students, parents, and educators how the Board of School Trustees and the school corporation will define student conduct with respect to the use of technology that could result in denial, suspension or expulsion. Indiana State statute, Indiana Criminal Code, and U.S. Supreme Court decisions are used in establishing these guidelines.

Computing resources and Internet access is provided to facilitate communications in support of research and education both curricular and extracurricular. To maintain eligibility to this access, students and parents must be in support of, and consistent with, the educational objectives and policies established by Hamilton Southeastern Schools.

The use of any technology resources in Hamilton Southeastern Schools is a privilege, not a right, and it is subject to regulation and monitoring. Violation of any school rules and corporation policy may result in denial and disciplinary actions. Students and parents will be informed about disciplinary action to be taken in cases of misuse and/or abuse of technology.

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

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

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

Details and definition to the above situations are found in HSE Technology Usage Policy I05.03 and Guidelines I5.3.1.

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

The Corporation recognizes the need to educate students regarding appropriate behavior on social networking and internet application including cyber bullying awareness and response.

Hamilton Southeastern Schools makes no warranties of any kind, neither expressed nor implied, for the computing resources and Internet access it provides. Hamilton Southeastern Schools will not be responsible for any damages students suffer, including, but not limited to, loss or corruption of data resulting from delays or interruptions in Internet or computing services. Hamilton Southeastern Schools will not be responsible for the accuracy, nature, or quality of information stored on portable media, hard drives, file servers, or other computing resources; nor for the accuracy, nature, or quality of information gathered through corporation-provided computing resources and Internet access.

Hamilton Southeastern Schools will not be responsible for personal property used to access corporation computers or networks or for corporation provided computing resources and Internet access. Hamilton Southeastern Schools will not be responsible for unauthorized financial obligations resulting from corporation-provided access to computing resources and the Internet.

Students utilizing corporation-provided computing resources and Internet access are responsible for good online behavior similar to the good behavior expected in a classroom or other area of school. Students' use of corporation or personal technology including computing resources, internet access, and communication devices is subject to the conditions as found in Guidelines I05.3.1 and student handbooks. Inappropriate use of such technology may result in disciplinary action.

Families should be aware that some material accessible via the Internet may contain items that are tasteless, illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase goods and

services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

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

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media, computing, and information sources. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Hamilton Southeastern makes the corporation's complete Technology Usage Policy I05.03 and Guidelines I05.3.1 available online on the HSE's website ([www.hse.k12.in.us](http://www.hse.k12.in.us)) for review by all parents, guardians, and other members of the community. Parents and guardians also are provided the option of requesting alternative activities not requiring computing resources and/or Internet use for their minor children by contacting their school principal in writing within 14 days of the start of the school year or enrolling your child.

#### **Use of personal computing devices**

Hamilton Southeastern Schools (HSE) permits student to bring personal laptops or other computing devices to school for academic purposes.

- HSE accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- HSE's technology department will not provide technical support for any personal laptop or other computing device.

#### **Hamilton Southeastern Schools Student Office 365 Accounts**

Hamilton Southeastern Schools has the ability to create Office 365 accounts for all students to allow for collaborative sharing using our custom implementation. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy.

Students will be assigned a **hsestudents.org** account. This will be considered the student's official Office 365 account until such time as the student is no longer enrolled in Hamilton Southeastern Schools. The naming convention will be Skyward Name Key (excluding spaces) followed by @hsestudents.org (i.e. [harrijef000@hsestudents.org](mailto:harrijef000@hsestudents.org)). All students will have access to the features within Office 365 including but not limited to, Mail (email), OneDrive (cloud storage), Word, Excel, PowerPoint, etc.

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. Students should inform their teacher of inappropriate use. Any disciplinary actions taken pursuant to the Board Policy shall incorporate the procedural due process rights of the student and/or parent as provided by law, Board policy, and the Student Rights Handbook. Please refer to Board HSE Procedure: I05.3.1 Technology Usage Guidelines URL: <http://www.boarddocs.com/in/hses/Board.nsf/goto?open&id=86X5PF6D71E7>

**Access Restriction:** Access to and use of student Office 365 account is considered a privilege accorded at the discretion of Hamilton Southeastern Schools. The district maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or school board policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and application of necessary consequences.

**Security:** Hamilton Southeastern Schools cannot and does not guarantee the security of electronic files located on any of its technology or on Microsoft systems. Although a powerful content filter is in place, the school board cannot assure that users will not be exposed to non-educational material. We encourage parents and students to review Office 365's privacy policy.

**Privacy:** Hamilton Southeastern Schools reserves the right to access and review content in the student's Office 365 account at any time. Hamilton Southeastern Schools complies with all state and federal privacy laws. Parents are encouraged to know how to access their student's Office 365 account.

If a parent wishes for their child(ren) to not have access to Mail (email), please contact the Director of Educational Technologies ([jharrison@hse.k12.in.us](mailto:jharrison@hse.k12.in.us)) in writing within 14 days of the start of the school year or enrolling your child. However, these students will still retain access to the other features within their Office 365 account.

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

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

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

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

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

Hamilton Southeastern School Corporation prefers that all long-term prescriptions and controlled substance medications be brought to school by the parent/guardian. If that is impossible, the nurse needs to be notified by phone that medication is being sent with a student. The student is to bring the medication to the nurse's office upon arrival. All medication is to be sent in its original container and must be kept in the clinic, and administered under the supervision of the school nurse. Students are not to self-administer medication, except as allowed by law. All medications should be sent in a sealed envelope. The sealed envelope needs to contain the following information:

<b>-Student's name</b>	<b>-Pill count</b>
<b>-Parent's name</b>	<b>-Medication name</b>
<b>-Parent's Phone #</b>	<b>-Medication dosage</b>

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

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

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

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

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

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

Medication will not be given if the medication pill count does not coincide with the stated amount. The parent/guardian will be notified of this discrepancy. With the exception of the above procedure (when students are transporting medication in the morning from home to the nurse), no medication, including over-the-counter drugs, or herbal supplements, is to be in a student's possession during the school day. Appropriate doses of Tylenol or Ibuprofen may be administered by the nurse if indicated on the student's signed health card. Parents/guardians should refer to the *Clinic Service Handbook* which is available on the HSE web site for more detailed information on all health policies and procedures.

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## **CAFETERIA & LUNCH SERVICES**

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The management and operation of the food services program is the responsibility of the Director of Nutrition and Food Services and the building principal. Food service personnel in each building will be directly responsible to the school cafeteria manager, and to the Director of Nutrition and Food Services.

### **Food Service Prices**

The food service program will not be open to the general public. School employees and authorized visitors including senior citizens may participate in the food services program at adult prices. Vending machines other than those in the cafeteria may be operated after school hours for student use.

### **Free and Reduced Lunch**

Children, eligible for free or reduced-price meals, will be determined by the criteria established by the Child Nutrition Program. It will also provide breakfast in accordance with provisions in I.C. 20-5-13.1.

Each school annually will notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school, and will seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The building administrator may complete an application for the student known to be needy if the household fails to apply.

#### **No Charge/Student Debt**

All students, adults, and employees of Hamilton Southeastern Schools must pay by cash/check daily or prepay into their food service account through eFunds for all purchases. Students will be provided with a regular breakfast and/or lunch daily regardless of the account balance.

Once a student's account becomes negative an email will be sent to the parent/guardian or the student will be given a note to take home stating that payment is due. In addition, the food service manager will make a courtesy call to notify the parent/guardian, making certain that they are aware payment is due.

The cafeteria manager will bring any outstanding student balances of negative \$20.00 or more to the attention of the Director of Nutrition & Food Services who will send a letter to the parents requesting payment be made. If the account remains negative \$20.00 or more and no payment is received by the end of the semester the matter will be turned over to a collection agency. Up to \$8.35 in processing fees along with collection fees may be added if the balance remains outstanding at the end of the semester.

#### **Food Purchasing**

The Director of Nutrition and Food Services is authorized to purchase food and supplies under his/her direction in accordance with the requirements of state law.

#### **Use of Surplus Commodities**

Hamilton Southeastern Schools receives surplus commodities through the State School Food and Nutrition Office. All rules and regulations for their use as prescribed by the State will be followed.

#### **Food Sanitation Program**

To comply with health department guidelines, Hamilton Southeastern Schools will provide only food prepared in an inspected kitchen. **Outside drinks or commercially-prepared/vendor-prepared foods, including fast foods, are not permitted on school property during meal time without prior approval by the building principal/designee.**

School kitchens will not be used unless a food service employee is on duty in the kitchen. Arrangements for the use of a kitchen will be made through the school cafeteria manager subject to the approval of the Director of Nutrition and Food Services.

#### **Student Sales/Food Fundraisers**

**Sale of non-commercial, unpackaged "homemade" food items is prohibited due to food safety and sanitation regulations.**

**Only commercially prepared food items not offered in the cafeteria may be sold to students as fundraisers. The fundraisers involving food items may not be sold during the time the cafeteria is in operation.**

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### **BOOKSTORE SERVICES**

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

#### **Textbook Rental and Fees**

The term "textbook" means "systematically organized material designed to provide a specific level of instruction in a subject matter category, including a book, hardware that will be consumed, accessed, or used by a single student during a semester or school year, computer software and digital content."

Textbook Rental Fee Statements are available on Skyward Family Access in late August under the Fee Management tab. Fee Payments are due by the due date. Payments and arrangements may be made online via eFunds by the due date. A link to eFunds can be found on Skyward Family Access under the Fee Management tab or the district and school websites under the "Quick Links" tab. If you do not have internet access you may contact your child's school to request a paper statement.

Up to \$8.35 in processing fees along with collection fees may be added if the balance remains outstanding after the due date, without payment arrangements being made. All returned checks will result in a \$20.00 non-sufficient funds fee. Loss, theft, or "beyond use" damage fees will be assessed by the school and collected at the end of each semester or year.

If a student leaves Hamilton Southeastern Schools, no refund of fees aggregating \$20.00 or less will be made unless there are extreme circumstances. Refunds over \$20.00 will be processed through normal procedures. Material and Consumable fees will not be refunded and will be collected at full price unless the materials or consumables have not been issued or used. Textbook Rental Fees will be prorated based on number of days the student is enrolled in school.

### **Returned Check Policy**

According to HSE Board adopted policy, all returned checks will result in a \$20 non-sufficient funds fee.

### **Lost Textbooks**

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

### **Lost Workbooks**

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

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## **LOST & FOUND**

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

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## **STUDENT LOCKERS**

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

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

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

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

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

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

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

### **Protection of Property**

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

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## **GRADES**

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

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

### **Honor Roll**

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

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## **EMERGENCY PROCEDURES**

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### **Fire Drills**

At the sound of the fire alarm, students are to shelter in place and await further instructions. If evacuation is warranted, students are to leave the building via the route posted on signs in each classroom. Students are to exit the building quietly, being attentive to staff members' instructions. "911" emergency telephone service is available on all school phones.

### **Storm Warnings & Other Emergencies**

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

### **Power Outage**

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

### **Safe Schools Initiatives**

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

### **Emergency School Closings and Delays/Emergency Notification System**

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

convenience.

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## WITHDRAWAL FROM SCHOOL

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

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## HOMEWORK POLICY

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

### **School Administrator's Role**

The school administrator will:

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

### **Teacher's Role**

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

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

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

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

### **The Student's Role**

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

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

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

### **Parent's Role**

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



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

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#### **PARENT ORGANIZATION**

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The **PTO** is the FJH parent support group. The PTO is an extremely active organization. Activities include social activities for students including dances, fundraising, teacher appreciation and other activities that help to support our students. Meetings are held on a monthly basis.

#### **PTO Officers**

PTO officers and contact information will be communicated through our school website.

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#### **FUNDRAISING POLICY**

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Hamilton Southeastern Schools' Fundraising Policy states that no student will be **required** to participate in any fundraising activity as an expectation for team or club membership nor **penalized** for not participating in a fundraising activity.

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#### **GENERAL INFORMATION**

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**Enrollment:** Fishers Junior High is comprised of students in grades seven and eight. The student population for the 2019-2020 school year will approach 1,100 students.

**Facilities:** Fishers Junior High School is in its **twenty-first** year of existence. Features of the building include three computer labs, specialized science, art, technology education classrooms, family/consumer science laboratories, vocal and instrumental music rooms, two gymnasiums, a Large Group Instruction (LGI) room, and a weight training facility. Parents and patrons are encouraged to visit the school and see their students in action.

#### **Fishers Junior High School**

#### **Meet the Teachers / Back to School Night**

**Mid-Late August – see newsletter and website**

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

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#### **CURRICULUM**

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

**Team Teaching:** Teachers may be teamed for the purposes of curriculum coordination and student individualization. Each team of teachers will have a common group of students.

**Building Extraordinary Students Together (B.E.S.T.) period – 2:15PM – 2:45PM:** A thirty minute period takes place each day. This period will be used for Character Education/Advisory activities, academic enrichment, academic remediation, and general academic assistance purposes. In addition, activities focus on topics such as character education, study skills, organizational skills, test taking skills, and more.

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

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

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

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

#### **Science Dissection:**

Participation in hands-on science is important to learning science, and students are encouraged to participate in dissection activities that are part of the curriculum. Schools will provide alternative activities for students who have objections to animal dissections.

#### **Student Leadership Opportunities:**

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

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

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

#### **High School Credit Courses:**

Please visit our website for information regarding high school courses in junior high or contact our guidance department at 594-4150 x 5713.

#### **Online/Correspondence courses:**

In order for an online or correspondence course to count for high school credit, students in junior high must have approval from the guidance department or principal **prior** to enrolling in the course. Even with this approval, completion of the course does not excuse students from the requirement of demonstrating readiness proficiency prior to enrollment in subsequent advanced courses.

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

#### **Safety and Prevention Education:**

In partnership with the Fisher's Police Department, Student Resource Officers teach a safety and prevention curriculum as part of the wellness curriculum. The curriculum focuses on a wide variety of topics from digital citizenship to drug prevention to personal safety and more.

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### **EXTRA-CURRICULAR OPPORTUNITIES**

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

### **Extra-Curricular Participation Attendance**

In order to participate in extra-curricular activities, a student must be in attendance at school a minimum of one-half day (**3 full academic** class periods) to be eligible to participate in an event that afternoon or evening.

### **Extra-Curricular Offerings:**

#### **Fall**

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

#### **Winter**

7 <sup>th</sup> grade boys basketball	8 <sup>th</sup> grade boys basketball
7 <sup>th</sup> grade girls basketball	8 <sup>th</sup> grade girls basketball
Wrestling	Cheerleading

#### **Spring**

Boys track	Girls track
Boys golf	

### **Music Related Organizations:**

Various extra-curricular bands, choirs, and orchestras

### **Drama:**

Play	Musical
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### **Leadership-Learning Clubs:**

Student Council	
Yearbook	Charger Television (CTV)
National Junior Honor Society	

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

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## **EXTRA-CURRICULAR / ATHLETIC ELIGIBILITY**

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

1. A student must maintain academic eligibility. See the next section for specific details of the academic eligibility policy.
2. Students must be in attendance at school a minimum of one-half day (**3 full academic** class periods) to be eligible to participate in an event that afternoon or evening. The coach or sponsor may require participation on a weekend or vacation day (although never on a Sunday).
3. Absences from practices/contests: Students who choose to participate in an extra-curricular activity are expected to make a commitment to his/her activity/sport, coach/sponsor, and teammates and attend all practices and contests/events. A student participant who misses a practice or contest due to a reason that allows for an excused absence from school, or to participate in another *co-curricular* school function (not *extra-curricular*), shall be excused. The student participant shall inform the coach/sponsor of the reason for his/her absence. There will be progressive consequences for unexcused absences. Excessive unexcused absences could result in dismissal from the team/activity.
4. Any **7<sup>th</sup> grade** student reaching his/her 15<sup>th</sup> birthday prior to or on the scheduled date of the last contest in a sport will be ineligible to compete in that sport. Any **8<sup>th</sup> grade** student reaching his/her 16<sup>th</sup> birthday prior to or on the scheduled date of the last contest in a sport will be ineligible to compete in that sport.
5. The following are consequences common among all extra-curricular participants during their club or sports season.
  - a. Any inappropriate behavior that does not result in a formal referral and/or detentions will result in progressive consequences for the student participant according to the coach's/sponsor's established rules.
  - b. A formal referral to the assistant principal which results in reprimand or one period of in school reassignment, or the acquisition of up to two detentions may result in a coach-imposed penalty. This penalty may be short of contest suspension (e.g. extra conditioning, losing starting spot, etc.). The acquisition of a third detention may result in a one-contest suspension. Detentions beyond three may result in additional contest suspensions and eventual removal from the team/activity.
  - c. Assignment of ISR suspension. Students are not allowed to attend practice or a contest on a day they serve ISR or Saturday School.
  - d. Additional assignment of ISR or Friday Extension / Saturday school may result in a multiple-contest

- suspension or could result in removal from the team or activity for the balance of the season.
- e. Any offense resulting in out-of-school suspension may result in removal from the team or activity for the balance of the season.
6. Each head coach or sponsor is responsible for informing all team or activity members of team or activity rules and eligibility.
  7. The loss of eligibility applies to practices as well as games or performances.
  8. It shall be the duty of the individual coach or sponsor to confirm the eligibility of those students participating in their program.
  9. A student who quits a sport that makes cuts to establish the team is ineligible for participation in another sport during the time the team he or she quit is in progress. A student who quits a sport that does not make cuts to establish the team must quit before the first 10 school days of the season to be eligible to join another sport that season.
  10. Participants violating School Conduct Rules regarding substance abuse, on or off campus, will be removed from the team or activity for the remainder of the season.
  11. Participants under "House Arrest" for law violations will not be allowed to participate in extracurricular activities during the arrest period.
  12. Social Media: Participation in activities, groups, and teams is a privilege at Fishers Junior High. The use of social media on and off campus by a student considered to be "unbecoming of a Charger" or which reflects discredit upon FJH may result in discipline including suspension or removal from the activity, group, leadership position, or team.

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### ACADEMIC ELIGIBILITY DETAILS

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Any student-athlete receiving more than 1 failing grade (F) at the end of any 9 week grading period will be declared ineligible for the remainder of that season and any season that occurs during the next 9 week grading period.

Any student-athlete with more than 1 failing grade (F) at midterm of any grading period or on any weekly grade check after midterm will be placed on probation. When on probation athletes are permitted to practice, but are NOT permitted to compete in interscholastic contests until probationary status is lifted.

A 7th grade student-athlete's 2nd semester grades or the average of their 3rd and 4th 9 weeks grades will carry over and determine eligibility for the start of their 8th grade year. Two or more failing grades (F's) would make the student ineligible for fall sports.

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

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### ATHLETICS

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Participation on an athletic team at FJHS is a privilege. Student-athletes are representatives of the student body, the school, and the community. Every student-athlete's conduct is under scrutiny and evaluation not only during his/her athletic season, but at all times. The coach, in consultation with the Athletic Director, Principal, and Assistant Principal may implement penalties up to and including dismissal from the team for behavioral misconduct.

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

#### **Athletic Eligibility Requirements**

- A. The student must be academically eligible (see above section for details).
- B. The student must have an **IHSAA physical form** on file with the athletic director prior to participating. The physical examination must be ***on or after APRIL 1<sup>ST</sup> in order to be valid for the following school year.***
- C. The student must have an **emergency medical form** completed and given to the coach before participating.
- D. The student must have a completed **sports medicine athlete authorization form** on file with the AD prior to the first contest of the season.
- E. The student and parent must both sign a **concussion acknowledgement form** and turn it into the coach before participating. All of these forms are available under the "documents and forms" tab on our athletic website. Per Indiana Code 20-34-7, a student athlete who is suspected of suffering a concussion may not return to play until the student athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries and receives a written clearance to return to play from the health care provider who evaluated the student athlete.

- G. A student-athlete must participate in at least 10 organized practices before being allowed to compete in contests. A student-athlete may be considered eligible to participate in an immediately following season's sport contest After 5 organized practices, with approval from the Athletic Director.
- H. The student must be an amateur in the sport in which they wish to participate (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards, gifts, or honors from colleges or their alumni; have not signed professional contract).

**Awards**

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

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

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

**Cheerleaders Riding Team Buses**

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

**Cutting**

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

**Late Roster Additions**

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

**Practice**

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

**Spiked Shoes**

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

**Abbreviations**

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

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**SPORTSMANSHIP**

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

show your **CHARGER PRIDE!**

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

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#### DIRECTIONS TO AWAY ATHLETIC EVENTS

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**Belzer Middle School**

**545-7411**

**7555 E. 56<sup>th</sup> St., Indpls, In 46226**

Take SR 37 to I-465. Go E on I-465 to 56<sup>th</sup> St. exit. Turn L on 56<sup>th</sup> St. School is on the right about 2 blocks E of I-465.

**Brownsburg West MS**

**852-3143**

**1555 S. Odell Street, Brownsburg, In 46112**

I-69 to I-465 W to I-74. Go W on I-74 to Brownsburg exit, which is SR 267. Go south on SR 267 and go through town then L on East 400 North. Go to Odell Street and turn left. School is on R.

**Brownsburg East MS**

**852-2386**

**1250 East Airport Road, Brownsburg, In 46112**

I-69 to I-465 to I-74. Go W on I-74 to Brownsburg exit, which is SR 267. Go south on SR 267 and go through town then Left on East 400 North (which becomes Airport Road). Staying on Airport Road, cross over Odell street, school is on left.

**Carmel Middle School**

**846-7331**

**300 S. Guilford Rd., Carmel, In 46032**

Take 116<sup>th</sup> St. W to Carmel. Go past Westfield Blvd. to Guilford. Turn R and go 1 mile to school. The cross country course is located directly across the street from the CHS football stadium. Parking is available at the south end of the stadium. The course is called "Greyhound Park". This is near the corner of Keystone Ave and Smoky Row. Smoky Row is also known as 13<sup>th</sup> Street.

**Clay Middle School**

**844-7251**

**5150 E. 126<sup>th</sup> St., Carmel, In 46033**

Take 116<sup>th</sup> St. to Hazel Dell Rd. Turn R on Hazel Dell to 126<sup>th</sup> St. Turn L on 126<sup>th</sup> St. to school.

**Creekside Middle School**

**733-6420**

**3525 West 126<sup>th</sup> Street, Carmel, In 46032**

Take 146<sup>th</sup> Street west to Shelbourne Road. Go south to school at 126<sup>th</sup> Street.

**Creston Middle School**

**532-6800**

**10925 E. Prospect St., Indpls., In 46239**

Take I-465 east to Washington Street (Hwy 40) turn left. Go to Mitthoffer Road and turn R. Mitthoffer will dead end into Prospect Rd. (about 2 miles). Turn L on Prospect – school is about a mile down on the corner of Prospect and German Church .

**Creston (golf only)**

Morningstar Golf Club – I-69 south to I-465 east to Mitthoffer. Turn right – course is ¾ mile.

**Doe Creek Middle School** **861-4487**  
**2279 S. 600 West, New Palestine, In 46163**  
 Take Olio Road south; it becomes Mt. Comfort Road. Continue on Mt. Comfort Road to school on Left. Doe Creek plays all home football games at New Palestine HS. Take Mt. Comfort to US52. L on 52 about 1 mile.

**Eastern Hancock Middle School** **326-2267**  
**10380 E. 250 N, Charlottesville, In 46117**  
 Take Olio Road south to I-70. Go east to Greenfield exit. Go south to the 1<sup>st</sup> stop light (New Road). Turn left to 600, then left to County Road 250 and follow to school.

**Fall Creek Valley Middle School** **823-5490**  
**9701 E. 63<sup>rd</sup> St., Indpls, In 46236**  
 Take 96<sup>th</sup> St. to Fall Creek and take a right. Take Fall Creek to 71<sup>st</sup> St. and go left. Follow 71<sup>st</sup> St. up and around bend to a three-way stop. Turn left. School is on the right side behind the elementary school.

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

**Hamilton Heights JH School** **984-3588**  
**420 W. North St., Arcadia, In 46030**  
 SR 37 north to 206<sup>th</sup> St.. Left on 206<sup>th</sup> to SR 19. Right on SR 19 to Arcadia. Turn L on Main St. (also called 266<sup>th</sup> St) and follow it through town over RR tracks. 4<sup>th</sup> street after RR is Dora Ave, turn right. Dora Ave goes into school parking lot.

**Heritage Christian School** **849-3441**  
**6401 East 75<sup>th</sup> Street, Indpls, In 46250**  
 Take I-69 South which turns into Binford Blvd. Turn left on 75<sup>th</sup> Street and school is on the right. (Cross country only)

**Highland Middle School** **765-641-2059**  
**2108 E. 200 N., Anderson, In 46012**  
 Take I-69 north to Exit 26. Turn left on S. Scatterfield Rd, also called Hwy 9. Continue 4.2 miles to University Blvd, also called Hwy 32. Turn right on University Blvd. and go 1 mile. Turn left on S. Rangeline Road, travel 1.5 miles. Turn right on E. County Road 200 North. Travel .02 miles, school is on the left.

**Kokomo-Maple Crest Middle School** **765-455-8085**  
**300 W. Lincoln Rd., Kokomo, In 46902**  
 Take US 31 north to Lincoln Rd. Turn L on Lincoln and go approx. 1 mile - school is on the north side. **Tennis** is played at the high school – continue for another mile.

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

**Mt. Vernon Middle School** **485-3160**  
**1862 W. St. Rd. 234, Fortville, In 46040**  
 Take 116<sup>th</sup> Street east to Olio Rd. Go right (south) on Olio Rd. to SR 67 in McCordsville. Turn L on SR 67 to SR 234. Take SR 234 E to 200W. The high school is on the NW corner, and the Middle School on the NE corner.

**Noblesville EAST Middle School** **773-0782**  
**300 N. 17<sup>th</sup> St., Noblesville, In 46060**  
 SR 37 N to SR 32. Turn L on SR 32 to 17<sup>th</sup> St. Turn R on 16<sup>th</sup> St. to the school.

**Noblesville WEST Middle School** **776-7793**  
**1990 Hague Road, Noblesville, In 46062**  
 Take IN 37 N to 206<sup>th</sup> St. and turn left. Continue to Hague Rd. Turn L on Hague Rd., school is on the left.

**White River Elementary School** **770-2080**  
**1900 Cumberland Road, Noblesville, In 46060**  
 Take 37 North to 191st street. Turn left on 191st. Go to Cumberland Road and take a left. School is about 1/2 mile on the left side of Cumberland.

**Pendleton Heights Middle School** **765-778-2139**  
**7450 S. 300 W., Pendleton, In 46064**  
 I-69 N to SR 38; turn Right. Continue on SR 38 (cross over SR 67) to school on right.

**Sheridan MS** **758-6780**  
**3030 W. 246<sup>th</sup> St., Sheridan, In 46069**  
 SR 37 N to SR 38. SR 38 W to Sheridan. At 4-way stop, go N to school.

**Tipton MS** **765-675-7521**  
**817 S. Main Street, Tipton, In 46072**  
 SR 37 N to 206<sup>th</sup> Street and turn left. Take 206<sup>th</sup> St. to SR 19. Turn right on SR 19 and continue to Tipton. School is on the right across from the hospital.

**Westfield MS** **896-2841**  
**328 W. Main St., Westfield, In 46074**  
 SR 32 W to Westfield. R at 2<sup>nd</sup> street past stoplight. Middle school is on the R.

**Zionsville Middle School** **873-2426**  
**900 North Ford Road, Zionsville, In 46077**  
 Take 465 west to Hwy 421 (Michigan Road) Go north on Hwy 421. Turn left (w) onto Hwy 334 (116<sup>th</sup> St). Pass through the stoplight and follow 334 through town. Go to the next stop light (Ford Road) and turn right. Go north and the middle school is on the left.

**Zionsville West Middle School** **873- 2426**  
**5565 South 700 East, Whitestown, In 46075**  
 Take 146th west all the way into Whitestown. Turn left at the stop light in Whitestown onto 650 E. Take this road south on 650 E. through the town of Whitestown and continue approx. 2 more miles (south) to 525 S (T-road which is at the bottom of the hill). Turn left onto 525. Go east on 525 until it ends at 700 E. Turn right (south) onto 700 E. School will be on your left just after the stop sign.



Purpose: Perfect the mechanics of writing an essay.

**Directions:**

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

**INTRODUCTORY PARAGRAPH**

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

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

**Supporting Paragraphs**

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

**Concluding Paragraph**

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

**Common Usage Problems**

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

### General Rules for a Successful Paper

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

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## 6 + 1 WRITING TRAITS

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### IDEAS

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

### ORGANIZATION

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

### VOICE

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

### WORD CHOICE

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

### SENTENCE FLUENCY

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

### CONVENTIONS

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

### +1 = PRESENTATION

Legibility  
Neatness  
Visual elements  
Meets teacher requirements

### **SCORE 5 FOR 6 + 1 TRAITS**

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

**IDEAS** – *This paper is clear, focused, and holds the reader's attention. Relevant anecdotes and details enrich the central theme.*

- A. The topic is narrow and manageable.
- B. Relevant, telling, quality details give the reader important information that goes beyond the obvious or predictable.
- C. Reasonably accurate details support the main idea.
- D. The writer seems to be writing from knowledge or experience; the ideas are fresh and original.
- E. The reader's questions are anticipated and answered.

**ORGANIZATION** – *The organization enhances and showcases the central idea or theme. The order, structure, or presentation of information is compelling and moves the reader through the text.*

- A. An inviting introduction draws the reader in; a satisfying conclusion leaves the reader with a sense of closure and resolution.
- B. Thoughtful transitions clearly show how ideas connect.
- C. Details seem to fit where they are placed; sequencing is logical and effective.
- D. Pacing is well controlled; the writer knows when to slow down and elaborate, and when to pick up the pace and move on.
- E. The title, if desired, is original and captures the central theme of the piece.
- F. Organization flows so smoothly the reader hardly thinks about it; the choice of structure matches the purpose and audience.

**VOICE** – *The writer speaks directly to the reader in a way that is individual, compelling, and engaging. The writer crafts the writing with an awareness and respect for the audience and purpose for writing.*

- A. The tone of the writing adds interest to the message and is appropriate for the purpose and audience.
- B. The reader feels a strong interaction with the writer, sensing the person behind the words.
- C. The writer takes a risk by revealing who he or she is consistently throughout the piece.
- D. Expository or persuasive writing reflects a strong commitment to the topic.
- E. Narrative writing is honest, personal, and engaging and makes the reader think about and react to the author's ideas and point of view.

**WORD CHOICE** – *Words convey the intended message in a precise, interesting, and natural way. The words are powerful and engaging.*

- A. Words are specific and accurate. The reader can easily understand just what the writer means.
- B. Striking words and phrases often catch the reader's eye and linger in the reader's mind.
- C. Language and phrasing is natural, effective, and appropriate for the audience.
- D. Lively verbs add energy while specific nouns and modifiers add depth.
- E. Choices in language enhance the meaning and clarify understanding.
- F. Precision is obvious. The writer has taken care to use just the right word or phrase in exactly the right spot.

**SENTENCE FLUENCY** – *The writing has an easy flow, rhythm, and cadence. Sentences are well built, with strong and varied structure that invites expressive oral reading.*

- A. Sentences are constructed in a way that underscores and enhances the meaning.
- B. Sentences vary in length as well as structure. Dialogue, if present, sounds natural.
- C. Purposeful and varied sentence beginnings add variety and energy.
- D. The use of creative and appropriate connectives (transitions) between sentences and thoughts shows how each relates to, and builds upon, the one before it.
- E. The writing has cadence; the writer has thought about the sound of the words as well as the meaning.

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

