

# HERITAGE HILLS MIDDLE SCHOOL

## STUDENT HANDBOOK 2019 - 2020

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### Safe Schools Reporting—4 Ways

<http://1020.alert1.us>

[1020@alert1.us](mailto:1020@alert1.us)

1-855-4ALERT1 ext 1020

Text #1020 @ tip + your tip to ALERT1

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

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## Heritage Hills Middle School Vision, Mission, and Core Belief Statements

### Belief Statements

#### Students and Their Performance--We believe....

- In using technology to create self-directed learners and developing personal identity by providing challenging opportunities.
- In providing a culturally tolerant environment.
- In teaching students their rights and obligations as citizens.

#### School Effectiveness--We believe...

- In utilizing standards-based assessments.
- In differentiating instruction.
- In utilizing well-developed procedures and routines for effective classroom management.
- In collaborating with a multi-disciplinary approach through teaming.

#### School and Community Contexts--We believe...

- In training staff to support services for students and families that foster healthy physical, social, emotional, and intellectual development.
- In the school and community devoting resources to continually train staff to improve students' achievement.
- In partnering with the community to provide students with real-world learning opportunities.
- In collecting, analyzing, and using data to inform the school, parents, and community about student growth.
- In reflective conversations and decision making with all stakeholders empowering the staff to see barriers as challenges and push for higher performance for all.

**HHMS Mission:** *Heritage Hills Middle School inspiring excellence in today's students for tomorrow's future.*

#### HHMS Vision:

*The vision of Heritage Hills Middle School is to inspire excellence by motivating and supporting each student to achieve his or her personal best physically, socially, emotionally, and intellectually with emphasis on academic excellence at grade level or beyond. The entire staff commits to improving student performance by continually enhancing our knowledge and skills.*

### MORNING BELLS

7:50—access to halls

7:54—move to classrooms

7:58—class begins

#### MIDDLE SCHOOL DAILY SCHEDULE

CNN10/Study	7:58 – 8:18
Period 1	8:18 – 9:06
Period 2	9:11 – 9:58
Period 3	10:03 –10:50
Lunch	10:50 –11:24
Period 4	11:30 -12:12
Period 5	12:17 - 1:05
Period 6	1:10 - 1:58
Period 7	2:03 – 2:51

#### ECA SCHEDULE

CNN10/Study	7:58 – 8:18
Period 1	8:18 – 9:06
Period 2	9:06 – 9:49
Period 3	9:49 – 10:37
Club period	10:37 –11:07
Lunch	11:07 -11:41
Period 4	11:47 - 12:28
Period 5	12:33:– 1:15
Period 6	1:20 – 2:03
Period 7	2:08 – 2:51

## **NORTH SPENCER NON-DISCRIMINATION STATEMENT**

North Spencer County School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Mr. Ben Lawalin, Lincoln Trail Elementary School, RR1, Box 200, 13726 N SR 245, Lamar, IN 47550 or by phone at 812-357-5091 or fax at 812-357-5092. Title IX Compliance Officer and Section 504 Compliance Officer is also Mr. Ben Lawalin.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT/SCHOOL RECORDS**

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. These rights are: (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access identifying the record(s) they wish to inspect. The school official 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 are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate through a written request to the school principal that clearly identifies the part of the record they want changed, and specifies why it is inaccurate. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment and additional information regarding the hearing procedures. (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The North Spencer School Corporation designates the following items as Directory Information: Student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a discretionary manner, and exemplary student work without any grade indicated.

The right to file a complaint with the US. Department of Education concerning alleged failures by North Spencer County School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## **SCHOOL SAFETY**

The North Spencer County School Corporation has worked in consultation with county emergency personnel, law enforcement officials, and school safety specialists to develop guidelines for the promotion of school safety. Administrators, counselors, school nurses, teachers, and community representatives continue to work collaboratively in the development and evaluation of crisis prevention and intervention guidelines. Heritage Hills promotes safety as a priority for all students and staff. It is the responsibility of students, parents, faculty, and staff to create and promote a safe environment for all school-related activities.

## **PEST CONTROL POLICY**

Heritage Hills is committed to providing students a safe environment. The school seeks to prevent children from being exposed to pests and harmful and unnecessary pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing harmful pesticide exposure to children. Parents who wish advance notice of all pesticide applications should notify the school nurse. Advanced notice of all pesticide applications will be given to parents who have notified the school nurse in writing of such a request two days prior to the date and time the pesticide application is to occur.

## **FIRE AND STORM DRILLS**

Fire and storm drills will be held monthly according to state guidelines. Follow the procedures that are posted in each classroom. It is the responsibility of each student to be familiar with the evacuation route or storm drill procedure in each classroom. Move quietly and follow the directions of the teacher.

### **AWARDS AND INCENTIVES**

RENAISSANCE at Heritage Hills Middle School recognizes and rewards students who exhibit characteristics and behaviors that lead to improved student performance. Areas that will be recognized will be attendance, academics, and positive attitude.

ACADEMIC AWARDS and other awards will be presented at the end of each semester in a program during the last week of each semester.

HOLIDAY WORLD REWARD TRIP: Heritage Hills Middle School promotes excellence in behavior and academics. Each May students who have exhibited those characteristics are rewarded with a trip to Holiday World. A portion of the ticket price is paid by the school and the remaining by the student. To earn the reward a student must meet both academic and behavioral requirements. Students with two or more Fs in a nine week period are academically ineligible; all other students are considered eligible. Students must be academically eligible three of the four nine weeks to earn the trip. During the fourth nine weeks, eligibility will be determined at the time the permission slip is distributed. To meet the behavioral guidelines a student MAY NOT accumulate two Saturday Schools or any in-school suspension, out-of-school suspension or SWAY. Behavior requirements count up to the day of the trip.

### **GUEST TEACHERS**

Guest teachers are recognized by the administration the same as the classroom teacher. Students will be expected to afford guest teachers the same courtesy and cooperation as the regular teacher.

### **VISITORS**

You are not permitted to bring visitors to school with you during school hours without administrative approval. Interested parents and adult community members are always welcome. **ALL INDIVIDUALS ENTERING THE SCHOOL MUST REPORT TO THE OFFICE FOR A VISITOR'S PASS.**

### **MEDIA CENTER**

The media center provides many valuable sources of information. Newspapers, magazines, books, computers/Internet access and other information media are available for student use throughout the day. The media center is open from 7:00 a.m. until 4:30 p.m.

### **TECHNOLOGY SERVICES**

Student users of computing resources are expected to follow certain guidelines in return for the privilege of using the computers, programs, and associated equipment. Students are to use only programs and equipment as specified by their teachers. Students should not share their individual password with others. **Any student who is found tampering with the computer system at Heritage Hills Middle School may be assigned to a minimum two days of out-of-school suspension on the first offense. They may be recommended for expulsion on the second offense during the same school year. Tampering includes using another students or teachers password to enter the system, being in an unassigned area of the system, or causing any other damage to the computer network, the system software, or hardware.**

### **INTERNET ACCEPTABLE USE POLICY**

Internet access is available on a limited basis to students and teachers in the North Spencer County School Corporation. The School Corporation is bringing this access to our students in order that they may receive a broad-based exposure to knowledge and experiences. This program will aid in meeting the educational needs of its students. It will also help our students accomplish educational goals that are significant, durable, and transferable. Students will have limited access that is teacher-directed. Access before or after school will only be permitted under principal's approved supervision. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. North Spencer County Schools has taken precautions to restrict access to controversial materials.

Because the Internet provides access to other computer systems around the world, it is specifically understood that the school system does not have control of the content information residing on these other systems. Students and parents are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The North Spencer School Corporation does not condone the use of such material and does not permit usage of such material in the school environment. Students who bring such materials into the school environment

may have their account terminated and will be dealt with according to the discipline policies of the individual school building.

It is generally accepted that the educational value of students' Internet access is the joint responsibility of students, parents, and employees of the North Spencer School Corporation. Examples of unacceptable use that may result in the suspension or revoking of the Internet account include but are not limited to:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts.
2. Gaining unauthorized access to resources or entities.
3. Accessing or attempting to access, transmitting, uploading, or downloading pornographic, obscene, or sexually explicit materials.
4. Violating any local, state, or federal statute.
5. Vandalizing, damaging, or disabling the property of another person or organization. Account holders specifically agree to indemnify the North Spencer School Corporation for any losses, costs or damages incurred by the Corporation arising out of any breach of this section. Any and all provisions of the *Acceptable Use Policy* are subordinate to local, state, and federal statutes.
6. Students using proxy services to access sites through the school's filtering system, i.e. Facebook.

**PERSONAL TECHNOLOGY DEVICES**-- Students may possess and use personal technology devices during the school day during passing periods and at lunch. Students may use their personal technology devices in the classroom ONLY WITH PERMISSION OF THE TEACHER IN CHARGE.

Cell phones may not be used in any classroom without express permission from the teacher in charge. Cell phones are not to be used in classrooms for texting or any other purpose not related to an educational function at any time in classrooms.

Students violating any policy related to use of personal technology devices and/or cell phones are subject to disciplinary action up to and including suspension and/or expulsion from school. This may include loss of privileges to use technology of any kind at school.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes exists. It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, parents and students must be aware of the legal consequences should this occur in our school.

### **GUIDANCE SERVICES**

Guidance counselors assist students in course and subject selection; provide information to/from colleges, vocational schools, and potential employers; counsel students in evaluating career interests and choices; disseminate and post occupational information; plan career sessions to benefit students; participate in general education interventions as needed; counsel students relative to social, emotional and educational matters; orient new students and parents to the school and its procedures; facilitate communication between school and home; assist parents in accessing services in the school and community; facilitate referrals to appropriate agencies for students with special needs, maintain contact with business, community, and assistance agencies; and conduct standardized testing programs as prescribed by the State of Indiana and the North Spencer County School Corporation. Students wishing to see the counselor should arrange an appointment with the counselor between 7:30 and 7:50AM. A pass from either the classroom teacher or guidance counselor is required to go to the guidance office during the day.

## **TEXTBOOK/EQUIPMENT RENTAL AND REFUND POLICY**

All students are expected to rent Chromebooks and/or classroom equipment needed for assigned courses. All textbooks, classroom equipment, school equipment, etc. will remain the property of the school unless purchased by the student or their parent/guardian. If rented items are damaged or lost, the student or their parent/guardian will be responsible for the cost of repairing or replacing said items.

**REGISTRATION PAYMENT:** Payment of registration fees or arrangements for payment should be completed by the first day of school. Failure to do so may result in accounts being turned over for collections.

**REGISTRATION REFUND POLICY:** Registration refunds will be made at 100% prior to the first day of class participation. After class participation occurs, book rent refunds will be pro-rated by the week. All consumables, classroom fees, and project fees will not be refunded. Any refund below \$5.00 will not be issued.

## **HEALTH SERVICES**

A school nurse is on duty to attend to student needs. Any medication to be taken by a student during the school day must be brought from home with a signed note from the parent or guardian and delivered to the nurse's office. The student will then report to the nurse's office at the appropriate time to take the medication. Students who become ill during the day **MUST** get a pass from a staff member to go to the office. Emergencies are an exception. Students who become ill during the day must not leave the school without authorization from the principal's office. Any accident, no matter how minor, that occurs on school property or at any school-related activity should immediately be reported to the school personnel sponsoring the activity. Students need to inform the office about any serious health problems. A doctor's written statement is required in order for a student to be excused from participation in physical education for more than two days.

If your physician requires your child to carry an inhaler, or other emergency medication, there is a form that you must obtain from the school nurse. The doctor, parent, and child must complete this form in its entirety. When all paperwork is completed, the child will receive a card that entitles him/her to carry the specific medication.

## **INSURANCE**

Parents are given the opportunity to purchase student accident insurance at a reasonable rate at the beginning of school. "School Day" or "24 hour" coverage is available. Students who participate in extra-curricular athletics are required to buy this insurance or have a signed statement from their parents or guardians avowing adequate family insurance coverage.

## **INDOOR AIR QUALITY**

The North Spencer School Corporation complies with all Indoor Air Quality rules for schools as set forth by the Indiana Department of Health. The IAQ Coordinator for North Spencer Schools is Mr. Marc Schum. He can be contacted with any concerns and/or questions about Indoor Air Quality rules at: 812-937-2400.

## **WORK PERMITS**

Minors who are 17 years of age and younger are required to obtain work permits when seeking employment, with the exception of those who have graduated from high school. Work permits may be obtained through the principal's office.

**The school has the right to refuse or revoke a work permit if the applying student is determined by the school to be excessively tardy or truant or whose academic performance does not meet the school corporation's standards.**

## **BEFORE/AFTER SCHOOL HOURS**

Students should arrive at school no sooner than 7:15 a.m. Upon arrival students should report to the gym through the southeast middle school entrance. Students will be allowed down the main hallway at 7:20 a.m. on Success Period days and at 7:50 a.m. on all other days.

To provide students with a safer environment after school, no middle school student shall be on school grounds (that includes in the high school) after school unless they are staying for a sport, club, educational program that is part of the HHMS extracurricular program, or going to the library. Students staying are expected to report to the After School Supervision area if the event they are staying for starts later than 3:00. Students who wish to stay to watch an event are welcome to go to After School Supervision.

- Students must enter the room by 3:00 p.m. and sign in.
- When signing in students must stay until the event begins or until released by the supervisor.
- Food and water will be allowed. No soft drinks.
- Students may do their homework, play cards and games or watch movies (PG or PG-13 only, if approved by the supervisor).

- Any problems in following the rules or not being in the supervised area by 3:00 p.m. will be referred to the administration.

A schedule of After School Supervision is developed based on school-sponsored sports activities. Only on those days should students remain after school.

### **BOOKBAGS AND BACKPACKS**

Students are required to keep coats, book bags, and backpacks in their lockers while in the middle school building. Students leaving the middle school building for 6<sup>th</sup> and 7<sup>th</sup> period may take their book bag to class.

### **CAFETERIA AND LUNCH TIME REGULATIONS**

The school cafeteria personnel strive to provide students with delicious and nutritious meals at a reasonable price. The breakfast and lunch menu conforms to federal guidelines and offers students several options. The lunch menu offers students multiple entrees, salad bar, and ala carte items. Breakfast will be served from 7:25 a.m. to 7:45 a.m. Ala carte items and snacks are extra.

Please observe the following cafeteria guidelines:

1. Deposit all litter in provided waste containers and return all trays and utensils to the dishwasher area.
2. Leave the tables and table area clean.
3. Food and drinks may not be taken from the cafeteria area.
4. After finishing eating, students may go on their assigned day to the designated gymnasium as long as supervision is available. If not the assigned gym day, students should be seated in the cafeteria.
5. Students should not have food in the carpeted area.
6. There should be no running in the cafeteria area.
7. The walls are for sitting on, not walking on or jumping over.

### **AUTOMATED CAFETERIA**

The Heritage Hills Cafeteria has a computerized system and each student has an account with us. This is a debit account (not a credit account). A student deposits money into his/her account and then uses that account to purchase desired food items. To make sure no other student is using your child's account, the computer will display the student's school picture once the Lunch Account Number is entered.

Parents not wanting their child to purchase snacks or ala carte items may indicate so by writing "regular meal only" on their envelope. If you have more than one child at Heritage Hills (middle and/or high), you may write one check. We ask that you indicate how much money should be allocated to each child. **The parent or student should make sure to put the student's name, Lunch Account Number, and amount enclosed on the outside of the envelope for cash payments. CHECKS are preferred since they can be tracked and Lunch Account Numbers can be placed on the memo line of the check.** Any balance left in the student's account at the end of the school year will be carried over to the next school year unless requested otherwise. Excess funds will be returned if a student withdraws or transfers for most balances. Upon withdrawal, transfer or completion of high school, unless requested, any refund below \$5.00 will not be issued.

Students are encouraged to pay weekly or monthly by cash or check payable to **Heritage Hills Cafeteria**. Students may also add money to their lunch account online by logging in to their student account. There is a small fee to deposit money online. **Students paying weekly are encouraged to bring money on Mondays.**

**Students who do not have money in their account will be allowed to eat a reimbursable meal but may not purchase items ala carte. A STUDENT MAY CHARGE NO MORE THAN 3 MEALS WITHOUT ADDING MONEY TO THEIR ACCOUNT. After this, they may be notified verbally, in writing or via e-mail that money needs to be deposited into their account. Continued non-payment may result in accounts being turned over for collection.**

Breakfast/Lunch fees are as follows:

- Breakfast: \$1.80/meal
- Lunch: \$2.25/meal
- Milk: \$0.40

The North Spencer County School Corporation has determined that a school lunch account balance exceeding negative twenty five dollars ( - \$25.00) that has had previous notification as follows:

1. No less than 3 phone calls have been attempted
2. Notification has been made via mail and certified mail

With no response, this may be turned over to small claims court and pursued until the balance has been paid in full.



## **LOCKERS**

No food or drink allowed in lockers; except water bottles purchased at school. All lockers are made available for student use on the school premises, including lockers located in the hallways and the physical education dressing rooms. These lockers are made available for student use in storing 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, or 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, without the knowledge or permission of the student, to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and prevent use of the lockers to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco products. Lockers should always be locked when not in use. **Do not give your combination to anyone else. Do not leave money or valuables in your locker. Use magnets to secure items in your locker, not tape or other adhesive substances.**

## **VALUABLE POSSESSIONS**

Do not bring valuable possessions and/or excessive cash to school. The school cannot be responsible for them.

## **DISPLAYS OF AFFECTION**

Students are expected to use good judgment in their expressions of affection toward one another. Physical contact such as kissing, hugging, and embracing is not allowed on the school grounds during the regular school day, or at school sponsored functions.

## **CONVOCATIONS AND ASSEMBLIES**

Convocations and assemblies for educational, recreational, and entertainment purposes will be given throughout the school year. Please observe the following guidelines:

1. Enter the gym or auditorium quietly and be seated at once.
2. Become silent and attentive as soon as the person introducing the program appears.
3. Give the presenters your undivided attention.
4. Show appreciation for a good program through enthusiastic applause.

## **SKATEBOARDS**

Skateboards are not allowed on school property, including buses or at bus stops, due to the possibility of personal injury and the damage of school property.

## **DANCE RULES AND REGULATIONS**

1. In order to attend a middle school dance the student must be a student at Heritage Hills Middle School. Students from other schools or high school students will not be allowed at middle school dances.
2. Each student attending a middle school dance will be required to have a permission slip signed by a parent or guardian before being admitted to the dance.
3. Dress for each dance will be established prior to the dance and students will be notified.
4. After a student enters the dance, they may not leave and reenter.
5. Students must attend school the day of the dance unless special permission has been obtained by the principal prior to the dance.
6. All school rules will apply and be enforced.

## **FIELD TRIPS**

Field trips are an excellent resource to enhance classroom instruction and provide students with opportunities that are unavailable through the regular school setting. **Guidelines for participation in these field trips may be based on academic and behavior requirements. Students who have been assigned to any in-school-suspension, out-of-school suspension, including SWAY, or accumulated two Saturday Schools or an in-school suspension during a semester period will not be allowed to accompany their classmates on out-of-school field trips that extend beyond the school day for the remainder of the semester in which the infractions occur. Eligibility is reestablished at the beginning of each semester.** To ensure the safety of all students while on a field trip the school reserves the right to search students' bags prior to boarding buses and at any time during the trip.

Heritage Hills Middle School requests that parents sign the field trip permission slip form (Please sign on page 3.) This permission slip enables your child to attend any field trip that occurs within the hours of a regular school day without you signing a new form each time. Any field trip that occurs beyond the regular hours of the school day requires an additional

permission slip. Prior to every field trip parents/guardians will be notified. Should, for any reason, a parent desire that his/her child not participate in a specific field trip, the parent should contact the school in writing.

Students must be in good financial standing to participate in field trips, i.e. no negative book rental, fundraiser, or lunch account balances.

## **NORTH SPENCER COUNTY SCHOOL CORPORATION STUDENT ATTENDANCE POLICY**

### **General Information**

Regular and punctual school attendance is vital to deriving maximum success from the instructional program and to developing habits of responsibility, punctuality and self-discipline. Research indicates there exists a direct correlation between school attendance and achievement. Higher academic achievement occurs for students who regularly attend classes, while excessive absence results in achievement below the level of expectation and/or failure. Poor student attendance also has a direct impact on the erosion of student morale, increased vandalism, damaged public relations, and loss of state financial aid.

Consistent, daily attendance of students is not only desirable due to its impact on student achievement; it is also a requirement under the laws of Indiana as expressed in the Compulsory Attendance statute (I.C. 20-8.1-3). Insuring students consistently attend class on a daily basis is a responsibility which is shared, and rightly so, by students, school officials, and parents/guardians and the general community at large. All of those who are concerned and involved, but most importantly parents/guardians must make a commitment to see that each and every student attends school all day each day school is in session. A parent/guardian must also recognize that time away from school during the time when school is in session for vacations, health care appointments, or other events or occasions not directly related to the student's educational curriculum should be kept to an absolute bare minimum, and where unavoidable, scheduled at times that would result in the least interference with the school day, and, thus, the educational process.

### **PROCEDURES FOR PARENTS REPORTING STUDENT ABSENCES**

**ALL ABSENCES ARE CONSIDERED TRUANCY UNTIL A PHONE CALL OR NOTE OF EXPLANATION, SIGNED BY THE PARENT, LEGAL GUARDIAN, OR A DOCTOR, HAS BEEN RECEIVED.** (refer to #3 below, Truancy)

If an excuse has not been received, the principal or school personnel may call the parent to clarify the reason for absence. The student upon returning to school shall present a written note for an absence unless the school has made contact with a parent to confirm an absence. If not, the absence will be considered truant and the student will be subject to disciplinary and/or court action. Parents must report student absences by 8 a.m. on the day of the absence. For parents who leave early for work or reporting an absence prior to 7:15 a.m., please leave a message. Following an absence it is the students' responsibility to request missed assignments from teachers. The student with an acceptable absence will be given two days for each missed day to complete required work and receive credit.

### **ATTENDANCE TERMS DEFINED**

1. Acceptable reasons for absences are:
  - a) Medical reasons. A doctor's note will be required after 10 days of medical absences.
  - b) Appointments required by the court that cannot be scheduled after school hours.
  - c) Home emergency approved by the principal/designee, to include serious illness or death of family members.
  - d) Absence conducive to the educational process and approved by the principal/designee.
  - e) School sponsored functions or state approved functions approved by the principal/designee.
  - f) Religious holidays—The principal/designee may require verification of an absence for this reason. Failure to provide verification in these instances could result in these absences being declared unexcused.
  - g) The principal/designee may grant approved absences when conditions warrant. An approved absence may be granted for a student going on a trip. Requests must be made 5 days prior to the trip and approved by the principal/designee prior to the absence. Requests for absences during the last week of each semester must be approved under the same guidelines.
2. Any absences for a reason other than those listed above or in excess of 10 days per year are unexcused, unless accompanied by a doctor's statement or a documented legal note.
3. Truancy is the failure to report to assigned classes or absences that occur without the knowledge or permission of a parent or guardian. I.C. 20-33-2-11
  - a) Unexplained absences will be recorded as truant and students leaving class or study hall without permission of the teachers will be considered as truant.
  - b) Truancy is a violation of the school rules established by the Board of School Trustees in compliance with state and federal regulations.
  - c) If a student is truant, he/she will not be allowed to make up his/her work and will receive a zero for any tests or work done in the class or classes from which he/she is absent. In addition, the student will be subject to an assignment to detention or Saturday School to make up the time missed. Repeat offenders are subject to additional time and to the

habitual truancy regulations described below.

- d) A student who is truant twice falls under the Indiana Absent Truancy Regulations and will be considered a habitual truant and will be referred to the Spencer County Probation Department and/or the principal may recommend expulsion.
- 4. Tardiness To School/Class: Any student tardy to school after the beginning of 1<sup>st</sup> period must sign in at the principal's office and obtain a pass for admittance to class. A student who arrives to school after first period is considered truant unless the absence is for a reason listed in section 1 above (Acceptable reasons for absences). Tardiness for class occurs when a student is not in his/her class when the class bell rings. When a student is tardy, they are not counted absent unless they miss more than one class period. A tardy to class will result in the following disciplinary interventions and will apply to a nine weeks period:
  - 1<sup>st</sup> and 2<sup>nd</sup> .....Warning
  - 3<sup>rd</sup> .....One hour of after-school-detention
  - 4<sup>th</sup> .....Two hours of after-school-detention
  - 5<sup>th</sup> .....Student is sent to the office for Saturday School or out-of-school suspension
- 5. Significant illness or medical problem that may not be counted as an unexcused absence: Significant illness is defined as the student having a physical or mental impairment that substantially limits their ability to attend school. This is illness, injury or surgery that will require the child missing more than ten consecutive days. In order to meet the conditions of this definition, the following items must be in place: a) Physician's statement regarding the proposed length of the student's absence; b) Parent notifies the building administration or school nurse of the illness or medical problems in a prompt manner; and c) Student must complete the educational assignments provided by the school.
- 6. Students who qualify under the Section 504 policy of the corporation will not be considered an unexcused absence when the absence is the result of their 504 disability and they meet the 504 regular education plan.

#### GUIDELINES FOR FOLLOW UP ON ATTENDANCE VIOLATIONS

When a student transfers after the beginning of the school year, the student's attendance record will also transfer. Guidelines for Follow Up on Attendance Violations will apply:

- 1. When a student has been absent 5 days, a letter indicating the number and types of absences recorded for the student will be mailed to the parents. The letter will explain that a referral may be made to Spencer County Attendance/Truancy Court after 10 days of absences.
- 2. When a student has been absent 10 days, a letter will be mailed to the parents requesting a conference or indicate a referral to Spencer County Attendance/Truancy Court. The principal/designee will determine the appropriate actions based on the reasons for the absences and the appropriate documentation.
- 3. When a student has reached 3 days of unexcused absences, a letter will be mailed to the parents requesting a conference and/or warning that further unexcused absences will result in a referral to Spencer County Attendance/Truancy Court.
- 4. Should a student be absent for more than 5 unexcused absences for non-documented medical or legal reasons, the principal/designee will make a referral to Spencer County Attendance/Truancy Court.
- 5. If a student is suspended from school, this is an absence. However, this absence will not be counted in compiling actual days attended but will affect perfect attendance.
- 6. Should a student be absent for 10 or more unexcused absences for non-documented medical or legal reasons, the principal /designee will determine whether the process of expulsion from school should be initiated for habitual truancy.

#### EXCEPTIONS TO COMPULSORY ATTENDANCE STATUTES

The only statutory exceptions to compulsory attendance in Indiana are:

- a) Service as a page in the Indiana General Assembly. For each day of page service verified by a certificate from the Secretary of the Senate or the Chief Clerk of the House of Representatives, a pupil shall be recorded as being in attendance.
- b) With the approval of the State Board of Education, a superintendent may exclude or excuse any child found mentally or physically unfit for school attendance. An exclusion or excuse under this regulation shall be valid only for the school year during which it was issued.

#### CERTIFICATE OF INCAPACITY

A parent must produce a certificate of a student's incapacity to attend school for a principal/designee within six (6) days after it is requested as per Indiana Code 20-8.1-3-20. The certificate required shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science Practitioner who resides in Indiana and is listed in the Christian Science Journal. If after such a certificate is demanded and is not delivered, the principal/designee may deal with the violation by imposing disciplinary consequences, recommending expulsion of the

student, and /or referring the matter to Child Protective Services and /or juvenile court authorities for violation of the Indiana Compulsory School Attendance statute.

### **CORPORAL PUNISHMENT**

The principal or his designee can administer corporal punishment with another certified staff member or administrator present as a witness. Corporal punishment should be used only when reasonable disciplinary alternatives have failed or when learning must be immediate or the well being of others is jeopardized. Extreme care shall be taken in the actual administration of corporal punishment. If a parent has any reason that his/her child should not receive corporal punishment, a written letter must be submitted to the Principal.

### **TIME OUT/PHYSICAL RESTRAINT GUIDELINES**

Time out is a period of time in a less reinforcing environment made contingent on a behavior. Once the behavior is modified the student will return to the regular classroom activities. Time out is for students who disrupt the education process and less directive behavior modifications have not altered the behavior.

Time out is a progression in the discipline code that the classroom teacher may employ to help the child gain self-control, or that the principal may employ to keep a student from hurting themselves or other students. The goal is for the student to gain self-control and return to the regular educational environment. More details are available to parents upon request from the building administrator.

### **DISCIPLINE**

Indiana Code 20-33-8 states that the legal grounds for expulsion or suspension are student misconduct and substantial disobedience. The grounds for suspension or expulsion apply when a student is

1. On school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.

Indiana Code 20-33-8-12 empowers a school principal to write regulations to govern student conduct. The following types of student conduct constitute grounds for expulsion or suspension subject to student due process provisions in Indiana Code:

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.

The following enumeration is illustrative of the type of conduct prohibited by this subdivision.

- A) Occupying any school building, school grounds, or parts thereof with the intent to deprive others its use.
- B) Blocking the entrance or exits of any school building, corridor, or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- C) Setting fire to or substantially damaging any school building or property.
- D) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any lawful or unlawful purpose requires expulsion for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period I.C. 20-33-8-16.
- E) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property.
- F) Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech, assembly or other right under the Constitution of Indiana or the United States.

1. Causing or attempting to cause damage to school property of substantial value or repeatedly damaging or stealing school property of small value.
2. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, being in possession of stolen property or repeatedly damaging or stealing private property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything else of value from the student. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
5. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession.
6. Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. If an administrator has reasonable suspicion that a student is under the influence of an illegal substance, the student may be required to submit to a urinalysis.
7. Engaging in unlawful selling of a controlled substance, unlawful selling of an illegal substance, unlawful selling of a "look-a-like" substance, possessing drug paraphernalia, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 10 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.
- 11.Using without permission on school grounds during school hours an electronic paging device or other electronic communication devices in a situation not related to a school purpose or an educational function. See also page 6.
- 12.Smoking or use of any tobacco products on school grounds or at any school-sponsored activity.
- 13.Verbal or physical "bullying" by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- 14.Throwing any object in such a manner as to threaten the safety of students or school personnel.
- 15.Violation of dress policy as stated in this handbook.
- 16.Refusing to identify him/herself when asked to do so by school personnel while on school property or engaged in any school activity.
- 17.Cheating, plagiarizing, or misrepresenting authorship of any school-related assignment.
- 18.Forging or possessing forged documents related to school.
- 19.Leaving school, class, or a school activity without proper authorization.
- 20.Using abusive, vulgar, or indecent language or gestures.
- 21.Vandalizing computers or computer equipment, altering computer software without expressed consent from the teacher, or entering the personal files of other students.
- 22.Failure to follow the directions of the bus driver or the bus rules can result in suspension from the bus or removal for the rest of the school year.
- 23.Being in a gang at school, or engaging in gang activity at school or at any school sponsored function. This includes flashing gang signs or wearing clothing or other items that would denote gang affiliation.
- 24.Violation of the attendance policy, legal "settlement" or residency policy, immunization policy, and/or other school rules.
25. Lighters and /or matches are prohibited on school property.
26. Possession of dangerous items, such as, but not limited to, mace and pepper spray.

#### FIGHTING

Fighting will not be tolerated at Heritage Hills Middle School.

--The 1<sup>st</sup> offense may result in a maximum three (3) days of suspension or SWAY, Supervised Work Alternative for Youth, depending on the infraction.

--The 2<sup>nd</sup> offense per school year will result in a minimum of five (5) days OSS, Out-of-School Supervision.

--Offenders may be subject to expulsion or criminal action depending on the severity of the offense.

#### TOBACCO, ALCOHOL, AND OTHER DRUGS

The use, possession, distribution, purchase or sale of alcohol, illegal drugs or tobacco or nicotine-containing products of any kind or any form by any student is expressly forbidden on school property at any time, at any school related function, and while the student is under the supervision of school personnel while away from school property.

--For tobacco, the first offense will result in two (2) Saturday School assignments and if the student is under the age of 18, a referral to the Spencer County Prosecutor. The second offense will result in three (3) days of out-of-school suspension or SWAY and if the student is under the age of 18, a referral to the Spencer County

Prosecutor. The third offense will result in five (5) days of out-of-school suspension and the possibility of expulsion proceedings. Indiana Code 35-46-1-10.5.

--For alcohol, the first offense may result in five (5) days of out-of school suspension. The second offense may result in ten (10) days of out-of-school suspension and the possibility of expulsion. Indiana Code 7.1-5-7-7.

--For other drugs, any offense may result in ten (10) days of out-of-school suspension and a recommendation for expulsion. Marijuana—Indiana Code 35-48-4-14.5.; Paraphernalia-Indiana Code 35-48-4-8.3; Controlled Substance—Indiana Code—35-48-4-7.

### ACADEMIC HONESTY

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgement. A student must give due credit to the originality of others for their work. Cheating, plagiarizing, or misrepresenting the authorship of any school-related assignment will result in an “F” for that assignment **OR** two hours of after-school detention for the first offense. Further offenses will result in an “F” for that assignment **OR** a Saturday School or in-school suspension for subsequent offenses in a semester.

### BULLYING/HARRASSMENT

It will be a violation of the North Spencer School Corporations policy for students to harass or bully other students. Acts of harassment may be aimed at a person’s sex, race, color, national origin, religion, disability, or other personal characteristics. “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. This could include cyber bullying that takes place during school or non-school hours and off school grounds if it creates an actual interference of the educational process. Violation of the school’s anti-harassment policy will result in disciplinary action that could include suspension or expulsion. I.C. 20-33-8-0.2

### DUE PROCESS OF THE LAW

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the Indiana General Assembly with regard to all disciplinary action to safeguard a student’s constitutional rights.

### SEARCH AND SEIZURE POLICY

The Board of Education acknowledges the need for in-school storage of students’ possessions. Where locks are provided for such storage places, including lockers, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The school administration has a responsibility to provide for the safety and well being of students while at or going to or from school or school functions. In discharging this responsibility, the school authorities may find it necessary to search not only student lockers, but also the person or property (including vehicles) of a student, with or without the student’s consent. Searches may include the use of law enforcement officers and/or trained dogs. The extent of a search would be governed by its purpose, the seriousness of a suspected student infraction, the student’s age, and the student’s past disciplinary history. Exploratory searches by a trained dog of buildings, parking areas, vehicles, and student property may be conducted without prior notice and may provide reasonable cause for more extensive searches by building administrators. To ensure the safety of all students while on a field trip the school reserves the right to search students’ bags prior to boarding buses and any time during the trip.

### DRUG TESTING POLICY

For students who consume or ingest any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before or while attending school or a school function or event:

The school may require a student to submit to a test for drugs if a student exhibits behaviors that lead school authorities to suspect the student consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind.

Behavior such as slurred speech, dilated pupils, unsteady walk, impaired coordination, etc. are behaviors that could lead authorities to suspect a student has consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. Consumption or ingestion of such substances is grounds for suspension or expulsion from school. Further, the school may subject items in such student’s possession to test to determine if those items contain drugs or alcohol. If the school requires the student to submit to a test, the results will be given to school administrators.

Refusal to submit to a drug test will considered an admission of having consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. This is a violation of school rules and will be dealt with according to the student disciplinary policy.

### GUIDELINES FOR FOLLOW UP ON DISCIPLINE VIOLATIONS

LUNCH DETENTION Lunch detentions may be used at the discretion of the teacher. Three lunch detentions recorded on a discipline referral, whether partial or full, will equal an after school detention.

AFTER SCHOOL DETENTION (ASD) The purpose of after school detention is to change student behavior and allow the student time to complete work. A student may serve his/her assigned detention any time within a period of three school days after it is assigned. An assigned Success Clinic is equal to an after school detention. Teachers are encouraged to assign their own detentions and obtain a date from the student. All students are expected to be in detention at 2:56 p.m. in Room 202 and remain until 3:56 p.m. Students may not leave school grounds before serving detention. Any detention that needs to be changed must be discussed with the principal/designee prior to the assigned date, not following a missed detention. Students who fail to comply with the rules will be given additional work, assigned further detentions or Saturday School. Failure to report for detention may result in an assignment to Saturday School.

REPEAT OFFENDER POLICY

**Any student who accumulates more than three (3) after-school discipline referrals (also, three lunch detentions equal an after-school) during a semester may receive the following consequences:**

4 <sup>th</sup> and 5 <sup>th</sup> .....	Saturday School
6 <sup>th</sup> and 7 <sup>th</sup> .....	In-school-suspension
8 <sup>th</sup> and 9 <sup>th</sup> .....	Out-of-school-suspension
10 or more.....	May move for expulsion

This policy does not apply to serious behaviors that have been outlined in other handbook policies.

SATURDAY SCHOOL (SS)

This program is an extension of the school discipline procedures. Students may be assigned to this program for various offenses in lieu of out-of-school suspension. The Saturday School rules are as follows:

1. Saturday School is to be conducted from 8:00 a.m. until 12:00 Noon.
2. Assignment to Saturday School for school rule infractions is at the discretion of the principal/designee.
3. Transportation to and from Saturday School is the responsibility of the student and his/her parent. Students must show up for the Saturday assigned. Extenuating circumstances must be reported by a parent or guardian on the assigned date and will be adjudged as valid only by the principal or his/her designee.
4. Students must report to the band doors of the high school prior to 8:00 a.m. **NO ONE WILL BE ADMITTED AFTER 8:00 a.m.**
5. A supervised restroom/drink-of-water break will be conducted from 10:00 a.m. until 10:10 a.m. **STUDENTS ARE ABSOLUTELY NOT ALLOWED OUT OF THE ROOM AT ANY OTHER TIME DURING SATURDAY SCHOOL.**
6. Students must come to Saturday School with books and papers prepared to do some form of schoolwork.
7. Sleeping is strictly prohibited.
8. Eating and/or drinking is strictly prohibited.
9. Radios, electronic games, etc. are strictly prohibited.

Failure to show for Saturday School may result in two (2) days of OSS or SWAY. A second failure to show may result in three (3) days of OSS or SWAY. A third no-show may result in five (5) days of OSS and the beginning of expulsion proceedings. Noncompliance with any of these rules, failure to follow the instructions of the supervisor, and/or any behavior that causes a disruption of quiet in Saturday School will result in the offending student being immediately sent home and considered as a no-show.

SUSPENSION—I.C. 20-33-8-7:

In-school-suspension (ISS) will only be offered at the discretion of the principal or the principal’s designee. Unless denied permission by an administrator for just cause, students will be allowed to make up all schoolwork for credit. If assigned out-of-school suspension (OSS), a student will not attend school for a period of time. No tests, quizzes, homework, etc. will be counted toward the student’s grade but they will be given to assess learning. The absences will not count toward that student’s total days allowable under the school’s attendance policy. During and until the date of completion of OSS, the student will not be permitted to participate and/or attend any school function. **A student who accumulates multiple out-of-school suspensions (OSS) may cause the initiation of expulsion proceedings.**

The Supervised Work Alternative for Youth (SWAY) is a program designed for students who would have otherwise been suspended from school for a disciplinary violation. The project provides a supervised work environment for suspended students. At his discretion, the principal or his designee, in cooperation with a student’s parents, may assign a student to SWAY as a disciplinary measure in lieu of suspension. During and until the date of completion of SWAY, the student will not be permitted to participate and/or attend any school functions. Unless denied permission by an administrator for just cause, students will be allowed to make up all schoolwork for credit that they miss while on SWAY.

EXPULSION is a disciplinary action whereby a student is separated from school attendance for a period exceeding 10 days. In the event the principal feels it is necessary to request the expulsion of a student, the procedure described in I.C. 20-33-8-3 will be followed.

### **DRESS CODE**

The manner in which a person dresses often reflects that person's self-perception. We feel that high levels of self-esteem are important to the educational process; therefore, we encourage students to dress in a clean and neat manner. While the school recognizes that fads come and go, and styles of dress are ever changing, certain standards of reasonable dress should be expected. Some guidelines (but not limited to) are as follows:

1. Hats, bandannas, and sunglasses are not allowed to be worn in the building.
2. All shorts, skirts, skorts, and dresses must reach the knee. Clothing worn under these items, such as leggings, must reach the knee. The top layer of clothing must be at least mid-thigh and not reveal skin above the knee.
3. Clothing that states, implies, or displays any reference to drugs, vulgar language, alcohol, beer, whiskey, tobacco products, sex, nudity, or anything else that may be considered disruptive to the educational process is not allowed.
4. Jeans and pants may not have holes or slits in them.
5. All clothing covering the upper body must have sleeves and not expose any cleavage, bare midriff front or back, underarm areas or undergarments.
6. Approved dress for school spirit days is an exception to the dress code.
7. Attire that may damage school property, or cause personal injury to others such as chains, studded item, etc. are prohibited.

\*Any student not dressed properly in the opinion of a Heritage Hills staff member may be assigned a detention by that staff member or detained in the office by the principal or principal's designee until such time that proper clothing can be delivered to the school by that student's parent. Repeated violations could result in disciplinary action, including suspension of the student.

### **GRADING AND EVALUATION**

Teachers have the freedom to professionally determine the methods they will employ to evaluate a student's progress. Teachers will inform students of their grading procedures at the beginning of each new class. Semester examinations will determine no more than one-seventh (1/7) of a student's final grade. The grading scale used is as follows:

A 100-93	B+ 89-87	C+ 79-77	D+ 69-67	F 59-0
A- 92-90	B 86-83	C 76-73	D 66-63	
	B- 82-80	C- 72-70	D- 62-60	

The following scale is used to calculate grade point average:

A = 4.00	B+ = 3.50	C+ = 2.50	D+ = 1.50	F = 0.00.
A- = 3.75	B = 3.00	C = 2.00	D = 1.00	
	B- = 2.75	C- = 1.75	D- = .75	

Students may view grades on an on-line grading program by clicking on the Heritage Hills Middle School website at [www.nspencer.k12.in.us/hhms](http://www.nspencer.k12.in.us/hhms). Students and parents will receive the student's ID and password at the beginning of the school year.

### **HOMEWORK POLICY**

Homework at Heritage Hills is assigned to students as an out-of-school experience to reinforce the educational concepts taught in the classroom. Homework should be viewed as an extension of class work and related to the objectives of the curriculum. Students will be graded according to their teachers' written plan on homework assignments. Students who are absent from school when a homework assignment is given are required to complete all homework assigned within two days of their return. Students and parents may access Homework Hotline by calling the school number and following the automated message.

### **HONOR ROLL**

Students will be honored for high academic achievement according to the chart below. In addition, all grades during a grading period must be a C- or higher.

Summa Cum Laude	3.8 - 4.00	Magna Cum Laude	3.5 - 3.79	Cum Laude	3.3 - 3.49
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### **REPORT CARDS**

Report cards will be issued four times during the school year (one per nine weeks). Report cards will be issued from the office within one week following the end of the grading period. Report cards distributed at the end of the year can be mailed if the student provides the office with a self-addressed stamped envelope prior to the end of school; otherwise, the card may be picked up in the office.



### INFORMATION ON RETENTION

While retention may be implemented at any grade level, it would normally appear to be in the best interest of the student that such retention occurs as early as possible, preferably prior to the fourth grade. The school corporation additionally will implement all requirements by the State of Indiana and the Indiana Department of Education regarding retention. The school has the right to retain any student when the following criteria are met:

1. In the professional judgment of school personnel, the academic and/or social development of the student will benefit.
2. The parent(s) or guardian(s) have been consulted. Parental agreement and cooperation is highly desirable but is not a prerequisite.
3. Retention is the most desirable alternative for the benefit of the student.

### TRANSPORTATION INFORMATION

School buses are the safest form of transportation on our roads according to state and national statistics. We must work together to keep it safe for our students. School bus safety requires teamwork and we will always look to parents for support in promoting bus safety.

Our bus drivers have the responsibility to make safe transportation their first priority. Occasionally, a student will misbehave on the bus to the point that it is distracting to the bus driver. Prompt action is necessary to stop such behavior to protect the safety of all the students being transported. If misbehavior persists, the driver may have to deny the offending student transportation for a day; and the principal may add days depending upon the severity of the problem. In some cases, the school may have to consider permanent suspension from the bus. No rules or guidelines can cover all incidents that arise. However, the following guidelines include those rules that are necessary for the safety of all the students who ride buses in the North Spencer County School Corporation.

### SCHOOL BUS RULES FOR PUPILS

School bus drivers are to have control of the children they transport. The driver shall maintain discipline at all times to insure the safety of all the students. 1. Students are expected to follow the directions of the driver. 2. Stay in their seat. 3. Not push, shove, or fight at any time. 4. Not eat, drink, or smoke.

The above rules are established by the North Spencer County School Corporation and will be utilized by all bus drivers. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to cooperate and conduct themselves in compliance with the rules.

### STUDENT RESERVED SEATING

An important part of our school bus safety program is for each student to have a seat reserved for them. Reserved seating is important for several reasons. If students know where they are supposed to sit, there is no reason for them to be pushing or shoving to find a particular seat. During the first week of school, the bus driver will be discussing with the students the need to find a seat with friends. That seat will then become their reserved seat for the remainder of the year. Bus drivers have the authority to change the seating assignment when they deem it necessary to do so.

Communication and cooperation among parents, students, and drivers is needed to be certain everyone arrives safely. We are requesting that parents discuss the reserved seating process and bus behavior guidelines with their students. Each parent has the responsibility to support the authority of the bus driver and to encourage the proper behavior of his or her children. If the student requests to be left off the bus at a stop other than his/her regular stop, the bus driver will require a written note signed by the parent, the principal, or principal's designee.

### STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

It is a privilege to participate in extracurricular activities. Students representing Heritage Hills have certain obligations pertaining to conduct both in and out of school. Students should take pride in representing Heritage Hills and exemplify high standards of personal behavior and academic accountability. Each student shall fulfill all the expectations established by school, sponsor, coach and /or the IHSA. Extracurricular is defined as any school activity other than regular activity, including but not limited to the following:

1. Co-curricular activities are those activities that require after school participation.
2. Athletic teams and events including participation, membership or attendance in all athletics: team members, student managers, cheerleaders, and student spectators.
3. All other student activities including participation or membership in all school sponsored clubs and activities for which no academic grades are earned.

Students who are members of extra-curricular activities, including athletics are governed by the Extracurricular Activities Code of Conduct and/or by the rules, constitutions, and regulations of those organizations. Sponsors of extracurricular activities will develop and make available to the principal and students guidelines for membership, participation, and suspension for their individual activities.

## EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

### Qualifications for Participation in Extracurricular Activities

1. Extracurricular eligibility is established following each nine weeks. To maintain eligibility a student may not have two or more Fs each nine weeks. Classes that are graded with an S for satisfactory or a U for unsatisfactory do not count towards eligibility.
2. Seventh graders entering middle school for the first time and ninth graders entering high school for the first time are eligible the first grading period.
3. Seventh graders and eighth graders retained are not eligible the first grading period of their retention year.
4. Failure to complete academic requirements will result in suspension from participation in all extra curricular contests for the following nine-week grading period.
5. A student declared academically ineligible may practice but will not be allowed to participate in the actual activity or sport.
6. A student whose eligibility has been suspended for a nine-week grading period may regain their eligibility 4.5 weeks into the next nine weeks by petitioning the guidance counselor for reinstatement. To be reinstated fully to the team the student's grades in each class are 70% or above.
7. Students in OSS or SWAY may not participate, practice, or attend school activities during the time of suspension or SWAY.
8. Students must be in school at least three class periods the day of an activity or game if the activity or game is on a school day in order to practice or participate. Exceptions to this rule must be approved by the principal.
9. Absence from school the morning following a game or activity will result in missing the following game or activity. Exceptions to this rule must be approved by the athletic director/sponsor and/or principal.
10. Other rules and regulations may be adopted by the school, sponsor, or coach that do not conflict with this code.

### Eligibility Guidelines

A student who reflects discredit upon his/her school, or creates a disruption in the discipline, good order, moral, or educational environment of his/her school or school activities shall be ineligible to participate in athletics. Prohibited conduct that requires suspension of athletic eligibility includes, but is not limited to: (1) possession or use of tobacco (or nicotine containing devices, e-cigarettes) in any form, (2) possession or use of alcohol in any form, (3) illegal use or illegal possession of a drug, depressant, stimulant, or controlled substance, or use or possession of drug paraphernalia, (4) possession or use of performance enhancing drugs, (5) fighting or battery, (6) verbal or sexual harassment, (7) theft, (8) vandalism, (9) sexual violations, or (10) conviction of a felony. All regulations are in effect twelve (12) months of the year, twenty-four hours (24) a day for as long as the student is enrolled at Heritage Hills. The code of conduct becomes effective when the student signs a physical form, insurance form, and a code of conduct statement signifying their intent to participate in an extracurricular activity at Heritage Hills. Any out of season violation shall be treated as an in-season violation. A cancelled or postponed contest will not count toward the fulfillment of a suspension.

Information that may be considered in determining a violation of this Code of Conduct includes, but not limited to: (1) police reports; (2) court records; (3) tickets or citations; (4) admission or statements by student; (5) written or oral statements of witnesses; and (6) any other information which may demonstrate that a violation of the Code of Conduct occurred.

- I. First Violation--When a coach or athletic director determines a student has violated the code, the student shall be suspended immediately from activities as follows:
  - A. Tobacco—For the first tobacco (or nicotine containing device, e-cigarettes) violation, the student shall be suspended during the student's sports season for 10% of the contests or one (1) contest, whichever is greater.
  - B. Alcohol, Drug, or Drug Paraphernalia—For the first violation of the prohibition against the use and possession of alcohol, a drug or drug paraphernalia, the student shall be suspended during the student's sport season for 20% of the contests or two (2) contests, whichever is greater and undergo counseling for alcohol/drug use per administrative discretion.
  - C. Other Violations—For the other violations, the suspension will be determined by the coach and the athletic director in consultation with another school administrator. This suspension will be assigned in accordance with the severity of the misconduct.
- II. Second Violation--When a coach or athletic director determines a student has committed a second violation of the code, whether in the same or different violation category, the student shall be ineligible from participating in Heritage Hills sponsored athletics for three hundred and sixty-five (365) days, commencing on the date of the determination of the violation.
- III. Rehabilitation--In addition to serving the suspension for a second violation, the student must:
  - A. Seek and follow rehabilitation in a tobacco abuse program, an alcohol or drug abuse program, or other program, according to the violation, as offered through or approved by the principal/designee.
  - B. Provide a written statement that a professional assessment has been obtained, that a rehabilitation recommendation has been made, and that the student has completed the recommendation or is following the recommendation.
- IV. Third Violation--When a coach or athletic director determines a student has committed a third violation of the code, whether in the same or different violation category, the student shall be ineligible to participate in any athletic contests or on

any athletic teams for the duration of his/her high school career. A third violation by a middle school student will prohibit his/her athletic participation in grades seven (7) and eight (8).

V. Relationship between Middle School and High School Violations

- A. Any first violation occurring at the middle school level without suspension served at the middle school level shall be served at the high school level.
  - B. Any second or third violation occurring at the middle school level without suspension being served completely at the middle school level will result in the continuation of the suspension at the high school until all 365 days of the suspension have been served (since determination of the violation).
  - C. A middle school student is governed by the high school guidelines at the time the student concludes his/her middle school education.
- VI. Appeal Process--Any suspension may be appealed, within seven (7) school days, to the building principal. During the appeal process, the student will not be allowed to participate in any athletic contests.

**ATHLETIC SCHEDULES**

Athletic Schedules may be viewed at [www.hhpatriots.com](http://www.hhpatriots.com) .

**SCHOOL SONG**

Onward, Onward Heritage Hills, fight for the Red, White and Blue.  
Onward, Onward Heritage Hills, We know that you'll be true.  
In the battle you will not fall, Victory is at hand.  
The Patriots will conquer all, and our reign will never end.

\*School colors—Red, White, and Blue

\*School mascot--Patriot