

## **WELCOME TO RIVERSIDE INTERMEDIATE SCHOOL**

Welcome to Riverside Intermediate School. We are glad to have you as a member of our school community. The purpose of this handbook is to acquaint students and parents with the organization, regulations, and practices of Riverside Intermediate School. It is the responsibility of each student and parent to be knowledgeable of the contents of this handbook. We hope you will refer to it as questions arise throughout the school year. Any changes in school policy during the school year will be communicated through the weekly newsletter and in our digital handbook. Please read through the material included in the handbook and any accompanying handouts.

We hope all parents will visit RSI throughout the year. Parents are encouraged to participate in all school functions. Your suggestions and support toward offering the best educational opportunities for our students are welcomed. Thank you for supporting your child and our school.

Sincerely,

Danielle Chastain

## **RIVERSIDE INTERMEDIATE SCHOOL**

Riverside Intermediate School is located at 11014 Eller Road, Fishers, Indiana, 46038. The telephone number is 594-4320. Our school is part of the Hamilton Southeastern School Corporation, 13485 Cumberland Road, Fishers, Indiana, 46038. The telephone number for the administrative office is 594-4100.

The Board meets at 7:00pm on the second and fourth Wednesday of each month, with the exception of December. The regular meetings are held at the Administration Center (13485 Cumberland Road) and are open to the public. School Board Special Meetings are held on an as-needed basis. Board members include Matthew Burke, John DeLuca, Michelle Fullhart, Amanda Shera, Sylvia Shepler, Mike Bottorff, and Terry Tolle.

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. Michael Beresford, Assistant Superintendent 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.

**RSI VISION:**

Riverside Intermediate School, in caring partnership with the community, strives for honor, scholarship, and excellence from our students and staff.

**RSI MISSION:**

Riverside Intermediate School, in caring partnership with families and the community, will provide rigorous experiences to challenge and empower students, cultivate independent learning, and develop effective problem-solvers and communicators.

**RSI ACTION / BELIEF STATEMENTS:**

RSI will strive to support our vision by modeling and expecting:

Responsibility, Service, Integrity

**HSE<sup>21</sup> MISSION AND BELIEFS**

The mission of HSE21 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. HSE will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways.

It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

**RIVERSIDE INTERMEDIATE SCHOOL ADMINISTRATIVE STAFF**

**Dana Kaminski, Principal**

**Brian Behrman, Assistant Principal**

**Jennifer Smith, 6th Grade Counselor**

**Rachel Underwood, 5th Grade Counselor**

**Jennifer Ruttan, Office Manager**

**Teresa Johnson, Treasurer**

**Julie Yancy, Administrative Assistant**

**Jenny Hannon, Administrative Assistant**

## **HAMILTON SOUTHEASTERN SCHOOL CORPORATION**

### **ADMINISTRATION**

Dr. Allen Bourff	Superintendent
Dr. Jan Combs	Assistant Superintendent of Teaching and Learning
TBD	Assistant Superintendent of Human Resources and Student Services
Mike Reuter	Chief Financial Officer
Jeff Harrison	Director of Educational Technology
Tom Kouns	Director of Infrastructure Technology
Cecilie Nunn	Business Manager
Harry Delks	Facilities Manager
Gary Zgunda	Director of Human Resources: Non-Certified Staff / Student Services
Danielle Chastain	Director of Elementary Education
Matt Kegley	Director of Secondary Education
Tom Bell	Director of Exceptional Learners
Emily Abbotts	Director of School & Community Relations
Kristi Smith	Assistant Director of Exceptional Learners
Dr. Barb Walters	Assistant Director of Exceptional Learners
Andria Ray	Director of Food Service
Zach McKinney	Director of Transportation

### **SCHOOL BOARD MEMBERS 2017-2018**

Matt Burke	<a href="mailto:mattburke@hse.k12.in.us">mattburke@hse.k12.in.us</a>
John DeLucia	<a href="mailto:idelucia@hse.k12.in.us">idelucia@hse.k12.in.us</a>
Sylvia Shepler	<a href="mailto:sshepler@hse.k12.in.us">sshepler@hse.k12.in.us</a>
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Amanda Shera	<a href="mailto:ashera@hse.k12.in.us">ashera@hse.k12.in.us</a>
Michelle Fulhart	<a href="mailto:mfullhart@hse.k12.in.us">mfullhart@hse.k12.in.us</a>
Terry Tolle	<a href="mailto:ttolle@hse.k12.in.us">ttolle@hse.k12.in.us</a>

## HAMILTON SOUTHEASTERN SCHOOL INFORMATION

Hamilton Southeastern Superintendent's Office	594-4100
Hamilton Southeastern Transportation Office	594-4117
Hamilton Southeastern High School	594-4190
Hamilton Southeastern Intermediate / Junior High School	594-4120
Fishers High School	915-4290
Fall Creek Junior High School	594-4390
Fishers Junior High School	594-4150
Riverside Junior High School	915-4280
Fall Creek Intermediate School	915-4220
Sand Creek Intermediate School	915-4230
Riverside Intermediate School	594-4320
Brooks School Elementary	915-4250
Cumberland Road Elementary	594-4170
Durbin Elementary	594-4840
Fall Creek Elementary	594-4180
Fishers Elementary	594-4160
Geist Elementary	915-4260
Harrison Parkway Elementary	915-4210
Hoosier Road Elementary	915-4240
Lantern Road Elementary	594-4140
New Britton Elementary	594-4130
Sand Creek Elementary	915-4270
Thorpe Creek Elementary	594-4310
Corporation Information Line	1-800-905-6665
Hamilton Southeastern Web Site	<a href="https://www.hseschools.org/">https://www.hseschools.org/</a>
Skyward	<a href="https://sis.hse.k12.in.us/scripts/wsisa.dll/WService=wsEAplus/seplog01.w">https://sis.hse.k12.in.us/scripts/wsisa.dll/WService=wsEAplus/seplog01.w</a>
Canvas	<a href="https://hse.instructure.com/">https://hse.instructure.com/</a>

## HAMILTON SOUTHEASTERN SCHOOLS 2018 – 2019 DISTRICT CALENDAR

### First Semester

August 6-7	Teacher Orientation and In-Service All Staff
August 8	First Full Day for All Students
September 3	Labor Day – No Students or Staff
October 5	1 <sup>st</sup> Grading Period Ends
October 15-19	Fall Break
November 21-23	Thanksgiving Break
December 21	First Semester Ends

### Second Semester

January 7	Teacher Development and In-Service
January 8	First Day after Winter Break
January 21	Martin Luther King Jr. Day – No Students or Staff
February 18	Presidents Day – No Students or Staff
March 8	3 <sup>rd</sup> Grading Period Ends
March 29-April 5	Spring Break
May 24	Second Semester Ends – Last Day for Students
May 27	Memorial Day – No Students or Staff
May 28	Last Day for Teachers

\* eLearning days will be used as instructional days to make up for any cancellation days.

\*\* Staff Professional Development days will take place on Mondays. Students will be released 20 minutes early on these days.

Board Adoption: 11/29/17

<https://www.hseschools.org/HSE/media/HSE-District-Documents/calendars/districtCalendar1819.pdf>

### LENGTH OF SCHOOL DAY

Typical School Day: 7:35 – 2:45

Revised Monday Schedule for Early Student Release: 7:35 – 2:25

## I. ARRIVAL AND DISMISSAL PROCEDURES

School begins at 7:35 A.M. and is dismissed at 2:45 P.M. Students will be counted as tardy if they are not in their rooms and seated by 7:35 A.M. Students are not to be dropped off at the school prior to 7:15 A.M. Those arriving by car will unload at the main entrance and will wait in the vestibule until 7:20 A.M. Due to the high volume of traffic at arrival and dismissal times, we highly encourage students to ride the bus. If you do transport by car, please fall in line along the perimeter of the main parking lot, and wait until your car reaches the sidewalk in front of the building before letting your child out of the car. At no point should a child be dismissed from a car parked in the parking lot, unless being escorted by a parent/guardian. At that time the buses will also unload on the west side of the school, and all students will be allowed to enter the building. No cars are allowed in the bus unloading zone while buses are parked there. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO GET OUT OF CARS AND CROSS THROUGH THE PARKING LOTS ON THE EAST SIDE OF THE SCHOOL!!**

Student pick-up at the end of the day is from door 29 in the front of the school. Arrival procedures apply at this time as well. Your cooperation in these procedures will help keep our drop off, pick up, and bus zone safe and orderly.

## II. ABSENCE AND ATTENDANCE INFORMATION

All student absences need to be reported to the school office by **9:00 A.M.** on the day of the absence. The most efficient way of reporting a student absence is to call the RSI attendance line at **594-4328**. If no phone is available in the home, a letter from the parent stating a lack of a phone may be filed with the school principal. Those students should return with a note on the day following the student absence.

Unless attendance is excused, each student must be present and on time for each school day and for each class and for each activity. If a student's attendance is not excused, the absence will be treated as an unexcused absence. Daily school attendance is expected. Attendance will be excused but not counted against absence numbers for the following reasons:

- School-sponsored trips;

- Court appearances;
- Service as a legislative page;
- Religious instruction;
- Witness in judicial proceedings;
- Exhibiting or participating in the State Fair;

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.

- Attendance excused by the principal /designee

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

- The student's illness or injury (documented);
- Accident involving the student's transportation;
- Religious observations;
- College visits;
- Attendance excused by the principal /designee

An absence for personal business is an unexcused absence. A doctor's permission to return to school may be required dependent upon the length and type of illness your child is experiencing. A maximum of eight (8) days per semester and a maximum of sixteen (16) per school year will be excused. Further absences will be unexcused. Students must have a written explanation from their doctor for every absence above and beyond the maximum 8 per semester or 16 days per year. All unexcused absences could result in a report to the HSE attendance officer to determine the appropriate course of action.

As we know, the more a student is in school the higher the student's chance of achieving academic success. Students who strive to be in school every day will not only achieve academic success but will also begin to form a terrific work ethic. All students achieving perfect attendance will be given a Certificate of Merit from the principal during the Awards Day Program on the final day of school. To achieve the Perfect Attendance Award, the student must be in attendance **the full length of each school day** and can have no absences or tardies **for any part of the school day**.

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.

### **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.**

### **MEDICAL APPOINTMENTS**

All medical appointments that must be scheduled during school hours require a note from the doctor upon the return to school. Parents must come to the office to sign in and sign out any student leaving or returning to school.

To be excused from participating in P.E., a student **MUST** have a doctor's note stating why he/she cannot participate and for how long the student will be excused. If a student is injured and is waiting to be seen by a doctor, a parent note may be used. However, a parent note will only be good for one day. The student **MUST** have a doctor's note if he/she is to continue to be excused from physical education class.

### **TARDINESS TO SCHOOL**

All students arriving to their homeroom after the 7:35 A.M. bell will be considered tardy. Every tardy student must stop in the office accompanied

by a parent to be signed in to school. A student who arrives to school late 3 or more times may receive disciplinary action. Tardies will accumulate per grading period.

## **HOMEWORK POLICY**

Homework is an out of school assignment that contributes to the process of educating the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject.

Homework requirements will differ from grade to grade reflecting the student's age and the subjects involved. The Board of School Trustees directs the Superintendent or his/her designee to establish homework procedures.

## **MAKE-UP WORK**

If a student is absent two or more days, a make-up assignment sheet will be issued to the student upon parental request. Parents may call the attendance line by **9:00 am** on the morning of the 2<sup>nd</sup> day of absence to request homework.

For every day a student has an excused absence, the student has one day to complete the make-up work from the teacher upon return to school. If the allotted make-up days overlap with a weekend, then Saturday and Sunday will count as one of the make-up days. If a student is absent for a test, the student will receive at least one additional day to prepare for the test before the test is administered. The student may choose to complete the test upon return if they feel they are prepared.

A student may also make up work missed due to an unexcused absence. Unless the student's attendance was excused, 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 differently from work turned in late by a student who was not absent.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBERS**

If a parent moves, changes telephone numbers, or experiences a change in employment, these changes must be reported to the school office.

## **MOVING TO ANOTHER SCHOOL/WITHDRAWAL FROM SCHOOL**

Student's Legal Settlement: If you are moving to another school during the year, please notify the office and your classroom teacher. You will be guided as to the proper procedures for withdrawing from school.

To withdraw from school, a parent must notify the school office so that records to be sent to the school where the student is transferring can be completed. All school materials and books must be returned. All fees must be paid before records will be forwarded. Parents or guardians must sign a release form before records can be sent to another school corporation.

## **ENROLLMENT**

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)

## **EXTRACURRICULAR PARTICIPATION**

In order to participate in an extracurricular activity, a student must be in attendance at school a minimum of one half day on the day of the event. In addition, any boy or girl participating on the RSI sixth grade travel team must be in good academic standing. The sponsor of each extracurricular activity may have additional procedures for his/her individual activities.

# **III. STUDENT CONDUCT**

This student code of conduct has been established in accordance with Indiana State Law (IC 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 (IC 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" (IC 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 (IC 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>

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 disrupts classroom instruction.
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. Bullying by one student against another student is prohibited and is a violation of the school's student code of conduct. "Bullying" is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Bullying is prohibited when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using school property or equipment provided by the school. IC20-33-8-0.2 IC 20-33-8-13.5

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

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

All forms of bullying are unacceptable. A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion, or notification to the appropriate authorities.

7. 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 or gestures.
8. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to any person.
9. 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. 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.
10. 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, 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 other nicotine delivering devices. Students are to refrain from engaging in the selling of a controlled substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes



or an educational function.

11. 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. IC 20-8.1-5.1-10(c). 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. IC 35-47-1-5. A destructive device is any device described in IC 35-47-5-2-4. A complete copy of the Items Prohibited in School Policy can be obtained by contacting the school office.
  12. Any behavior or symbolism denoting gang membership or affiliation is strictly forbidden. Related hand signs, handshakes and graffiti are prohibited, as is any recruitment effort.
  13. Students are not to bring toys, cameras, collectible cards, laser pointers, balloons, or other distracting items to school.
  14. During the school day electronic devices are to be used for educational purposes only (This means students should not be using their device during the school day for personal use, including, but not limited to, texting, emailing, or gaming). Should a student need to communicate with their parents, it should be done via teacher approval). Schools are not responsible for lost, damaged or stolen cell phones and/or electronic devices. Music devices can only be used on the bus and during after school activities. Music devices and/or electronic devices used or possessed inappropriately during the school day on school grounds including on route to and from school busses will be confiscated and returned before the end of the day and disciplinary consequences will be administered.
- Cell phones may only be used during after school activities. Students may only take pictures (or audio/video recordings) when authorized in advance by a staff member and with the consent of the individual(s) being photographed. Students returning home from after school activities on a school bus may use cell phones with the permission of the activity sponsor or coach.
15. 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.
  16. 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. Shoes with rollers or wheels are not permitted on school property.
  17. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
  18. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member. Gum is forbidden.
  19. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain. Students are expected to turn in original work for all school assignments.
  20. 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.
  21. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
  22. Students are expected to attend all classes, be on time, and prepared with appropriate materials.
  23. Students are to only be in supervised areas throughout the school day and during school functions.
  24. When in the hall during class time, students are to possess a hall pass or office request.
  25. 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.
  26. Students are expected to walk, not run, in the building.

27. Flowers, balloons or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.
28. Students are to leave backpacks in lockers after arriving to school. Backpacks, book bags, or 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.

## **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.*

**Secret Societies/Gang Activity:**

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.

### **Criminal Organizations:**

Hamilton Southeastern Schools prohibits criminal organizations and criminal organization activity. Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1). For more details, HSE's Criminal Organization Policy is available via the HSE website under Board Docs policy **J05.11**

### **School Bus Discipline Procedures**

#### **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 fewer 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 will not possess the following forbidden items while on the bus: 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 the student follows all 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 sent verifying that the student may ride a different bus. A male and female riding home together must have the note verified by the school. **The note must be signed and dated by school personnel.**

11. Bus windows will not be lowered more than half the distance of their travel.
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 follow.
14. Skateboards and rollerblades are not permitted on school buses or any other school property.
15. Musical instruments will 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.
16. Golf clubs, oversized equipment and large musical instruments are not to be transported on regular route buses because they can't be properly secured.
17. No items will be stored in the back window.
18. 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 quietly 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 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.
19. Any student committing any of the following infractions will face a bus suspension ranging from 2 weeks suspension to the removal from the bus for the remainder of the school year: fighting, possession of tobacco, alcohol, drugs, weapons, abusive or sexually explicit language, any type of threat to the driver or other students, a serious safety hazard, or any other behavior considered totally inappropriate.

### **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 should be referred to the school administrator for discipline. It is suggested that such assignments be done at the beginning of the school year for all loads to be so assigned. In addition, it is suggested that all routes be assigned seats.

## APPEARANCE

In order to maintain a safe and orderly environment conducive to learning and free from needless distraction, it is important that students dress appropriately to, during, and from school. 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 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. Teachers may use their discretion to refer students to the office if a student's dress creates a distraction to the learning environment.

### **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.
- 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.
- Sagging pants or shorts and oversized pants that could create a safety hazard will not be permitted.
- Attire or jewelry that advertises, promotes, or glorifies the use of alcohol, tobacco, or illegal substances or any other images or messages are not appropriate for school.
- Facial painting, spray painting hair, drastic hair dyes or drastic hair designs that would draw undue attention should not be worn during the school day.
- Eyewear, including special contacts, that draws undue attention to one self 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, and jackets will be placed in lockers upon arrival and are not to be worn during the school day.

## DETENTIONS

Detentions are assignments to supervised study areas before or after school hours or during the student's lunch period. They serve as punishments for school infractions. A detention may be from 15 minutes to one hour, at the discretion of the school official. The offender is responsible for his/her own transportation. Adequate time will be allotted for the student to make these arrangements. If the student is unable to serve the detention on the date assigned, an administrator must be informed. Failure to report will result in further disciplinary action.

## **IN-SCHOOL REASSIGNMENT**

In-school reassignment is a method of school discipline that provides the student with the opportunity to remain in a school setting. The student will be provided with assignments which must be completed before returning to the classroom in order to receive full credit. Students in in-school reassignment remain in that atmosphere for the school day under the supervision of office personnel or an aide. If the student becomes uncooperative or does not follow the rules established for the classroom, out-of-school suspension will substitute for in-school reassignment.

## **SUSPENSION OUT OF SCHOOL**

In some cases it becomes necessary to assign out-of-school suspension. Usually this is a result of a serious infraction, refusal to comply with a lesser disciplinary penalty, or chronic misbehavior. During such a suspension, the student is in the care of the parents, and the student should not be present on school grounds without permission of the school principal. Make-up work guidelines for attendance also apply to students who have been suspended.

## **HAMILTON CENTERS YOUTH SERVICES BUREAU, INC.**

In some cases it becomes necessary to assign students to the Hamilton Centers Out-Of-School Suspension Program. The Out-Of-School Suspension Program requires students who are suspended from school to report to the Hamilton County Circuit Court at 8:00 A.M. on the first day of suspension. The student is then ordered by the court to be taken by the parents to the Connor School. The students are to bring a lunch, schoolbooks, and assignments and be ready to work. Students are supervised by a licensed school teacher and an aide. At the completion of the suspension period, the teacher will send a written report back to the school of origin and to the Prosecuting Attorney, reporting on attendance, attitude/behavior, and work completed, etc.

## **RIVERSIDE INTERMEDIATE SCHOOL - DRUG ABUSE POLICY**

The administration shall 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 is under the influence of alcohol, marijuana or a controlled substance (as defined by Indiana law).

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 will allow the Administration to proceed with disciplinary action. A complete copy of the Drug Policy and the Procedural Referral Policy is available in the school office.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Hamilton Southeastern School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the Hamilton Southeastern School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II of the policy. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II of the Policy. A complete copy of the Sexual Harassment Policy can be obtained by contacting the school office.

# **IV. STUDENT SERVICES**

## **SECTION 504**

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

## **COUNSELING SERVICES**

Guidance counseling services are planned to help each student obtain the most out of the school program. All students are encouraged to use the counseling service regarding any concerns they might have. Often a counselor helps students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, and decision making. Students should feel free to discuss their interests, plans, and concerns with their counselor. The counselors will also make classroom presentations on topics of interest to all students that will enhance the development of proper school and social growth. At times during the year, some students may be invited to become members of small groups that meet on a regularly scheduled basis with a counselor. Students may also be asked to attend individual sessions whenever a counselor feels he/she can be of assistance to the student. Students may arrange to meet the counselor by completing a request form from the classroom teacher.

In addition to student counseling services, other counseling department activities include parent-teacher conferences, scheduling of students into classes, standardized testing, and special education program and testing coordination.

## **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.

## **LEGAL DESCRIPTION OF HSE'S CHILD FIND PROCEDURES:**

Hamilton Southeastern Schools' policies and procedures regarding the identification and evaluation of a student in need of educational services are derived from Article 7, Indiana Special Education Law. A referral for evaluation can be initiated by either the parent or school, and requires parental consent. The area of suspected disability is determined, which is based on the primary area(s) of concern at the time of the referral. Article 7 outlines the required assessments to be included in the evaluation report for each area of suspected disability requires specific assessments to be included in the evaluation report. The evaluation is completed by a school psychologist and any other necessary licensed school personnel identified as part of the multidisciplinary team in order to meet the requirements of the evaluation.

Upon completion of the educational evaluation, the case conference committee must be convened to determine if the student is eligible for special education services, and if eligible, the special education and related services necessary to meet the educational needs of the student. When determining eligibility, the case conference committee is responsible for considering all the information contained within the educational evaluation report while not relying on any single measure or assessment as the sole criterion for determining eligibility. Article 7 provides eligibility criteria for each area of suspected disability for the case conference committee to follow during the decision making process.

## **RESPONSE-TO-INSTRUCTION**

Rtl is a general education initiative designed to provide high quality instruction and interventions matched to student needs, and using learning rate over time and level of performance to make important educational decisions. The Rtl model is based on a three-tiered model of service delivery with a focus on early intervention and prevention of academic and behavioral concerns. Data collected during this process provides valuable information regarding students' educational progress and response to interventions. Students who do not demonstrate a response to well-implemented, scientifically-based interventions at the Tier 3 level would be referred for an educational evaluation to determine eligibility for special education.

## **MEDIA CENTER**

The purpose of the media center is to provide a variety of materials and services to assist staff and students in the teaching-learning process. The media specialist will orient all students on proper media procedures at the start of the school year. Students will attend the media center for instruction and to check out materials on a regularly scheduled basis. The media specialist will also be available at other times for individual or group use throughout the school day. When using the media center during class time, individuals must have a pass from the classroom teacher.

Students are responsible for all materials checked out of the media center. Fines are charged for overdue books. Students must pay the current replacement cost for lost books.

## **TECHNOLOGY USAGE**

The use of any technology resources in Hamilton Southeastern Schools is a privilege, not a right, and it is subject to regulation and monitoring. Students utilizing corporation-provided computing resources and Internet access must first have the permission of Hamilton Southeastern Schools' professional staff and must work under the supervision of professional staff. Students utilizing said resources are responsible for good online behavior similar to the good behavior which is expected in a classroom or other area of school.

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

- Violates any school rule, including any student discipline rule and any school policy;



- Causes or is likely to cause a substantial and material disruption to the school;
- Is a “true threat”;
- Is considered as lewd, vulgar, indecent or plainly offensive;
- Generates a legitimate educational concern; or
- Is considered an unlawful activity.

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

## 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.

## INTERNET POLICY

Hamilton Southeastern Schools has Internet access at all schools throughout the district. Our goal is to have Internet and e-mail access at each computer lab and at all stand-alone computers in the school corporation.

It is our intent to provide a safe environment with Internet services at Riverside Intermediate School. We have the ability to block undesirable locations or addresses. If someone tries to access a blocked address we will know which work station attempted to access that site. The Internet access is supervised and monitored.

The School Board has approved a Policy on District-Provided Access to Electronic Information, Services and Networks. This policy explains the Internet use and what we are trying to avoid at school. This policy is extended to anyone interested in accessing the Internet at the locations accessible from the corporation’s web server.

The School Board approved Policy is available in the school office. If you would like for your child to have access to the Internet at Riverside Intermediate School, please review the policy and return the form (located at the end of the policy) to the school office. Occasionally, student photographs are used on the School District’s website. Parents may sign a waiver if they do not wish for their child’s picture to appear on the website.

Students will utilize e-mail and websites for educational purposes only. Defaming or derogatory comments made by a student regarding another classmate or teacher will not be tolerated.

## 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 ([jharri-son@hse.k12.in.us](mailto:jharri-son@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.

## STUDENT COMPUTING RESOURCES AND INTERNET ACCESS

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 extra-curricular. To maintain eligibility to this access, students and parents must be in support of, and consistent with, the educational objectives and policies established by Hamilton Southeastern Schools.

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

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

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

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

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

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 sites about cyber bullying. The Corporation recognizes the need to education 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 are responsible for good online behavior similar to the good behavior expected are 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 member of the community.

Corporation-provided computing resources and Internet access is designed for educational purposes only, curricular or extracurricular. It is impossible for Hamilton Southeastern Schools to completely restrict access to controversial materials, and HSE will not be held responsible for materials acquired on Hamilton Southeastern School's computing resources or over the Internet.

Students and parents understand and will abide by the Hamilton Southeastern Schools Technology Usage Policy I05.03 and Guidelines I05.3.1. And further understand that should they commit any violation, their access and /or privileges may be revoked and disciplinary action (up to suspension or expulsion) may be taken as deemed necessary by the Superintendent/designee. This may include legal action. There is no expectation of privacy in respect to the use of electronic information, resources, data files, or other records generated, stored, or maintained on Hamilton Southeastern Schools' computer resources. This also applies to the use of personal technology.

Parents and guardians may request 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.

## **ELECTRONIC DEVICES**

Teacher discretion may be used regarding the instructional use of electronic devices in the classroom to support student achievement. 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. When released by school officials, confiscated items must be picked up by parent or guardian.

All users of electronic resources will be held responsible for their actions and activity. There is no expectation of privacy when using Hamilton Southeastern Schools network. Unacceptable uses of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include but are not limited to:

1. Using electronic resources for any illegal activity, including violation of copyright or other contract, harassment, or plagiarism.
2. Using the electronic resources of our school district for financial or commercial gain.
3. Degrading or disrupting equipment or system performance including the intentional promotion of computer viruses.
4. Vandalizing data of another user.

5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another user.
8. Posting personal communications without the author's consent.
9. Deliberately sending, retrieving, or displaying text or graphics which may reasonably be construed as obscene or abusive

**\*Neither the school nor the school corporation is responsible for any lost or stolen items.**

## **PHOTOGRAPHING OF STUDENTS AND PERSONNEL**

Students may not use any audio or video devices to photograph or record the activities of other students or district personnel while on school property or a school-sponsored activity unless authorized in advance by the staff member supervising the activity and with the consent of the individual(s) being recorded. At the time of registration, families may request to opt out of photo and video events. Students who violate this expectation may face appropriate disciplinary consequences.

## **CLINIC/HEALTH SERVICES**

A health clinic is available for limited use for those students who become ill or injured during the school day. Children with contagious illnesses or fevers should not be sent to school. Please take care of injuries prior to sending your child to school. Health records should be updated promptly as needed during the school year. Emergency information should also be current. **The student should know the family physician, hospital preference, and how to reach a parent in the event of illness or accident.**

Clinic facilities and the service of the clinic staff are not to be abused. If a student visits the clinic too frequently, the guardian will be notified. To report to the clinic, the student must have permission.

A *Clinic Service Handbook* is available on the HSE web site and parents/guardians should refer to this regarding more detailed information on all health policies and procedures - including the administration of medications. All medication is to be kept in the clinic and be administered under the supervision of the school nurse. Students are not to self-administer medication except as allowable by State law.

## **INSURANCE**

Hamilton Southeastern Schools do not insure students for personal injury or for loss or damage to their property. Each family should obtain its own insurance to cover such risks.

## **DINING ROOM AND LUNCH**

RSI has an automated lunch payment system. All students are issued a student ID that they must use each day as they go through the lunch line, regardless of how parents choose to pay for lunches. Students may pay with cash each day, or parents may "deposit" money into their child's account to prepay for lunches. Students are NOT required to use the "prepay" method; however, students still need their ID number each day. Students that do not have money in their account will be offered a cold sandwich and milk every day until there are sufficient funds in their account. Charging meals is not permitted by Hamilton Southeastern Schools. Lunch prices and specific guidelines will be published in the school newsletter. Menus are published monthly by the Riverside Intermediate School Lunch Office. Applications for free or reduced priced lunches are available in the school office.

Our dining room is supervised by a paid employee of Riverside Intermediate School along with members of the school staff. The supervisor is responsible for maintaining order in the dining room which may include: 1) rearranging seating to improve behavior; 2) removing students for disruptive or improper behavior; 3) reporting improper behavior to the classroom teacher or sending students to the office for further disciplinary action. Students are expected to be polite and to display proper manners while going to, eating in, or coming from the cafeteria. Students carrying their lunch from home are not allowed to bring soft drinks in cans or bottles. **Carry-in meals from restaurants are not allowed.**

Rules to be followed in our dining room are very simple. Students will enter the dining room and will remain in the various lunch lines. They may not sit down until they go through the cafeteria line (obtaining straw, napkins, and silverware). Each team will have a selected area for the team to sit during their lunch period (with no students saving seats). After going through the serving line, getting food, and finding a seat, students must remain in that seat the remainder of the lunch period. Students will be excused by a staff member if necessary. Students are only to be up from their seat when they have been excused by a staff member. Therefore, no one is out of his/her seat without permission. If a student needs to use the restroom, he/she raises a hand to ask permission.

When students are finished eating, they must wait to be dismissed by a staff member. Each table will be dismissed separately. Students may

not leave before they are called. If a student wants to wait for the second call they may do so, but everyone must leave on the second call for his/her team.

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 e funds 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 after the due date and no payment arrangements have been made.

### **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. No food from "fast food" establishments may be brought into the cafeteria area by any individual for consumption.

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.

## 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 LOCKERS

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

The student's use of the locker 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 ensure 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 use on school premises remain the property of the school corporation. They 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 provided by or approved by the principal of the school in which the locker is located. Unapproved locks shall be removed and destroyed.

The principal, another 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 cause for a search.

The principal or another member of the administrative staff acting under the direction of the principal may search a student during a school activity if a reasonable cause for search exists.

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 have access to another student's locker.
- 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 the locker.
- 8) No student should keep books or any other belongings in another student's locker.

The student is responsible for proper maintenance of the locker. Students may be assessed a charge if it becomes necessary to repair damages attributable to student abuse.

## ELEVATOR USAGE

To be allowed access to use the elevator, a student MUST have a doctor's note stating why he/she needs use of the elevator and for how long the student will need to use the elevator instead of the stairs. If a student is injured and is waiting to be seen by a doctor, a parent note may be used. However, a parent note will only be good for one day. The student MUST have a doctor's note if he/she is to continue to use the elevator.

## TELEPHONE CALLS

**Calls will only be made on an emergency basis by students.** Calling for homework, books, lunches, permission to go home with a friend, etc. are not generally acceptable reasons to use the school phones. It is important to keep classroom interruptions to a minimum. Students will not be called out of class for telephone calls, but messages will be delivered when needed.

## 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.”

1. 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. Payment 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 corner 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
2. 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.
3. 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 AND FOUND

Throughout the school year many items are turned in to the office as lost and found items. Valuable items which have been found will be kept in the office to be identified for collection. Other items such as: clothing, lunch boxes, and recess equipment will be located near the lunchroom. At the end of each nine weeks, any items which have not been claimed will be given to charitable organizations.

## EXTRA-CURRICULAR CLUBS AND ACTIVITIES

The staff at RSI has prepared an extensive offering of clubs for the students. They feel clubs and activities are a vital part of the students’ total educational experience. Participation is encouraged. Parental support is both needed and appreciated. Information with details and starting dates for clubs will be posted in the school newsletter and/or announced on the morning or afternoon school announcements. Clubs will be created based on teacher and student interest and on the availability of a sponsor for the club.

Parents must arrange for student transportation for these before and after school programs. **If arrangements cannot be made for a prompt pick-up, please make arrangements with our YMCA program for supervised care after the end of the club session.** There may be a small fee in order to participate in some of the clubs.

## INTRAMURAL ATHLETICS

RSI offers a wide variety of intramural athletics. Throughout the school year, students will have the opportunity to participate in many sports which are coached by members of the RSI staff. A fee of \$5.00 to \$40.00 *may* be charged to cover the cost of hiring officials, equipment, and uniforms. Students will be required to follow the guidelines for their particular activity. Sign-up sheets and explanations will be sent home throughout the school year. Intramurals will be created based on teacher and student interest and on the availability of a sponsor for the intramural.

## V. FUNDRAISING POLICY

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

## VI. GRADES

Grades are an evaluation of a student’s level of mastery of our standards and curriculum. They become part of the permanent school record. Grades are issued each nine (9) weeks. Mid-term grades are posted on Family Access in Skyward and parents without computer access will be given a copy of their child’s mid-term report, provided they let the office know. **Related Arts classes:** Art, Music, and Physical Education record grades one time per semester.

**Grading Scale** – A district wide grading scale was adopted by the Hamilton Southeastern Schools on October 12, 2009.

A+	100	C+	77 - 79	Special Area and band/orchestra grades are issued each semester. The scale is as follows: E = Excellent S = Satisfactory N = Needs Improvement
A	93 - 99	C	73 - 76	
A-	90 - 92	C-	70 - 72	
B+	87 - 89	D+	67 - 69	
B	83 - 86	D	63 - 66	
B-	80 - 82	D-	60 - 62	
		F	59 and below	

## VII. VISITORS

Parents are welcome to visit the school and cafeteria. Parents must have a criminal background check on file. Only approved guests will have the opportunity to visit with students. All visitors must check in with the school office to obtain a visitor's badge before going to any part of the school. Please call in advance to schedule a meeting or a conference.

## VIII. EMERGENCY PROCEDURES

### FIELD TRIPS

In the event of a crisis situation, staff will follow the guidelines set forth in the red crisis folder and/or flip chart.

### FIRE DRILLS

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

### STORM WARNINGS AND OTHER EMERGENCIES

In the event of severe weather conditions or other emergencies, an announcement will be made over the P.A. or by whistle. At this signal students are to proceed with their teachers to the designated safe area. Students are to follow teachers' instructions when they arrive in the safe area.

### 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 by the administrative, secretarial and custodial staff, as well as those teachers on preparation periods.

### EMERGENCY SCHOOL CLOSINGS AND DELAYS

When inclement weather or other emergencies arise that affect normal school operations (emergency closings, early dismissal, delays) 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 alert that you should receive via phone or text, depending on how you are 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, YMCA after school care, scheduled evening programs, AAU, etc.) will also be cancelled. When school is closed all conferences and meetings with office and staff personnel will be cancelled and rescheduled at the earliest convenience.

## IX. PROTECTION OF PROPERTY

- Students should print a name in ink on all books, tablets, gym shoes, coats and folders for which they are responsible.
- Students should not bring items of great value from home.
- Students should not bring large sums of money.
- Students should secure all personal property in locked lockers during the school day. Athletes are to lock all belongings in athletic lockers during practices and contests.



- Any bag used to transport materials to school and used to transport materials throughout the school day, must be labeled with the student's name. Individual schools may require more identifiable information to be placed on the bags in addition to the student's name. Bags required to be labeled include book bags and duffle bags.

## **X. PARENT COMMUNICATION**

Our school has a bi-weekly newsletter that publishes current information of interest to all parents and students via the HSE Skylert system. The newsletter will be sent home on Fridays to families requesting a hard copy. The deadline for submitting items for publication is noon on Wednesdays.

Our new parent information system is a convenient home-to-school collaboration tool that allows parents of students in grades 5-12 to enhance their involvement by keeping track of their children's academic progress—online—via an easy-to-use website. Parents may visit the password-protected site to view their students' grades, completed assignments, demographic, discipline, attendance and immunization data. Families must have internet access to register for the new system.

Riverside Intermediate is also active on social media. Our school tweets @RSIHawks. Follow us for updates on what's going on at school, important announcements, and other information.

## **XI. SCHOOL PICTURES/YEARBOOK**

Individual pictures will be taken by a selected company in the fall and in the spring. Students will be offered packages on a prepaid basis. Yearbooks will be offered in the spring on an advance order, prepaid basis.

## **XII. AFTER SCHOOL DAY CARE**

The Hamilton County YMCA operates an After School Day Care Program in the school cafeteria. Students may enroll in the program on a full time or drop in basis. Enrollment forms are available in the school office. The Hamilton County YMCA office will gladly answer questions about the program at 577-2070.

## **XIII. HONORS**

At Riverside Intermediate School we recognize students at the end of each year based on a variety of academic and citizenship standards. Further information will be shared near the end of the year.

## **XIV. VOLUNTEERS**

RSI is very fortunate to have many community members who are willing to give of their time and talents. RSI volunteers are an important part of our efforts to provide a quality education. All volunteers are required to have a criminal history background check completed and on file before spending time in the school as a volunteer. When entering our building to help us, please sign in at the office. All visitors are expected to wear a name tag.

### **CHAPERONES**

To allow our educational experience to be complete, each homeroom teacher will solicit help from parents to act as chaperones on field trips. As a chaperone, parents will be asked to provide leadership, discipline and a safe learning environment for our student population. All chaperones are also required to have a criminal history background check. This may be done through the school. The paperwork can be obtained at the school office or on the district website. We look forward to involving you in this educational experience.

#### **Expectations:**

1. Memorize the first and last name of students in your group.
2. Please wear the chaperone identification at all times.
3. Place each student in your group with a buddy. "Buddies" are responsible for each other throughout the day.

4. Make sure you have your daily itinerary.
5. The use of vulgar or obscene language is prohibited.
6. Be on time, with your group, for all departures.
7. Please check the student list for any medical attention needed for the day.
8. Teachers will administer all medications to students.
9. Stay near the students in your charge at all times.
10. Monitor bathroom breaks.
11. Any student who is disruptive should be directed to his/her homeroom teacher immediately.
12. Smoking and the use of any tobacco products is prohibited at all times.
13. Weapons of any nature are not acceptable.
14. Students should not have more than \$20.00.
15. On the bus, students need to remain in their seats.
16. As a chaperone, you are held to the same standard as our teachers. Please make sure that your conversation with our students is geared toward the field of study. Discussions of personal nature are strongly discouraged. If a student shares information of a personal nature, which is alarming to you, please inform an administrator or teacher immediately.
17. In case of any emergency, remain with your group. Staff members who have all been trained in dealing with traumatic situations will be your resource.

## **XV. POLICY ON PARENT AND DOCTOR NOTES**

### **PHYSICAL EDUCATION**

As a vital part of our RSI curriculum, all students are required to participate in physical education. Attire for physical education should include clean non-marking shoes and appropriate clothing for physical activity. To be excused from participating, a student **MUST** have a doctor's note stating why he/she cannot participate and for how long the student will be excused. If a student is injured and is waiting to be seen by a doctor, a parent note may be used. However, a parent note will only be good for one day. The student **MUST** have a doctor's note if he/she is to continue to be excused from physical education class.

Students who physically do not participate in physical education class will be responsible for everything taught in class on an informational/knowledge/intellectual basis. The same also holds true for extracurricular activities. Any student with an excused absence/non-participation day in physical education is not permitted to participate in active extracurricular functions. This includes sports camps, bowling, intramural athletics, and travel basketball team.

Please keep in mind that teachers are not physicians. When notes are being written to our teachers, please be specific. Terms such as "limited activity", "some activity", "not too much activity" and "do what they feel like" are very ambiguous and open to varied interpretation. Therefore, any notes which are not specific will be interpreted as no physical activity.

A student must participate to earn at least a satisfactory grade in physical education. Prolonged absence from physical education, without a doctor's excuse, could jeopardize the student's grade. Therefore, all communication for excused participation from physical education should be made with the physical education teacher. Parents who wish to discuss a particular situation may contact their student's physical education teacher.

### **RECESS**

Recess will be held outdoors, weather permitting. Students will go outside for recess unless the wind chill factor or temperature is below fifteen degrees Fahrenheit. If the temperature is 95 degrees Fahrenheit or the humidity is at 95%, teachers will use extreme caution while monitoring students at recess. Consequently, students should dress appropriately on all days as they will be expected to go outside with their classes. In the event that the weather prevents outdoor recess, teachers may hold indoor recess instead.

Students not participating may bring a note from home or their physician. Our school policy only allows a student to use a note from home for three school days. After that time, a parental note should be replaced with a doctor's note. Parents need to communicate any recess excuse

with both the school nurse and the homeroom teacher. Parents who wish to discuss a particular situation may contact their student's homeroom teacher.

## **XVI. GENDER EQUITY GOALS**

It is the continued goal of the RSI Athletic Department to provide equal athletic opportunities for all girls and boys. The RSI Athletic Department will also continue to strive to obtain the most successful programs while providing programs of an equal nature. As a statement of our commitment to total gender equity, RSI will attempt to achieve the following:

1. Have the same number of games and practice days available for boys and girls teams.
2. Attempt to schedule away contests so that travel distances are similar.
3. Be equitable with uniforms, supplies, and equipment.
4. Balance weekday and weekend games for boys and girls teams.
5. Employ the best-qualified individuals as coaches and assistants for girls and boys teams.
6. Continue to have girls and boys games scheduled on an equal number of weekdays and weekends.
7. Continue to interview and hire qualified individuals for boys and girls travel basketball coaches.

\*To inquire about Title IX, contact Randall Schoeff of Hamilton Southeastern Schools, 12011 Olio Road, Fishers, IN 46038 at (317)594-4220, or the Office of Civil Rights, U.S. Department of Education, Washington D.C.

## **XVII. NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the 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 or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students may ask Hamilton Southeastern 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 or eligible student, the School Corporation will notify the parent or eligible student 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 or eligible student 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 that 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 or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The Family Educational Rights and Privacy Act (FERPA) ensures that sensitive information about students is 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, without notification of such intent. Hamilton Southeastern Schools considers "Directory Information" to be: student's name, address,

telephone number(s), participation in officially recognized activities and sports, height and weight of members of athletic teams, degrees and awards received, date of birth, photograph, videotape not used in a disciplinary matter, student work for display at the discretion of the teacher (no grade displayed), student's photograph to appear on the corporation web site (student photos on the web site include no names unless special parental permission has been received), and student's photograph to be used in school corporation publications (newsletters/brochures) or local media's (area newspapers or television) coverage of school day activities. Hamilton Southeastern Schools may disclose any of those items without prior written consent, unless notified in writing to the contrary.

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, S.W.  
Washington, D.C. 20202-4605

6. The Family Educational Rights and Privacy Act ("FERPA") ensures that personally identifiable information of students in school records are kept confidential. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Please consider this notice as a general notification for the 2013-14 school year.

Hamilton Southeastern Schools considers "Directory Information" to be:

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

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

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

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

Also, please note that United States armed forces recruiters also have a right to a student's name, address and phone number unless the student's

parent or the adult student specifically requests in writing that this information is not released to the armed forces recruiters.

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.

## **XVIII. VIDEO SURVEILLANCE**

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

The corporation will notify staff and students through student/parent and staff handbooks that video surveillance may occur on corporation property.

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

Security videos showing identifiable employees will be treated as personnel file information under the Indiana Access to Public Records Act. I.C. 5-14-3 and board adopted policy implementing that act.

For the purpose of this policy, restrooms, locker rooms, and areas reserved exclusively for staff use 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 facilities is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have a 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.

The Superintendent or his/her designee will develop and maintain procedures to implement this policy.

## **XIX. NO SMOKING ON SCHOOL GROUNDS**

The HSE School Board has declared 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 Hamilton Southeastern Schools' buildings and grounds are smoke-free.

## **XX. ASBESTOS INSPECTION**

The Hamilton Southeastern School Corporation has undergone inspection for asbestos in its buildings. With our extensive renovation projects and our new building 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.

## **XXI. HAMILTON SOUTHEASTERN SCHOOLS POLICY OF NONDISCRIMINATION**

### Statement of Non-discrimination

It is the policy of the Hamilton Southeastern Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (ic 229-1), (ic 20-33-1), 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 Title IX, Section 504, or the Americans with Disabilities Act should be directed to Tom Bell, Director of Exceptional Learners, Hamilton Southeastern Schools 13485 Cumberland Road, Fishers, Indiana 46038 or 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 the Chief Equity and Inclusion Officer, Dr. Erica Buchanan-Rivera, 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.

## **XXII. COMPUTER, WORD PROCESSOR AND TYPEWRITER GUIDELINES**

As more and more of our students have access to computers, the English Department has established guidelines for computer generated work. These rules are taken, in part, from the Modern Language Association (MLA) and The American Psychological Association (APA). These formats are used for academic and professional purposes: *The text of the paper is double spaced. Indent the first line of each paragraph five spaces from the left margin. Leave one space after words, commas, or semi-colons. Leave two spaces after ending punctuation marks. Choose a plain, easy to read font (Arial, or Times New Roman). Use a size 12 point font size. Do not use unnecessary italics, bolding, or underlining. Do not underline, italicize, or quote titles.*

## **PBIS AT RSI**

Riverside Intermediate has fully implemented the Positive Behavior Interventions and Supports (PBIS) system. The goal of PBIS is to be proactive in helping each student be successful with academics and behavior and to create daily communication between home and school. Through PBIS, students earn rewards and are able to monitor their academic and behavior performance. Students have the opportunity to earn weekly, monthly, and quarterly rewards individually and within their classrooms and teams by demonstrating the *Riverside Way* – Responsibility. Service. Integrity. Individual students can earn the right to attend an end-of-the-quarter celebration by meeting specific criteria set forth at the beginning of each quarter. Also as a part of PBIS, the students will participate in community meeting once per quarter where we recognize students for living out the *Riverside Way* and invite a guest presenter from the community to speak with the students about life skills.