



THE HARSHMAN WAY HANDBOOK 2026-2027

You Belong Here!
Tú Perteneces Aquí

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The Harshman Way: Student

Voyage to Success: **The Harshman Way**

Because we value: Innovation, Excellence, and an Inclusive Community
We are: Motivated, Accountable, Respectful, and Empathetic

HMS Vision: Harshman Middle School will be a place where students are encouraged to think creatively, excel academically, challenge biases, and embrace a wide variety of ideas and goals in order to be globally minded citizens.

HMS Mission: Harshman Middle School fosters a welcoming environment where students are challenged with the agency to thrive among a community of lifelong learners.

Students at Harshman Middle School will meet our four expectations:

- We are **Respectful**
- We are **Accountable**
- We are **Empathetic**
- We are **Motivated**

The Harshman Way Purpose

The purpose of implementing The Harshman Way at H.L. Harshman Middle School is to:

- Maintain a respectful environment in which all students can learn.
- Recognize we are all accountable to model, teach and reinforce positive behavior expectations and celebrate successful student behaviors.
- Empathize with one another in order to strengthen a positive, diverse culture for our entire learning community.
- Motivate all stakeholders to offer their very best, each and every day.

The Harshman Way and Advisory

You will be assigned an advisory class. Advisory will take place EVERY DAY from 9:00-9:30 am. In advisory, you will learn and practice the Harshman Way with your advisory teacher and classmates. Each unit in Advisory builds on the Harshman Way through developing motivation, respect, accountability and empathy. Advisory is a graded class and calculated into Honor Roll and other academic award considerations. Our 8th grade Advisory curriculum meets the state requirements for Preparation for College and Careers (PCC) High School credit - a graduation requirement for all students. As such, 8th grade students who pass with a C or higher earn 1 PCC credit.

The Harshman Way: Student

Because we value Innovation, Excellence, and an Inclusive Community,
STUDENTS at Harshman are...

	Students In the Classroom	Students In the Hallway and Bathrooms
We are Respectful	-I follow classroom expectations -I use academically productive language -I allow my classmates the opportunity to speak without interruption -I use technology for its intended purpose -I encourage my peers	-I walk on the right side of the hallway -I keep hallways and restrooms free from trash and graffiti -I use positive and academically appropriate language -I keep my hands to myself -I keep the lights on for others -I use a volume that doesn't disrupt or distract others -I use bathroom items correctly
We are Motivated	-I use my time efficiently (appropriately) -I ask for help or extra time -I advocate for myself -I think creatively -I productively push through challenges -I have goals and I do the work to achieve them -I use my technology appropriately -I actively participate in class	-I walk with a purpose to get to class on time -I manage my social time to prioritize getting to class on time -I use bathrooms in a timely manner for intended purposes -I use the bathrooms closest to my classrooms
We are Accountable	-I enter classroom prepared with my materials (planner, binder, writing utensil, and computer) ready to learn -I begin my work as I enter the classroom -I turn in classwork/homework when it is due -I talk to my teacher if I need help -I take responsibility for the impact of my actions -I use my Advisory Teacher as a support	-I go to restrooms at designated times -I respond to redirection from ALL staff appropriately -I have a written pass if not a passing period -I show ownership for my actions -I maintain good hygiene (ex: I wash my hands) -I report if something is damaged
We are Empathetic	-I help a classmate that may be having a hard time -I welcome others' points of view and experiences & value it when they are different from mine -I try to understand where my teachers may be coming from -I assume the best intentions of those around me	-I help a student who may need assistance getting to class safely and on time -I am willing to consider a situation from another person's perspective -I resist the urge to "jump to conclusions" -I report disrespectful behavior or mistreatment of others

The Harshman Way: Student

**Because we value Innovation, Excellence, and an Inclusive Community,
STUDENTS at Harshman are...**

	Students In the Cafeteria	Students with Technology
We are Respectful	-I take only appropriate food items -I follow the entry and exit procedures in a timely manner -I leave all uneaten food in the cafeteria -I help to clean up my table -When we go outside, my voice is quiet in the hallway	-I enter classroom prepared with my laptop charged -I use technology to support my peers and not put them down -I use technology for its intended purpose -I treat technology with respect (not picking at keys, dropping, etc.)
We are Motivated	-I am in the cafeteria on time -I stay seated in my space -I offer to help clean up -I take advantage of "lunch and learns" when they are offered -I encourage my peers to keep the area clean and picked up	-I use it for school purposes only -I refrain from using AI to do my work for me -I only use my technology in the classroom or other designated spaces -I use my technology for appropriate academic accommodations
We are Accountable	-I listen to directions from ALL staff -I stay seated at all times -I clean up my table and floor -I eat only my food -I use a quiet voice in the hallway -I walk when I am getting in line	-If I use technology inappropriately, I take accountability, and learn from it -I use technology to turn in my assignments when when they are due -I am responsible with other classmate's technology -I take responsibility for the impact of my actions
We are Empathetic	-I sit with someone who may need a friend -I invite others to be a part of my group -I appreciate and learn from the diversity of many students' different experiences and viewpoints	-I help a classmate that may not understand how to use their technology -I recognize different cultural perspectives regarding the usage of technology -I follow the technology guidelines, recognizing that my actions could put others at harm if I do not

H.L. Harshman Middle School

2026-2027

School-Wide Normed Student Procedures

We are...Respectful, Accountable, Empathetic and Motivated

Arrival and Dismissal Procedures

You will enter the school building no earlier than 8:45 am unless at Morning Care.

- 1) Doors will open at 8:45 and you will enter the building through a weapons detection system. Staff will be present at each entrance to support this process.
- 2) If you choose to eat breakfast you will enter the cafeteria to pick up your breakfast items and then will stay in the cafeteria to eat breakfast until staff release you to move to your advisory class.
- 3) If you choose NOT to eat breakfast, you will either go to the gymnasium and sit on the bleachers, or go to the library and read quietly, and then wait for staff to release you to your advisory classroom.
- 4) Advisory begins at 9:00 am. This is when school officially starts.
- 5) If you are late to school due to your bus being late, you can get breakfast until 9:15 am.

School dismisses at 4:00 pm. Hallways will be cleared by 4:05 pm.

- 1) Car riders will enter and exit Door 11 on the west side of the building.
- 2) Bus riders will enter and exit through Door 2 on the east side of the building.
- 3) Walkers/bikers will enter and exit Door 1, the main entrance. Students MAY NOT exit Door 1 to get in a car. Only approved walkers or bus riders will exit Door 1.
- 4) If you are staying for after-school activities, you will report to the gym and must be in the gym by the time the doors close. Students who have been sent to the GLC for behavior issues may not stay for after school activities.

Academic Probation

If you earn a D or F in Math and English class, you will be placed on Academic Probation for the following quarter. Earning Academic Probation means you will be placed on an Academic/Behavior contract. In addition to trackers, you will have access to after school weekly Study Tables, and are required to attend at least one out of school academic enrichment day. If you fail to meet the conditions of Academic Probation, it will be considered as a break of contract and will result in restricted privileges.

After-School Activities

- 1) Be motivated to participate in one or more of the MANY activities offered here at Harshman!
- 2) If you are staying for after-school activity, you must have signed up with the after-school sponsor PRIOR to staying, or be on an activity roster.
- 3) If you are staying, you must report to the gymnasium and must be seated in your assigned location by the time the announcement is made to close the gym doors. If you are not in the gym by this time, you will be directed to get on your bus or call for someone to pick you up for regular dismissal.
- 4) For after-school activity dismissal at approximately 6:00 pm, you must report back to the cafeteria with your group/sponsor for an organized transition process.
- 5) Staying for after-school activities is a PRIVILEGE. If you do not follow the Code of Conduct, you may be restricted from staying after school for activities or sports.
- 6) Only students assigned to a bus stop will be allowed to ride the after-school buses home. All other students must be picked up at Door 8.

Attendance

It is important to be at school every day. Our goal is to have you here everyday to learn! There will be regular celebrations and incentives focused on attendance throughout the school year to encourage you to be present every day. It is your responsibility to ask the teacher for missing assignments and to make up those assignments missed during an absence, whether the absence is excused or unexcused. **School starts at 9:00 am**, and you will be marked absent/tardy if you are late. Families are notified of any absence. Excused absences will not count against you for attendance celebrations.

Classroom Entry Routine

Your teachers will greet you at the classroom door. In order to enter the class you must:

- 1) Have appropriate school supplies for the class, such as your binder, laptop, writing utensil, specific classroom materials, etc.
- 2) You may not use the restroom during the First and Final FIVE minutes of class. Use your passing period wisely.
- 3) Follow the classroom instructions for technology use.
- 4) Get started on the Warm Welcome/Do Now activity right away.

Classroom Dismissal Routine

- 1) The teacher dismisses the class, not the bell/announcement.
- 2) You will walk from the classroom into the hallways, staying on the right, and proceed to your next classroom as assigned on your schedule.
- 3) If a teacher holds you for an excused reason (i.e. finishing a test), your teacher will send you with a pass to your next class. It is YOUR responsibility to ask for/get the pass

Code of Conduct

As an IPS student, you are held to the [IPS Code of Conduct](#). This is a district guideline for all IPS student behavior expectations along with possible responses (interventions and consequences) for violating the behavioral code of conduct. In addition to the IPS Code of Conduct, you are held to the **Harshman Way Expectations**, which is our school's specific criteria on how to successfully participate in a positive middle school. Behaviors that are not in alignment with the Harshman Way will be held accountable by administration the same way as the IPS Code of Conduct.

Scheduling and Course Requests

We believe in you having a say in your course selection. Each Spring, you're invited to make requests for the following school year. Some classes have academic requirements that could include minimum test scores. Our main goal is to ensure that everyone is able to participate in at least one elective that is entirely their choice! If you need to change your schedule during the school year, you should reach out to your school counselor within the appropriate timeline listed below. To be clear, we do not allow requests for specific teachers and cannot always guarantee placement.

High School Credit Classes:

You have until 5:00pm Friday, August 21st to submit a request to drop a High School (HS) credit bearing course. After this point, you will be required to complete the semester. If dropping a HS credit bearing course, your electives may change.

Choice Elective Classes:

If you didn't get your first choice elective pick from Spring, you can submit a request to change, no later than 5:00pm Friday, August 14th. To be clear, you are not guaranteed placement in any choice elective class.

Core Elective Classes:

Regardless of program, you will have the following "core" electives for the 25 - 26 school year which are different from Choice Electives. These cannot be changed:

- 6th Grade: Health and Project Lead the Way
- 7th Grade: Art and Physical Education
- 8th Grade: Project lead the Way and Art

Dress Code

Indianapolis Public Schools is a district committed to racial equity in both mindset and action. As such, you and your parents/guardians hold the primary responsibility in determining your personal attire, hairstyle, jewelry, and personal items. Schools are responsible for ensuring that these things do not interfere with the health or safety of any students and do not contribute to a hostile, distracting or intimidating environment for any student. This means no profanity, weapons, alcohol, etc.

You must wear:

- Top (shirts with sleeves that cover the midriff, blouse, sweater, sweatshirt, hoodies, etc.)
- Bottom (pants, shorts, skirt, dress)
- Footwear (closed toed shoes only, **no slides**)

You can wear:

- Head coverings for religious purposes

We recognize that middle school is a challenging time as you navigate how your body may be changing during adolescence. Undergarments should not be visible during normal school activities (i.e. if you are participating in health class and running, it is normal for a shirt or shorts to lift up, but undergarments and midriffs must remain covered during these activities).

Grading and Missing Work

Your grades are always available through PowerSchool and Schoology. Most assignments are located in **Schoology**. If an assignment is marked **missing**, it means it was not turned in on time and receives a 0%.

Per the district grading policy, when it syncs to **PowerSchool**, it will be raised to a 50% (Lowest F). The grade in Schoology is more frequently updated and reflects the work completed but uses a 0 - 100 scale; PowerSchool uses a 50 - 100 scale and is not the best place to check for missing assignments and monitor your work. Ultimately, PowerSchool is where your **final** grades will be saved at the end of the quarter. You will complete a Grade Check during advisory at least once a month. It is your responsibility to use this time to check your grades, ask questions to your teachers in Schoology, or make note of missing assignments. Our goal is for you to achieve your fullest potential!

Courses in middle school are primarily semester-based. This means that the grades that remain on your transcript are semester grades. Semester grades are calculated by taking your Marking Period 1 (M1) grade and Marking Period 2 (M2) grade, and averaging them. For example, if you earned a “C” in M1 and an “A” in M2, your semester grade would likely be a “B.”

Each Marking Period, your grade consists of 4 categories:

- Summative Assessments (30%)
- Formative Assessments (55%)
- Homework (10%)
- Class Citizenship (5%)

Hallway Procedures

When you are in the hallway, it is expected that:

- 1) You **walk** on the right side of the hallway
- 2) You **walk** with purpose in order to get to class in 4 minutes or less
- 3) You talk at an appropriate volume in the hallway
- 4) You keep your hands and belongings to yourself
- 5) You use respectful, positive, productive, school-appropriate language
- 6) You respond to adult directions with respect
- 7) You keep all technology away (i.e. laptops closed)

Honor Roll

You must have all “As” and “Bs” to qualify for Honor Roll. You will need all “As” to qualify for High Honor Roll. If you achieve Honor Roll and High Honor Roll you will be recognized throughout the year, with a special acknowledgment at our end of year Honors Day Celebration.

Locker Procedures

You will be assigned a new locker each school year. You may store your PTDs (cell phones, etc) in your locker if you choose. The principal or a designee may search a locker and its contents at any time. You should not share lockers. You must assume responsibility for locking your own lockers. If you are found to be sharing lockers, you will face disciplinary consequences. Students should keep their locker codes private and not share them. You may decorate your locker with non-permanent materials (magnets, paper and tape). If you are found opening a locker that is not assigned to you for the current school year you will receive serious consequences.

Pass Procedures

Unless there is an emergency, passes will not be issued during the FIRST and FINAL Five minutes of class. In order to leave the classroom:

- 1) You must ask when the teacher is not directly instructing the class.
- 2) You must have a Harshman-issued pass and have it with you wherever you go. You are not to leave the classroom without a pass.
- 3) You should go only to the restroom or water fountain that aligns with the color-coded pass from your teacher.
- 4) If you are going anywhere other than the restroom or drinking fountain, you should have a green paper Harshman pass or signed pass in your planner completed by your teacher. It is your responsibility to ask for this pass even if there is a guest teacher.

Personal Technological Devices (PTD)

Indiana State Policy and IPS Policy state that students are not permitted to have Personal Technological Devices (PTDs) like cell phones, smartwatches, personal laptops, personal iPads, etc. on their person during school hours. You are not permitted to use PTDs at school between 9:00 am and 4:00 pm. Handheld gaming systems are also not permitted. You may use PTDs on your way to and from school; however, you must use those devices responsibly and follow the IPS Code of Conduct. Your use of PTDs on buses is up to the discretion of the bus driver.

If you choose to bring your device to school, it must be put away (locked up in the your assigned locker, in your backpack, or turned in to your classroom teacher following that teacher's procedure). PTDs should be put away during school hours. Cell phones cannot be stored in pockets or on your body. This means that you **may not** access cell phones during the hours of 9:00 am and 4:00 pm unless explicitly instructed to do so by a staff member.

If you do not follow this policy, you will have your device confiscated and a parent or guardian will be **required** to pick it up from school administration. Administrative device confiscation will be documented in PowerSchool.

Portfolios

You will build and keep a portfolio over the course of your 3 years here at Harshman. Portfolios are evidence of your learning and growth. Portfolios are important because you will use them at your conferences and you will use them if you choose to apply for a Harshman Seal (see below). Each quarter, you will select an artifact from every class to add to your portfolio and reflect on. Your portfolios are kept in your advisory classroom.

Seals of Biliteracy and High Ability

The Harshman Bilingual Seal serves as a formal recognition of students in the Dual Language Program who have studied and attained a high level of proficiency in English and Spanish upon completion of their 8th-grade year. You can find the checklist for earning the optional Seal of Biliteracy [here](#).

The Harshman High Ability Seal serves as a formal recognition of students in the High Ability Program who have studied and attained a high level of accomplishment in Academics upon completion of their 8th-grade year. You can find the checklist for earning the optional Seal of High Ability [here](#).

School-Issued Technology

You must follow the district's **Responsible Use Agreement**. Additionally, students will sign a **Harshman Technology Use Agreement**.

You are responsible for your IPS device. You must not allow others to handle your devices, as any damages incurred to your device are your responsibility. Damage to or loss of school issued devices must be reported and will be subject to the IPS Code of Conduct. This is also true for improper use of your IPS device.

Consequences for improper use or damage may include paper and pencil work, technology contracts, in-school or out-of-school suspension, and even monetary restitution.

You may purchase your own replacement Chromebook chargers through [Amazon](#), [Walmart](#), or other retailers for USB-C Type C Laptop Charger 65W.

Sports/Extracurricular Activities

Harshman Middle School will offer a variety of sports! The school will also offer a variety of after school clubs. IPS has the following sports scheduled for the 26-27 school year; however, please check the [MS Sports Breakdown](#) for any changes as this sometimes occurs. All student athletes will be required to sign a **Student Athlete Contract**.

Fall Sports:

Girls Volleyball, Tackle Football, Baseball, Softball, Boys and Girls Cross Country, Boys Tennis, Girls and Boys Golf

Winter Sports:

Boys and Girls Basketball, Wrestling, Boys and Girls Futsal

Spring Sports:

Girls and Boys Flag Football, Boys Volleyball, Boys and Girls Track, Boys and Girls Soccer, Girls Tennis

Clubs may include:

Art, Black History Month Club, Hispanic Heritage Month Club, Cheer/Pep squad, Chess, Girl's Inc, GSA, Kiwanis Service, Math Counts, NaNoWriMo, Peers Making Peace, Pep band, Robotics, Running Club, Science Olympiad, Student Council, Tutoring, We The People, Yearbook/Journalism.

All students are encouraged to participate in extracurricular activities at Harshman!

Tardy Procedures

It is the expectation that you are on-time to class. This means being in your classroom and/or seat when the bell rings. If you arrive after the bell rings, you will be marked Tardy in PowerSchool. If you are Tardy, you must:

- 1) Knock on the door and quietly enter the classroom
- 2) Follow the teacher's tardy policy (like signing a tardy log)
- 3) Quietly and directly take your seat to begin the Warm Up/Do Now

If you have 5 or more tardies in a single month, you must serve after school detention and there may be an additional loss of privileges. 10 or more tardies in a single month will result in a much more serious consequence.