

# **Heritage Hills High School**

Administrative Staff

Superintendent.....Dan Scherry  
Principal.....Jeff Cochren  
Assistant Principal.....Kate Kress  
Athletic Director.....Jay Burch  
Web Site.....www.nspencer.k12.in.us/hhhs/

## **PHONE NUMBERS**

High School Office.....937-2400  
High School Fax#.....937-4878  
Superintendent's Office..... 937-2400

## **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 We 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**

# **DEMAND EXCELLENCE!**

Property of: _____
Address: _____
Phone #: _____

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**DAILY SCHEDULE**

Read In..... 7:58-8:18AM  
Period 1 ..... 8:18-9:06AM  
Period 2 ..... 9:11-9:58AM  
Period 3 ..... 10:03-10:50AM  
Period 4 ..... 10:55-11:43AM  
Period 5 ..... 11:48-1:05PM  
First Lunch ..... 11:43-12:13 PM  
Second Lunch ..... 12:35-1:05PM  
Period 6 ..... 1:10-1:58PM  
Period 7 ..... 2:03-2:51PM

**MORNING ECA SCHEDULE**

Read In..... 7:58-8:18AM  
Period 1 ..... 8:18-9:01AM  
Period 2 ..... 9:06-9:49AM  
Period 3 ..... 9:54-10:37AM  
ECA ..... 10:37-11:07AM  
Period 4 ..... 11:12-11:55AM  
Period 5 ..... 12:00-1:15PM  
1<sup>st</sup> Lunch..... 11:55-12:25PM  
2<sup>nd</sup> Lunch..... 12:45-1:15PM  
Period 6 ..... 1:20-2:03PM  
Period 7 ..... 2:08-2:51PM

**ONE HOUR DELAY**

Period 1 ..... 8:58-9:38AM  
Period 2 ..... 9:43-10:23AM  
Period 3 ..... 10:28-11:08AM  
Period 4 ..... 11:13-11:53AM  
MS LUNCH..... 11:15-11:45AM  
Period 5 ..... 11:58-1:08PM  
1st Lunch ..... 11:53-12:23PM  
2nd Lunch ..... 12:38-1:08PM  
Period 6 ..... 1:13-2:00PM  
Period 7 ..... 2:05-2:51PM

**TWO HOUR DELAY**

Period 1 ..... 9:58-10:30AM  
Period 2 ..... 10:35-11:10AM  
Period 3 ..... 11:15-11:50AM  
Period 4 ..... 11:55-12:30PM  
MS LUNCH..... 11:50-12:20AM  
Period 5 ..... 12:30-1:35PM  
1ST Lunch ..... 12:30-1:00PM  
2nd Lunch ..... 1:05-1:35PM  
Period 6 ..... 1:40-2:15PM  
Period 7 ..... 2:20-2:51PM

**HERITAGE HILLS  
MISSION STATEMENT**

The School community of Heritage Hills High School pledges the following:

- \*To provide a positive, safe environment
- \*To provide programs and activities that meet the needs of all students
- \*To encourage all students to aspire to excellence
- \*To encourage all students to think critically and be creative problem solvers
- \*To teach the social and educational skills necessary to become productive citizens and life-long learners

\*To this mission we commit our resources

**NORTH SPENCER NON-DISCRIMINATION STATEMENT**

The North Spencer County School Corporation is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. 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 Superintendent, Dan Scherry, North Spencer County School Corporation, P.O. Box 316, Lincoln City, IN 47552.

TITLE IX Compliance Officer

Superintendent  
P.O. Box 316  
Lincoln City, IN 47552  
Phone: (812) 937-2400  
Fax: (812) 937-7187

Section 504 Compliance Officer:

Superintendent  
P.O. Box 316  
Lincoln City, IN 47552  
Phone: (812) 937-2400  
Fax: (812) 937-7187

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

North Spencer County Schools comply with the federal regulations established by the Family Education Rights and Privacy Act (FERPA). School records may be released only by the parents' permission if the child is under 18, except in instances where the records are requested by an educational agency in which the student seeks or intends to enroll.

FERPA gives the parents and eligible students the right to inspect and review the student's educational records. These rights transfer to the student when the student turns 18 or begins attending any school beyond the high school level.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal or his/her designee." The North Spencer County 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.”

#### **INDOOR AIR QUALITY**

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

#### **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 strongly 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. We seek to prevent students from being exposed to pests and harmful and unnecessary pesticides. While pesticides protect students from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to students. 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 students. Parents who wish advance notice of all pesticide applications should notify the school nurse. Advance 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.

#### **LOCKERS**

No food or drinks allowed in lockers, except water bottles purchased at school. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education, and athletic dressing rooms, industrial and agricultural education classrooms, are the property of the school corporation. 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 on the inside of the locker doors and walls, not tape or other adhesive substances.

### **BEFORE SCHOOL HOURS**

Students should arrive at school no sooner than 7:15 AM on success period days and 7:30 AM on all other days. When students arrive at school, they should report to one of these areas:

1. The cafeteria area;
2. The locker areas.

Food and drinks are only allowed in the cafeteria area.

### **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 high school 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.**

### **THE CAFETERIA**

The school cafeteria personnel strive to provide students with delicious and nutritious meals at a reasonable price. A well balanced meal is important to health and school success. The breakfast menu conforms to federal guidelines and offers students several options. Breakfast will be served from 7:25am to 7:45am. The cost of breakfast will be \$1.85. Ala carte items will be extra. The lunch menu conforms to federal guidelines and offers students multiple entrees, salad bar, and ala carte items. The cost of a Grade A lunch is \$2.35. The cost of Milk is \$.40. Ala carte items and snacks are extra.

Please observe the following cafeteria guidelines;

1. Deposit all litter in provided waste containers,
2. Return all trays and utensils to the dishwasher area,
3. Leave the tables and table area clean;
4. Food and candy may not be taken from the cafeteria area without special permission.
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.**

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

All students are expected to rent or purchase textbooks 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 Payments: 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.

### **LIBRARY MEDIA CENTER**

The library media center provides students many valuable sources of information plus an extensive collection of fiction books and paperbacks for pleasure reading. Daily and weekly newspapers, magazines, books, audio-books, Internet, and other information media are available. The library media center is open from 7:05 am until 3:35 pm daily for student use.

### **STUDENT ASSISTANTS**

Students may volunteer to be a student assistant for a teacher, the main office, the guidance office, or the library during their resource period (study hall). Applications are available in the guidance office.

### **VISITORS**

You are not permitted to bring visitors to school with you during school hours without administrative approval. Interested parents and adult members of the community are always welcome. **All individuals entering the school must report to the office for a visitor's pass.**

### **FIRE AND STORM DRILLS**

Fire and storm drills will be held periodically throughout the school year. 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.

### **GUEST TEACHERS**

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

### **HEALTH SERVICES**

Students need to inform the office about any serious health problem that may effect their participation in physical education. A doctor's written statement is required in order to be excused from participation in physical education for more than two days. Any medication to be taken by a student during the school day, including aspirin, 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 office at appropriate times to take the medication. Students that become ill during the day **MUST** get a pass from a staff member to go to the office. Emergencies are an exception. Students that become ill during the day may not leave the school without authorization from the principal's office.

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 form must be completed in its entirety by the doctor, parent, and child before the medication is brought to school. When all paperwork is completed, the child will receive a card that entitles him/her to carry the specific medication.

When your child is sick, we strongly suggest that you ask your physician if it is possible to prescribe a medication that does not require a dose during school hours. If this is not possible, then we suggest that you ask the pharmacist for a second labeled bottle for school use which allows you to have a bottle for home and a bottle for school.



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. A full time school nurse is on duty to attend to student needs.

### **INSURANCE**

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

### **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 counselors should, when possible, report to the guidance secretary between 7:45 am and 7:55 am to arrange for appointments. Parents may call 937-2400 to make an appointment for a conference. A pass from either the classroom teacher or guidance counselor is required to go to the Guidance Office during the day. An emergency would be an exception.

### **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.

### **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. It is necessary to have a signed parent/guardian permission form completed and returned to the instructor. No student will be permitted to attend the field trip without the proper form on file. **There is a \$1.00 transportation fee for all field trips, and students may also be responsible for any other admission charge.**

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.

**PERSONAL TECHNOLOGY DEVICES**

Students may possess and use personal technology devices during passing periods and at lunch. Students may use their devices in the classroom **ONLY WITH PERMISSION OF THE STAFF MEMBER IN CHARGE.**

**CELL PHONES MAY NOT BE USED IN ANY CLASSROOM WITHOUT EXPRESS PERMISSION FROM THE STAFF MEMBER 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.**

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 the loss of privileges to use technology of any kind at school.

High school students who are members of volunteer fire departments may possess electronic paging devices with written permission of the high school principal.

This policy can be modified by the hearing examiner, the superintendent, or the school board.

(Legal Reference: IC 20-8. 1-5. 1-4) (Date Adopted: July 22, 2002)

**NOTICE TO PARENTS:** 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.

### **COMPUTING RESOURCES**

Student users of computing resources are expected to accept and 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 may be assigned to a minimum of 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 student's or teacher's password to enter the system, being in a unassigned area of the system, or causing any other damage to the computer network, the system software, or hardware.**

### **INTERNET POLICY**

Internet access is available on a limited basis to students and teachers in the North Spencer 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 which are significant, durable, and transferable.

Students will have limited access that is teacher-directed. Access before or after school will only be permitted under the 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 School Corporation 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 of 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 materials 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 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 entitles:
3. Accessing or attempting to access, transmitting, uploading, or downloading pornographic, obscene, or sexually explicit materials;
4. Violate any local, state or federal statute;
5. Vandalize, damage, or disable the property of another person or organization.
6. Students using proxy servers or alternative web addresses to access banned sites, i.e. Facebook.

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.

The Corporation's Acceptable Use Policy and Guidelines for Internet use are on file and available for review by parents, guardians, professional staff and members of the community at the Central Administrative Office. It is located on Highway 162, Lincoln City, Indiana. Telephone: 812-937-2400.

#### **ACADEMIC HONESTY**

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give due credit to the originality of others for their work.

1<sup>st</sup> offense – A grade of "F" for the assignment or suspension from school.

**Subsequent offenses in a semester will result in an "F" for that assignment or Suspension/Expulsion.**

#### **BULLYING/HARASSMENT**

It will be a violation of the North Spencer School Corporation's policy for students to harass or bullying 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.

#### **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.

#### **VALUABLE POSSESSIONS**

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

### **BACKPACKS**

Backpacks, oversized bags, large purses or any other similar type, large accessories will not be allowed in classrooms. Small, clutch-type purses for use to carry personal items will be allowed.

All books should be stored in students' lockers. Students bringing backpacks to school will be required to store them in their lockers. No backpacks, oversized bags, large purses or other similar type, large accessories will be allowed in the cafeteria, study hall, or library as well.

### **SCHOOL DRESS**

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 are 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. Clothing that states, implies, or displays any reference to drugs, vulgar language, alcohol, beer, whiskey, tobacco products, nudity, or anything else that may be considered disruptive to the educational process is not allowed.
3. Pants may not have holes above the knee.
4. All clothing covering the upper body must have sleeves and not expose any cleavage, bare midriff front or back, underarm areas, or undergarments.
5. Approved dress for Spirit days is an exception to the dress code.
6. Attire, which may damage school property or cause personal injury to others, such as chains, studded items, etc. is prohibited.
7. **Any student not dressed properly and causing a substantial disruption to the educational process in the opinion of a Heritage Hills staff member is subject to disciplinary action or be 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 further disciplinary action, including suspension 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 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. 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 which arise. However, the following guidelines include those rules which are necessary for the safety of all the students who ride buses in the North Spencer County School Corporation.

#### **SCHOOL BUS RULES FOR STUDENTS**

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.

- A. Follow the directions of the driver.
- B. Stay in your seat.
- C. No pushing, shoving, or fighting at any time.
- D. No eating, drinking, or smoking.

The above rules are established by the North Spencer 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 encourage the proper behavior of their 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 DRIVING**

Students who wish to drive to school must park in the student parking lot. Student vehicles must be parked legally in a designated spot in the lot and not along any curbing. (Curbside spots are for drop-off and pick-up.) Park and lock your vehicle. Then go immediately into the school. Students are not allowed in or around their cars once they have arrived at school until time to depart. Students must receive a pass from the office when it is necessary to return to the vehicle to obtain required school materials.

When operating a vehicle on school property, all students shall observe a 15mph speed limit.

Student vehicles may be searched by an administrator when circumstances require such a search. Refer to the Search and Seizure Policy below.

Public Law 1211989 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than eighteen (18) years of age under certain circumstances. Please refer to the section on Attendance—Student Driving below.

### **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. 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 and the student's age and 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 at any time during the trip.

### **DISCIPLINE**

Indiana Code 208.15.1-8 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; or
3. Traveling to or from school or a school activity, function, or event.
4. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
5. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Indiana Code 20-8.1-5.1-5 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:

1. 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.
  - B) Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
  - C) 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.
  - D) Setting fire to or substantially damaging any school building or property.
  - E) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any lawful or unlawful purpose. (Federal law 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.)
  - F) 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.
  - G) Continuously and intentionally making noise or acting in any 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.

2. Causing or attempting to cause damage to school property of substantial value or repeatedly damaging or stealing school property of small value.
3. 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.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
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. 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.
7. 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.
8. Engaging in unlawful selling of an illegal substance, a controlled substance, 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.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the Laws of Indiana that constitutes an interference with school purposes or an educational function.
11. 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.
12. Using without permission, on school grounds during school hours, an electronic paging device in a situation not related to a school purpose or an educational function.
13. Use or possession of any tobacco products on school grounds or at any school sponsored activity.
14. Excessive tardiness or truancy.
15. Throwing any object in such a manner as to threaten the safety of students or other school personnel.
16. Violation of dress policy as stated in this handbook.
17. Refusing to identify him/herself when asked to do so by school personnel while on school property or engage in any school activity.
18. Cheating, plagiarizing, or misrepresenting authorship of any school-related assignment.
19. Forging or possessing forged documents related to school.
20. Leaving school, class, or a school activity without proper authorization.
21. Using abusive, vulgar, or indecent language or gestures.
22. Vandalizing computers or computer equipment, altering computer software without expressed consent from the teacher, or entering the personal files of other students.
23. 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.

24. 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.
25. Violation of the attendance policy and/or other school rules.
26. No skateboards or roller skates of any kind are to be on school property without the approval of school administrators.
27. Lighters or matches are prohibited on school property.

\*See also page 23 – Attendance – student driving, regarding suspension from school and revocation of a student drivers license.

### **GUIDELINES FOR FOLLOW UP ON DISCIPLINE**

#### **OFFICE REFERRALS**

Students receiving disciplinary referrals will meet with the Assistant Principal to discuss the situation. The Assistant Principal may assign Lunch Detention, In School Detention, or Suspension from school. Repeat offenders will be suspended from school.

#### **LUNCH DETENTION**

Students assigned lunch detention will serve it the next day after it is assigned. Students are to get their lunch and report to the office to serve detention. Students are to remain in lunch detention until the end of the lunch period.

#### **SUSPENSION FROM SCHOOL**

##### **OUT OF SCHOOL SUSPENSION**

The student will not attend school for a period of time. No tests, quizzes, homework, etc. will be counted towards the student's grade, but they will be given to assess learning. The absences will not count toward that student's total number of 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 or be on school corporation premises.

##### **IN SCHOOL SUSPENSION**

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.

**A student who accumulates multiple IN OR OUT OF SCHOOL SUSPENSIONS may cause the initiation of expulsion proceedings.**

#### **DRIVING PRIVILEGES RELATED TO SUSPENSION FROM SCHOOL**

The Principal shall notify the Bureau of Motor Vehicles when a student has at least two (2) suspensions or an expulsion from school. If a student has withdrawn or seeks to withdraw from school in an effort to circumvent the second suspension or expulsion in order to avoid the loss of his/her driver's license, the Principal shall notify the Bureau of Motor Vehicles.

#### **SUPERVISED WORK ALTERNATIVE FOR YOUTH (SWAY)**

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 school work for credit that they miss while on SWAY.

**REPEAT OFFENDER POLICY**

Any student who accumulates more than three (3) assignments to ASD, BSD, ISD, SS, ISS, OSS, or SWAY during a semester may receive the following consequences:

4 <sup>th</sup> .....	Lunch Detention
5 <sup>th</sup> .....	Lunch Detention
6 <sup>th</sup> .....	In-school-suspension
7 <sup>th</sup> .....	In-school-suspension
8 <sup>th</sup> .....	Out-of-school-suspension
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.

**FIGHTING**

Fighting will not be tolerated at Heritage Hills Middle and Senior High School.

- The 1<sup>st</sup> offense may result in a minimum of three (3) days of out-of-school suspension and a maximum of five (5) days of out-of-school suspension, depending on the infraction.
- The 2<sup>nd</sup> offense per school year will result in a minimum of five (5) days OSS and may lead to expulsion proceedings per administrative discretion.
- 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, E-Cigarettes, 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 or nicotine containing products, the first offense will result in disciplinary action and if the student is under the age of 18, a referral to Law Enforcement. The second offense may result in three (3) days of out-of-school suspension or SWAY. The third offense may result in five (5) days of out-of-school suspension and the possibility of expulsion proceedings. (IC 35-46—1-10.5)

- For alcohol, the first offense may result in five (5) days of out-of-school suspension. The second offense will result in ten (10) days out-of-school suspension and the possibility of expulsion proceedings. (IC 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.

### **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.

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

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 absences result 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 (IC 208.13). Insuring students consistently attend class on a daily basis is a responsibility which is shared, and rightly so, by students, school officials, 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.

Consequently, the Board of School Trustees of North Spencer County School Corporation has determined attendance shall be reflected in the individual student's records and attendance certificated be presented to students for prompt and steady attendance for the terms of nine months, four years, six years, and twelve years.

#### **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 the absence being declared unexcused.
  - g) The principal's 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.

**Any absence 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; the students will not be allowed to make up academic work for credit.**

2. **Truancy** is the failure to report to assigned classes or absences which occur without the knowledge or permission of a parent or guardian.
  - a) Unexplained absences will be recorded as truant and students leaving class or study hall without permission of the teacher 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.

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 is considered a habitual truant and will be referred to the Spencer County Probation Department and/or the principal may recommend expulsion.

- 3. **Tardiness To School:** 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. 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. **If a student who drives to school is excessively tardy to first period, the administration may revoke his/her parking privileges.**

Tardiness to class will be accumulated per semester and result in the following disciplinary interventions:

1 <sup>st</sup> .....	Warning
2 <sup>nd</sup> .....	Warning
3 <sup>rd</sup> .....	Warning
4 <sup>th</sup> .....	Meeting with Assistant Principal
5 <sup>th</sup> .....	Lunch Detention
6 <sup>th</sup> .....	Lunch Detention
7 <sup>th</sup> and each tardy thereafter.....	Suspension from School

**Students accumulating 10 tardies across all classes per semester is subject to disciplinary action, including suspension and/or expulsion from school**

- 4. **Significant illness or medical problem** which may not be counted as an unexcused absence: Significant illness is defined as the student having a physical or mental impairment which substantially limits their ability to attend school. This is illness, injury or surgery that will require the child missing more than ten consecutive school days. In order to meet the conditions of this definition, the following items must be in place:
  - A) Physicians 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.
  - C) Student must complete the educational assignments provided by the school.
- 5. Students who qualify under the Section 504 policy of the corporation will not be considered to be unexcused 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**

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 or his/her 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 no-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 undocumented 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
  1. For each day of page service, verified by certificate of the Secretary of the Senate or the Chief Clerk of the House of Representatives a pupil shall be recorded as being in attendance.
- b. Secondary students who serve on the precinct election board or as a helper to a political candidate or to a political party on Election Day.
  1. Prior to the date of each general, city or town, special and primary election the student must submit a document signed by one of his/her parents or guardian giving him/her permission to participate in the election and the student must verify to school authorities the performance of service by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election.
- c. Any secondary student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. The student must submit a copy of the orders to active duty and a copy of the orders releasing the student from active duty to the principal/designee for verification.
- d. 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.

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

**All absences are considered truant until a phone call or a note of explanation, signed by the parent, legal guardian or a doctor, has been received.** (See TRUANCY page 20)

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 contacted the 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 8:00 am on the day of the absence. All schools have phones with answering machines for reporting absence prior to 7:15 am for parents who leave early for work. The student must request makeup assignments from the teachers.

**Teachers and Administrators will decide due dates for assignments missed during a student's excused absence longer than two (2) consecutive days.**

## **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 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.

## **ATTENDANCE-STUDENT DRIVING**

INDIANA PUBLIC LAW 1211989 provides the Bureau of Motor Vehicles may not issue a drivers license or beginners permit to a student who is:

- a) At least thirteen (13), but less than fifteen (15),
- b) A habitual truant, and
- c) Identified in a list submitted to the Bureau of Motor Vehicles until the student becomes eighteen (18).
  1. At least a second suspension from school for the school year under IC 208.15.1-8 or IC 208.1-5.1-9.
  2. An expulsion from school under IC 208.1-5.1-8, 9, 10.
  3. In an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating.



The Bureau of Motor Vehicles is required to invalidate a student's license or beginners permit for the reasons listed above when the appropriate information is filed with the Bureau of Motor Vehicles by the building principal. If a person is less than eighteen (18) years of age and is under a suspension, expulsion, or has withdrawn from school as described in section 1 of this chapter, the department shall, upon notification by the person's principal, invalidate the person's license or permit. A student whose license or permit has been denied or invalidated for any of the reasons listed above will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events.

1. The student becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended.
3. One hundred eighty (180) days after the person is expelled,
4. The suspension or expulsion is reversed after the person has had a hearing under IC 208.1 5.0.

The building principal is responsible for completing all written requests for withholding or declaring invalid beginners permit or operator's license. An appropriate written statement verifying the student's eligibility to apply for a driver's license or permit will be provided to the student by the building principal when the requirements listed above have been met.

Indiana Public Law 1211989 provides that a student must be enrolled in school until:

- A) Age eighteen (18)
- B) Graduation

#### **PROM RULES AND REGULATIONS**

1. In order to attend the prom, you must sign your name and your guest's name on a list in the office.
2. Guests must be sophomores or older and younger than 21. A guest verification form must be filled out, signed by the guest's school administration, and returned to Heritage Hills one week prior to prom. Guests must present a picture ID in order to be admitted to prom.
3. Semi-formal dress is required. Male students are required to wear at least a sport coat and dress slacks with dress shoes. Female students are required to wear at least a nice party dress with appropriate footwear.
4. After you enter the prom site, you may not leave and reenter.
5. Students must attend school all day unless provisions have been made prior to prom day.
6. Students who are under suspension or expulsion may not attend prom activities.
7. Prom attendees must be enrolled at Heritage Hills High School at the main campus, or if not in school, their class must have graduated. Students of other high schools are eligible to attend only as guests of Heritage High School students.

#### **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 teacher's written plan on homework assignments. Students who are absent from school when homework is assigned are required to complete the homework assignment within two days of their return. **Projects, tests, or other work assigned prior to a student's excused absence must be made up or turned in upon the student's return to school.**

### **STUDENT WRITING ASSIGNMENTS**

Students should refer to the *Heritage Hills High School Style Manual* when writing a research paper. The style manual is located in the library media center, in all computer labs, and in all language arts/English classrooms. Documentation is MLA. You may also refer to the *MLA Handbook for Writers of Research Papers*, located in the library media center.

### **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 at the beginning of each semester as to the methods they will use.

The grading scale used is the following:

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

### **INCOMPLETES**

Students issued an Incomplete, designated as an "I" on a report card, for any course must make up the work required within **2 weeks**. Work not made up in 2 weeks will result in an "F" for the course. Exceptions to this must be approved by the Principal.

### **WEIGHTED GRADING SCALE**

Heritage Hills High School offers rigorous curriculum in its mission to prepare students for a fulfilling life after high school. Advanced Placement and honors academic courses reflect the rigor required for students preparing to enter a demanding college or career path. A weighted grading system encourages advances students to take courses that better suit their capabilities, rewards them for their effort, and allows them to be more competitive with other high school graduates in college admissions and scholarship opportunities.

### **HOW GRADE POINT AVERAGE(GPA) IS CALCULATED**

A point value is assigned to every grade earned at the end of each semester. Those values are then multiplied by the credit value of each course. Those results are then totaled and divided by the number of credits attempted in the semester. That final number is the student's GPA. At the end of the semester, an additional .02 is added to the accumulated Grade Point Average for every weighted class taken. The cumulative GPA includes all semester grades for every course the student has completed towards a high school diploma.

The following scale is used to calculate grade point average:

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

Semester examinations will determine no more than and no less than one-seventh (1/7) of a student's final grade. Students who fail to take final exams may fail the course for the semester.

### **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	3.80 – 4.00+
Magna Cum Laude	3.50 – 3.79
Cum Laude	3.30 – 3.49

Seniors who have a cumulative GPA of at least 3.3 at the end of seven semesters will receive one of the above academic honors at graduation.

### **REPORT CARDS**

Report cards will be issued four times during the school year (one per nine weeks). Report cards will be issued to students at school at the end of the first three nine week grading periods. 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.

### **AWARDS AND INCENTIVES**

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

**THE OPTIMIST BANQUET** is held annually to honor high academic achievement.

**VALEDICTORIAN and SALUTATORIAN** will be selected on the basis of academic merit. The selection will be made at the conclusion of the eighth semester.

**ACADEMIC AWARDS** and other awards will be presented at an evening program.

**ATHLETIC BANQUETS** are held at the close of fall, winter, and spring sports seasons.

**SPECIAL OLYMPICS** teams compete successfully every year.

**BAND AND DRAMA** perform and honor performers.

**FFA** provides a Christmas student/faculty luncheon and actively participates in school and community improvement projects.

### **STUDENT PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES**

It is a privilege to participate in extra curricular 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, or the IHSAA. Extra curricular 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 as part of class grade.
2. Athletic teams and events including participation, membership or

attendance in all athletics including 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.
4. Students who are members of extra-curricular activities other than athletics (which is described below) are governed by the constitutions, rules, and regulations of those organizations.

### **ATHLETIC CODE OF CONDUCT**

#### **QUALIFICATIONS FOR PARTICIPATION IN ATHLETICS**

1. Must have passed five classes the previous grading period.
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. Semester grades take precedence over the second and fourth grading periods.
5. Students declared ineligible after the fourth grading period may regain eligibility for the first grading period of the following year by successfully completing summer school and the total number of classes passed the second semester plus summer school equals five passing grades.
6. Failure to complete academic requirements will result in suspension from participation in all athletic contests for the following nine-week grading period.
7. A student declared academically ineligible may practice but will not be allowed to participate in actual activity or sport.
8. Students in out-of-school suspension of SWAY may not participate, practice, or attend school activities during the time of suspension or SWAY.
9. Students must be in school at least three (3) class periods the day of an activity or game if it occurs on a school day in order to practice or participate. Exceptions to this rule must be approved by the principal.
10. 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.
11. 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 Nicotene-containing substances 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. This 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 is not limited to: (1) police reports; (2) court records; (3) tickets or citations; (4) admission or statements by the student; (5) written or oral statements of witnesses; and (6) any other information which may demonstrate that a violation of the Code of Conduct has 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, E-Cigarettes, and Any Nicotene-Containing Products**  
For the first 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 first violation of all other prohibited conduct, the student shall be suspended during the student's sport season for 10% of all contests or one (1) contest, whichever is greater.

**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 (or his/her 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 high school or middle school principal (or his/her designee) 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.

- 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 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 contest.

### **Important Dates**

August 12	First Semester Begins
September 7	Labor Day: No School
Sept. 24 & Oct. 1	P/T Conferences
October 16	End of 1 <sup>st</sup> Grading Period
October 19-20	Fall Vacation
November 25, 26, 27	Thanksgiving Vacation
December 22	End of 1 <sup>st</sup> Semester
December 22-January 3	Christmas Vacation
January 4	2 <sup>nd</sup> Semester Begins
March 12	End of 3rd Grading Period
March 22-26	Spring Vacation
May 26	Senior Awards Program
May 27	End of 2 <sup>nd</sup> Semester
May 29	Commencement

### **Make Up Days**

1. January 18
2. January 29
3. February 12
4. February 15
5. April 23
6. April 5
7. March 19
8. May 28