

HANOVER CENTRAL HIGH SCHOOL

*10120 W. 133rd Avenue
Cedar Lake, IN 46303
(219)374-3800*

*Student Day: 8:05 a.m. – 2:50 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.*

STUDENT / PARENTHANDBOOK

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MISSION STATEMENT

Hanover Central Senior High School

“The staff, students, parents, and community are striving to create a positive environment where all are challenged to achieve their potential”.

VISION STATEMENT

Hanover Community School Corporation realizes the individuality of each student and is committed to providing a safe and positive atmosphere for learning. The collaboration of dedicated staff and the community allows Hanover Community School Corporation to create a literacy-rich environment and facilitate high quality instruction for all students. A challenging curriculum, well-equipped facilities and relevant technology optimize achievement, empowering all students to realize their potential for success in a global society.

STATEMENT OF BELIEFS

1. Every student has the capacity to learn and grow academically with involvement and support from the school system, the community, and parents/guardians.
2. Students are best served by creating multiple pathways leading to a successful transition to post-secondary education or employment opportunities.
3. Consistent parent/teacher communication and involvement creates a collaborative relationship that supports the child's social and academic growth.
4. Teaching should have clear goals focused on learning.
5. Learning is enhanced by the development of life skills such as problem-solving, critical thinking, and peer collaboration.
6. A strong school staff is reflective and honest, holding each other accountable and supporting one another.
7. Staff members, as valuable contributors to the school community, must model ethical behavior, exhibit a strong work ethic, and perform at high levels.
8. The community is a core component of a successful school system and respects the dignity, worth, and opinions of every individual in the community.
9. Financial expenditures are aligned with the goals of this district.
10. Fiscal responsibility is essential to meet and sustain the educational needs of students.
11. Students and staff benefit from a safe, orderly and well-maintained learning environment.
12. Future facility needs are based on the corporation's long-range plan.
13. Appropriate integration of technology into the curriculum is essential in preparing students to be competitive in a global society.
14. Extra-curricular activities are important in providing opportunities for social growth and personal achievement beyond the classroom.

HANOVER CENTRAL HIGHSCHOOL
Points of Contact

Hanover Community School Corporation(219) 374-3500

Mr. Thomas L. Taylor	Superintendent	ttaylor@hanover.k12.in.us
Mrs. Mary Tracy-MacAulay	Assistant Superintendent	mtracy@hanover.k12.in.us
Mr. Adam Minth	Business Manager	aminth@hanover.k12.in.us

Hanover Central High School(219) 374-3800

Ms. Mary Ann West	Principal	mwest@hanover.k12.in.us
Mr. Ben Bachman	Asst. Principal/Athletic Director	bbachmann@hanover.k12.in.us
Mrs. JoAnn Heldt	Asst. Athletic Director	jheldt@hanover.k12.in.us
Mrs. Lori Bathurst	Dean of Students	lbathurst@hanover.k12.in.us Cmdr.
Lane Linder	Director of School Safety and Security	llinder@hanover.k12.in.us
Mrs. Stephanie Owen	Director of Health Services	sowen@hanover.k12.in.us
Mrs. Michelle Phillips	Director of Nutrition Services	mphillips@hanover.k12.in.us
Mr. Ryan Adamski	Guidance Counselor (9 th /10 th Gr)	radamski@hanover.k12.in.us
Mrs. Monica Kazda	Guidance Counselor (11 th /12 th Gr)	mkazda@hanover.k12.in.us
Mr. Brian Fuller	Transportation Director	fuller@hanover.k12.in.us

SCHOOL SONG

(Stand while song is played)

Cheer, Cheer for Hanover CentralHigh,
 Ever her praises reach to thesky,
 We will always fight for you,
 You'll find us loyal, evertrue.
 Whether the odds be great orsmall,
 Hanover Central wins over all,
 Red and Blue are backingyou,
 So onward to victory. TeamFight.
 Go! Go! Go! Go!Go!
 Fight! Fight! Fight! Fight!Fight!
 Win! Win! Win! Win!Win!
 Go! Fight!Win!



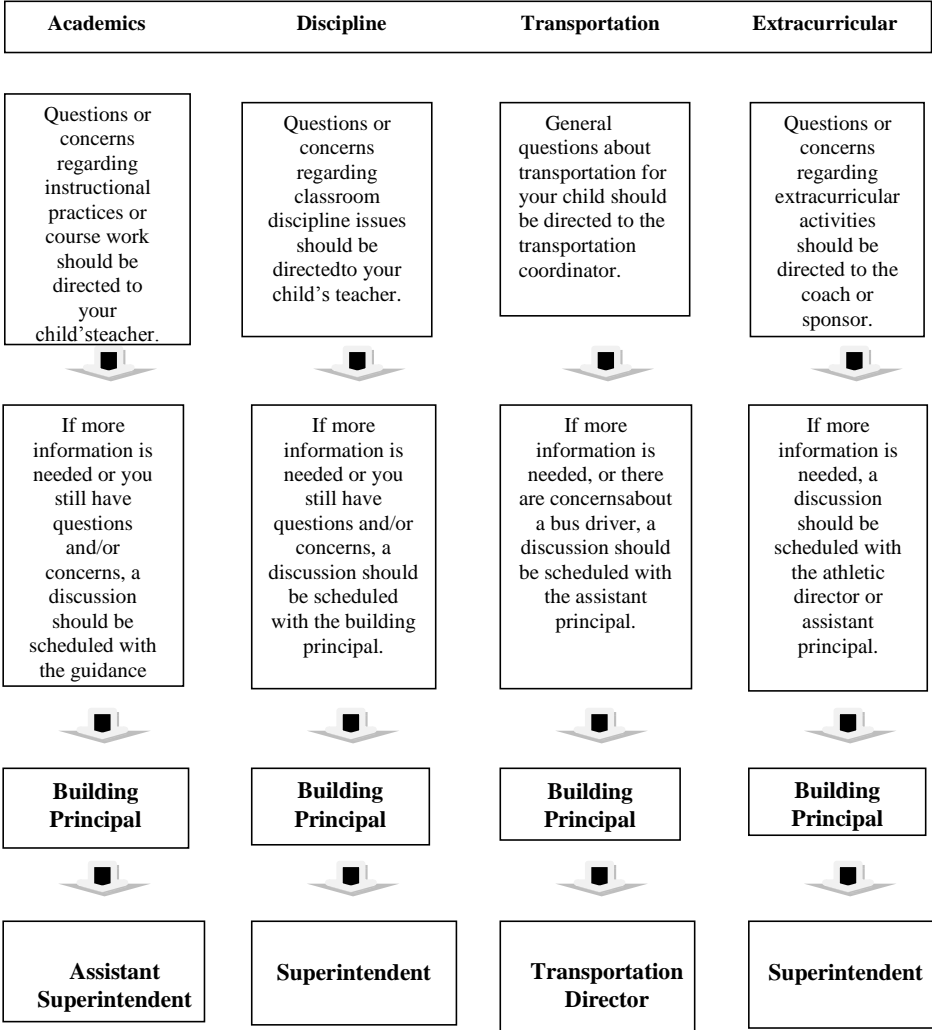
SchoolColors

Cardinal Red/ColumbiaBlue

School Mascot

Wildcat

~WHERE DO YOU GO WITH A QUESTION OR CONCERN~



Hanover Central High School is committed to integrating diversity concerns and perspectives into all aspects of its activities and into the fabric of the school as a whole. Hanover Central High School is also committed to the goal of an institution that reflects the broad diversity of American society as a focus on race, ethnicity, gender, socioeconomic level, sexual orientation, physical ability, family structure, and religion. Diversity is a reflection of the way the world really is, and we acknowledge diversity as encounters with differences, both profound and simple. It is through these encounters that growth and education unfolds, and it is why diversity is so important to our school.

I. GENERAL INFORMATION

Academic Progress

Student-related initiatives will be based on student academic progress and attendance. Academic progress and attendance must be satisfactory in order to maintain a parking permit.

Advertising

Students, staff members, and school facilities may not be used for advertising or promoting the interests of any non-school organization without the permission of the administration. The school shall not participate in any fund-raising event or campaign for any purpose without the approval of the administration. Teachers and sponsors may not permit any such campaigns or events within their classrooms or student organizations. Contests and activities sponsored by outside agencies which involve awards or prizes to students are not permitted without the approval of the administration. Such activities must have educational value for the participants in order to be approved.

Arrival and Departure

Students may enter the building at 7:15 a.m. but only through the doors in the gym lobby (Door Q) and the main hall doors (Door E). Students may enter the halls by 7:55 am (prior to this time they should be waiting in cafeteria or East Gym), or 7:30 a.m. on Success Days. Breakfast will be available at 7:30 a.m. each morning in the cafeteria. Shortly after 2:50 p.m., students who are not engaged in a valid school activity such as conferences, library study, club meetings, practices, etc., will be expected to leave the building. Hall gates will be locked at 3:00 p.m. Students who will be working with extra-curricular activities, including athletics, should have belongings from their lockers with them at their respective activity. Do not ask to have the gates opened to go to lockers after 3:00 p.m. Students planning to attend extra-curricular events that begin after 4:00 p.m. should go home first and get a ride back to the event. Students in detention should take their belongings with them as they will not be allowed to return to their lockers.

Bell Schedules

The regular school day is from 8:05 a.m. to 2:50 p.m. A bell to announce the beginning of school will ring at 7:58 a.m. A two hour delay schedule day is from 10:05 a.m. to 2:50 p.m. A bell to announce the beginning of school will ring at 10:00a.m.

Some students will eat during "A," "B," or "C" lunch. Those assigned to "B" lunch will have a split class. Students will be informed which lunch period they have on the first day of school.

DailySchedule

Success (Mon, Wed, Fri)	7:30-8:00
Staff Development (Tues, Thurs)	
1 st Hour	8:05-8:55
2 nd Hour	9:00-9:48
3 rd Hour	9:53-10:41
4 th Hour	10:46-11:34
5ALunch	11:34-12:04
Class	12:09-1:04
5BClass	11:39-12:04
Lunch	12:04-12:34
Class	12:37-1:04
5CClass	11:39-12:34
Lunch	12:34-1:04
6 th Hour	1:09-1:57
7 th Hour	2:02-2:50

Book Rent /Fees

Book rental is payable at the time of registration or after registration is complete. The amount due for book rental and fees will vary depending on the courses a student is taking. Student account balances not paid by the date set by the district administration will be forwarded for collections.

All students are required to pay book rental and fees for the time that they are enrolled. Students are responsible for all books, materials, supplies, and equipment assigned to them or provided for their use. Abuse or loss of such items will result in payment for the lost or damaged items and possible disciplinary action.

All book rental fees, library obligations, cafeteria accounts, class dues, and office obligations must be paid prior to receiving approval for graduation.

Cameras

Security cameras are utilized throughout the building and parking lot. The cameras are a tool to prevent and detect violations of the Student Code of Conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of site and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a student observes an infraction, they are asked to report their observation to the office immediately.

Change of Address / Health Records

In order to assure that proper enrollment procedures are followed, and in order for the school to communicate effectively with parents, especially if an emergency should arise, it is important that the address, telephone number, and health records of each student be current. Therefore, corrections to students' records, including name, address, telephone number, emergency contact, and health information should be reported to the Guidance or Nurse's Office within seven (7) days of the move. Students found to be living outside of Hanover Township without permission will be asked to transfer to their neighborhood school.

Clubs and Organizations

All clubs will have membership open to all students who have an interest in the function of the club. Club meetings will be held approximately once each month. A club meeting schedule will be distributed by sponsors and posted. Every activity or meeting must be under the direction of a staff member. No student shall be in the building without sponsor supervision.

Clubs will be organized for the primary purposes of providing services to others. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal.

A club may be the out-growth of a curricular class now offered in the school. Clubs, however, shall not duplicate the offering of the parent class. Under no circumstances shall a club be formed to perpetuate the special interests of any individual or small group of students. Students may not form any type of secret club, society, fraternity, or sorority under the auspices of Hanover Central High School. All induction ceremonies must be approved by the principal, and absolutely no form of hazing will be condoned. Clubs and activities are:

Art Club	Garden Club	English Academic Team
Environmental Club	Fine Art Academic Team	Key Club
Math Academic Team	Operation Snowball	Science Academic Team
Science Olympiad	Social Studies Academic Team	Yearbook
Student Council	Band	Women's Choir/Show Choir
Newspaper	National Honor Society	Drama/Theater
PTSO	Gay-Straight Alliance	Debate/Speech Club

Students must be passing all classes to be eligible to compete in any extra-curricular activities. Eligibility will be determined:

- approximately every three (3) weeks of the grading period
- at the conclusion of each grading period

Daily Announcements

It is the responsibility of each student to know the content of the announcements each day. Daily announcements will be read during 1st period each day and will also be available in the Principal's Office. In addition, some announcements are read on the public address system at the end of the day before dismissal.

Dances

Clubs and groups sponsor dances throughout the year to provide students an opportunity to interact with new people and to have fun with their friends in a supervised social setting. Students are not to leave the dance. If a student leaves during a dance, he or she will not be allowed to return. All participants are to leave the premises immediately following the dance.

Unless otherwise stated, Hanover Central High School dances are limited strictly to its own students. For those dances where students may bring a guest, **Non-Hanover Guest Forms** must be completed and turned in to the Principal's Office by the specified dates which are announced well in advance of the dance. Students are responsible for the behavior of their guests. All chaperones will have complete authority during dances.

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Dances are considered an extension of the regular school day. Therefore, all rules and regulations of Hanover Central High School concerning student behavior apply at dances as well. Violation of these rules will not be tolerated. Absolutely no alcohol, tobacco, or drugs will be permitted. Students in possession or under the influence of any of the above will be disciplined according to the Student Code of Conduct.

All book rental fees, library obligations, cafeteria accounts, class dues, and office obligations must be paid and emergency information must be returned into the nurse prior to receiving approval to attend Homecoming and Prom.

If five (5) countable absences occur in the fall semester before Homecoming, the student will not be allowed to attend the Homecoming game or dance.

If five (5) countable absences occur in the spring semester before Prom, the student will not be allowed to attend Prom.

Any students who wish to bring a student who is not enrolled at Hanover Central High School must submit a request in writing to the main office (the office will provide the appropriate form). No students shall be allowed to accompany a student who is 21 years of age or older. No freshmen shall attend Prom.

Directory Information

The Hanover Community 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 disciplinary matter, student work display at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior consent, unless notified in writing.

Emergency School Closing and School Delays

The Superintendent is empowered to delay or close schools or to dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be affected.

In the event that there is a school closing or a delay of the beginning of school, the following stations will be notified: WMAQ 670, WBBM 780, WZYN 107.1, CBS WGN 720, WJOB 1230, NBC 5, WGN, CBS 2, FOX32, and CLTV. In addition to this all closings and delays will be posted on the school corporation web site by 6:15 a.m. The web site address is: www.hanover.k12.in.us. You will also be notified by our AlertNOW phonesystem.

Parents/guardians should have a family emergency plan prepared in the event that schools are dismissed early, the start of school is delayed, or school is cancelled. Students and childcare providers should be aware of the plan.

Only those parents/guardians who have supplied the school corporation with emergency telephone numbers and/or email addresses will be notified via the AlertNow emergency notification system in the event of an early dismissal, cancellation, or delay. Please do not call the school, the principal, or the Superintendent's Office. Telephone lines must be kept open for emergency communications.

Field Trips

Attendance on school field trips is a privilege. Teachers conducting field trips have the option of approving student attendance. Students lacking in the following areas may be banned from going on the field trip and the teacher's decision is final.

- Classroom academic performance: grades, daily classroom preparation, completion of assignments, and test scores.
- Classroom behavior: tardiness, truancies, attitude, and classroom disruptions.
- Attendance: total absences to school – excused/unexcused and truancies.

Students cannot be academically penalized when prohibited from attending a field trip. An alternative assignment of equal value must be provided to any student not allowed to attend a class field trip. Students are responsible for obtaining and completing all missed work.

Food and Beverages

The consumption of food is restricted to the cafeteria. Water may be consumed in the hallways but containers must be disposed of properly in a waste container. Beverages, ONLY, may be consumed in the classroom with the approval and supervision of the classroom teacher and prior approval from administration.

Fund-Raising

All fund-raising activities must be approved by the administration. Students may not solicit the community on a door-to-door basis for the purpose of raising funds unless permission is granted by the administration. Students who accept items for sale for the purpose of earning revenue for a school organization are responsible for returning the items or the monetary value.

Hall Passes

Any student found without an authorized agenda hall pass, in a location other than that specified on the pass, or off the most direct route to their destination, will be returned to the appropriate classroom or escorted to the office for disciplinary action.

Interscholastic Athletics

Interscholastic athletics are maintained in sports for both boys and girls. All students must have a physical examination before they can tryout/practice for any sport. All students interested in athletics are invited to tryout.

Fall

(Boys) Cross Country, Soccer, Football, Tennis
(Girls) Cross Country, Golf, Soccer, Volleyball

Winter

(Boys) Basketball, Wrestling
(Girls) Basketball

Spring

(Boys) Baseball, Golf, Track
(Girls) Softball, Tennis, Track

Year

(Coed) Cheerleaders
(Coed) PomCats

While all members of freshman teams are freshman, JV and Varsity teams may include students from all four grades.

Students are encouraged to request assignments from their teacher in advance if they are going to miss a class for a performance, scheduled contest, program, or trip.

Regular attendance at school is required of all participants. Athletes must be in attendance all day in order to be considered to be eligible to participate in a contest or practice that day unless permission is granted for unusual circumstances by the principal.

Students must be passing all classes to be eligible to compete in any extra-curricular activities. Eligibility will be determined:

- approximately every three (3) weeks of the grading period
- at the conclusion of each grading period

The above participation rules in addition to the I.H.S.A.A. academic rule which states that a student must be passing in at least five classes to remain eligible for participation in any I.H.S.A.A. sport.

Library / Media Center Usage

The Hanover Central High School library/media center offers students research materials, internet usage, magazines for research and pleasure reading, general reading materials, and the chance to do research for their classwork.

Students may come to the media center with a class or individually to read or study. The media center and computer lab area hours are Monday-Friday 8:05 am – 2:50 pm. The media center is also available during success period.

Students must have a pass from their classroom teacher to come to the media center during class time. Students must sign in and leave their pass at the desk.

Books may be checked out for a period of two weeks and renewed twice. Students must present their school I.D. card in order to check out library materials, and they are responsible for all materials checked out in their name. If materials are lost or not returned the student must pay the replacement cost for that item.

Media center computers should be used for research purposes only. E-Mail, chat rooms, games, videos, etc. are not allowed. Food, candy, gum or drinks are prohibited in the media center and computer lab area.

Lockers – IC20-8.1-5-17

Each student will be assigned a hall locker, free of charge, for the purpose of storing books, school supplies, coats, hats, and other necessary items. Jackets, coats, sunglasses, and headwear are to be locked in lockers and not to be worn in the building at any time. Students are to use the lockers assigned to them and are not to share with another student. Students are expected to keep their lockers clean, neatly arranged, locked, and free from any adhesive material such as tape, stickers, decals, etc. Since each locker has its own combination lock, no padlocks are to be placed on them. Students are not to leave valuables in their lockers at any time. The school cannot accept responsibility for any lost or stolen articles. Damaging or defacing a locker is a violation of the Student Code of Conduct. If a student has a damaged or broken locker, he/she should report it to the Principal's Office as soon as possible. The administration has the legal right to inspect lockers, without notification, whenever it is deemed necessary due to reasonable suspicion.

Military Recruitment

The No Child Left Behind Act (NCLB) added provisions to federal laws and statutes stating that schools must allow military recruiters the same access to information as is allowed to representatives of colleges and universities.

The NCLB Amendment also requires school administrators to release a student's name, address, and telephone listing to any military recruiter who makes such a request unless the student's parent has stated in writing not to release such information to a military recruiter.

Indiana state law requires the parent to sign the written objection by the end of the student's sophomore year. However, under the amended federal law, the parent may deny the release of such information to any military recruiter at any time while the student is in secondary school. Federal law supersedes state law in this case.

Therefore, if you do not want your child's name, address, and phone number released to a military recruiter, you must make the request known to us in writing. Please turn any requests into the Guidance Office.

Non-Custodial Parents

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, progress reports, student records, and disciplinary actions. Such parents will also be allowed to participate in conferences, classroom visitations, Open House, and all other school activities.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, or the school visitation of, the non-custodial parent.

Parental Jurisdiction

A student who is 18 years old is not, merely by virtue of age, free from parent/guardian control or responsibility. As an example, parental contact is required in matters regarding attendance problems and withdrawal from school.

Parental Rights and Responsibilities

Family Educational Rights and Privacy Act, 1974

In compliance with the above act noted, the following policy is proposed, relative to the effective date of the act on November 21, 1974. The school records of students which are open to inspection and review by parents include: any and all official records, files and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school's system, and specifically including, but not necessarily limited to, identifying data, academic work

completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Only the following agencies or persons may have access to student records without the written consent of the students' parents or pursuant to a subpoena or court order:

Other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests;

Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

Authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) and administrative head of the education agency (as defined in section 409 of this Act), or (iv) State educational authorities, under the conditions set forth in paragraph (3) of this subsection; and in connection with student's application for, or receipt of, financial aid.

Posters

All posters, flyers, and notices placed in the school must have administrative approval. Such items should be placed on either bulletin boards or previously designated areas. Items placed without prior approval will be removed. Notices promoting private profit-making organizations are prohibited.

Publications

The yearbook and newspaper staffs are charged with the responsibility of gathering and tabulating a pictorial and verbal record of all major events and happenings occurring within a given academic year. The yearbook and newspaper staffs make the decisions regarding both the photographic and informational content of the publications. Further, the staffs regulate the amount of space available to certain sections and the different groups appearing within that section. The decision is obviously dependent upon many variables.

School Safety

The Hanover Community School Corporation has an Emergency and Crisis Response Plan that reflects the common and unique needs of educators, students, families, and the greater community. Our procedures are based upon recommendations from the United States Department of Education, the United States Department of Homeland Security, The Indiana Department of Education and local Police and Fire Agencies. These procedures are based on the most effective model plans of school districts around the nation.

The Hanover Community School Corporation's Emergency and Crisis Response Plan outlines how everyone in the school community (administrators, teachers, parents, students, bus drivers, and support staff) will be prepared for "all hazards" approach to school safety and security and how to identify the behavioral and emotional signs of children at risk. The plan also details how school and community resources can be used to create safe environments and to manage responses to acute threats and incidents of violence.

The principal or their designee is responsible for responding quickly and effectively to any natural or man-made disasters. In the event of such an incident, the principal will advise teachers, students and staff of the proper actions to be taken. Any injury to students or staff will be immediately addressed. The incident will be managed as per School Board policy and according to established procedures. The principal or designee will then notify the parents/guardians of the situation in a timely manner.

The following are examples of information included in the Emergency and Crisis Response Plan.

Fire:

- Pull fire alarm. Call 911.
- Evacuate school using primary or secondary evacuation routes.
- Move to a safe distance away from building.
- Teachers account for all students.
- No re-entry until building is declared safe by First Responders.

Severe Weather or Tornado Watch:

- Monitor Weather Stations.
- Bring everyone inside building(s).
- Close Windows and blinds.
- Move to designated areas.
- Crouch on knees, head down, hands locked behind the neck.
- Standby for “All Clear”.

Bomb Threat:

- Complete Bomb Threat Checklist.
- Notify Law Enforcement and Superintendent.
- Determine if evacuation and relocation is necessary.
- Do not use walkie-talkies, cell phones, or electronic devices.

Violence Prevention Procedures

Violence, self-destructive behavior, or suicidal ideation may not be apparent until a critical phase has been reached. School personnel must be prepared to spot at-risk students and to refer them to designated staff in each building. Any such signs, or the report of such signs, should be taken seriously and communicated immediately to the principal or designee.

Every effort shall be made to provide positive intervention by using available school personnel and the assistance of appropriate agencies on behalf of the student. School personnel will have the names and location of staff members who can provide assistance to students experiencing emotional stress or depression.

Parents/guardians of involved student(s) shall be notified of any suspected violent behavior and their cooperation shall be sought in arranging for appropriate intervention. If parents/guardians indicate an unwillingness to cooperate in the best interest of the student, the school administration shall contact appropriate administrative or legal agencies to request intervention on the student’s behalf.

Storage of Personal Property

In order to fully protect the students and staff every precaution must be observed. Personal items brought to school can become distractions to the education of our youth, and could also be used to carry unwanted objects into the school facility. The school corporation recognizes that there is a great possibility that students and members of the community would never wish or bring harm to others, but must take the following precautions from the possibility that individuals may be harmed through a thoughtless action.

The following items are not permitted in the classroom or any other instructional area during the school day and must be stored in the student’s locker: coats, jackets, bookbags, briefcases, other storage devices, carrying cases, and oversized book bag-like purses.

It is recommended that students do not bring personal possessions (radios, I-Pods/MP3 players, books, CD’s, computers, etc.) to school that do not pertain to school purpose.

Student Activities

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests, and simply have fun.

Students should have parental permission to participate in a school activity. In the case of interscholastic athletics, physical examinations and medical insurance waivers are also required. All participating students in all school-sponsored activities must be transported to and from the activity in the transportation provided by the school. Students are not allowed to transport themselves to any school-related activity in which they participate without prior administrative approval.

Student Identification Cards

Because of the number of students attending Hanover Central High School, all staff needs to know if a young person in the school for any reason is in fact, a student at Hanover Central High School. The ID card identifies the person as a Hanover Central student. One ID card will be issued at the beginning of the school year or when a student enrolls at Hanover Central High School. Students must carry these identification cards with them at all times during the school day.

Student Insurance

Hanover Community School Corporation does not insure its students against injury during the school day or at extra-curricular activities.

Student Speech and Press

The school corporation recognizes the students' right to freedom of speech and the press; however, these rights are limited when the rights are used to interfere with the very purpose to which schools are dedicated.

Students are free to express their opinion on major contemporary issues; however, freedom of speech and the student press does not extend to making obscene, slanderous or libelous remarks about the school administration or to encourage disobedience to school authority. (Scoville V. Board of Education of Joliet Twp. H.S. District 204, 286 F. Supp 988 (1968) III.)

Students or non-students are not to distribute written communications on school property which have not been approved by school authority. Courts have upheld that students can be disciplined for disobedience if they distribute such materials on school property. (Schwartz V. Schuker, 298 F. Supp (1969) New York)

If you wish to distribute literature, leaflets, newspapers or circulate petitions adjacent to the school or on school property, you must adhere to the following guidelines:

1. All information must be approved in the Office of the Superintendent. The superintendent approval or disapproval is based on legal reasons.
2. If the superintendent permits distribution of materials on school property, the staff will be made aware of its distribution.
3. All material must provide source. The name of the author(s) and/or organization must be listed as waiver of responsibility note.
4. If the rights of others are violated or the school day disrupted, the right to distribute literature is forfeited and you will be subject to disciplinary action.

Telephones

Students are not to be excused from class to use the telephone. Students may use office phones for school business and emergencies only. In the case of an extreme emergency, parents should speak with a principal or office secretary about having a message delivered to a student.

Visitors

It is imperative that the administration know who is in the building and why they are there. Only employed personnel and students are to be in the halls without visitors' passes. All other persons, including school alumni, must obtain visitors' passes from the office or be accompanied by school personnel. If unauthorized individuals are in the building or on school grounds without a visitor's pass, they are in violation of trespassing, and police may be called in to remove these people. Students are not permitted to bring visitors to school.

II. ACADEMICS

General Diploma Graduation Requirements

Students must complete the Core 40 diploma for graduation unless a formal opt-out process is followed.

Core 40 Diploma Graduation Requirements

Course and Credit Requirements	
English / Language Arts	8 credits Including a balance of literature, composition, and speech.
Mathematics	6 credits 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II All students are required to take a math or Quantitative Reasoning course each year they are in high school Six (6) credits must be taken during grades 9-12.
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: Any Core 40 Science Course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages / Fine Arts / Career-Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives	9 credits (Career Academic Sequence Recommended)
43 Total Credits Required	

Schools may have additional local graduation requirements that apply to all students.

High School schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

CORE 40 with Academic Honors <i>(minimum 47 credits)</i>

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
*A student completing Algebra I or higher prior to the ninth grade must still complete at least six (6) credits in math during grades 9-12.

- Earn 6-8 Core 40 world language credits (six credits in one language or eight credits in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” (70%) or better in courses that will count toward the diploma.
- Have a grade point average of a “B” (3.0) or better upon graduation.
- Complete one of the following:
 - Complete AP courses (4 credits) and participate in corresponding AP exams
 - Score a 26 or higher composite on the ACT and complete writing portion
 - Complete dual high school/college credit courses from the approved dual credit list (6 verifiable college credits)
 - Complete a combination of AP courses (2 credits) and corresponding AP exams and dual high school/college course(s) from the approved dual credit list (3 verifiable college credits)

CORE 40 with Technical Honors (minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40
- 3 years of courses in a CTE Pathway and ONE of the following: state approved industry recognized certification or credential **OR** pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of a “C” (70%) or better in courses that will count toward the diploma and graduate with a “B” (3.0) average
- State Exams (minimum scores) –Accuplacer: Writing-80, Reading-90, Math-75; Compass: Algebra-66, Writing-80, and Reading-80

Information Guide

1. In order to participate in the graduation ceremony, a student must have earned all the credit and passed all state testing requirements for graduation.
2. It is the responsibility of each student to periodically check with his/her counselor regarding the satisfactory completion of all graduation requirements.
3. Transfer students must meet the graduation requirements of their class. Each transfer student is evaluated individually and exceptions may be granted by the principal. Transfer credits will be accepted only from schools accredited by their respective State Departments of Education.
4. Students should use the Hanover Central High School course selection guide when planning a course of study.
5. Students who wish to participate in intercollegiate athletics and/or receive an athletic scholarship at a N.C.A.A. Division I or Division II school should inform their counselor so that appropriate four-year plans may be developed.

End-of-Course Core 40 Assessments will be required to be taken by all students enrolled in Core 40 courses as scheduled by the Indiana Department of Education. Students must pass the Algebra and English 10 End-of-Course Assessments (ECAs) in order to graduate. Beginning with the Class of 2019, the ISTEP+10 will replace the End-of-Course Assessments as the graduation requirements.

Grade Auditing

The primary purpose of an audit is to allow students the opportunity to help build capacity of fundamental skills missed in prior coursework. To assist students in meeting this goal, students may audit classes for which they have previously earned credit. Students will also have the option to retake the class during the summer at their own expense. **Students will only be allowed to retake the class once, and must retake the same class** (ie, Honors Biology must retake Honors Biology). The grade received in the retake class will become the grade of record. Any exceptions to this must be approved by the principal. Students must notify their Guidance Counselor when the replacement grade is earned.

Grade Reporting

The school year is divided into two (2) semesters, each having two (2) nine-week marking periods. Only the grades received at the end of each semester are reconsidered as final grades and become part of a student's permanent record. Permanent records include grades, class rank, attendance, and standardized test scores for all eight (8) semesters of high school enrollment.

Grading System

Nine-week grades are reported using percentages. The following chart shows the range of grades for each nine-week marking period:

100-90	A	69-60	D
89-80	B	59 and below	F
79-70	C		

Semester Grades

The numerical semester grade is converted into a letter grade and recorded on the student's permanent record

Course Load

Students are required to select a minimum of seven (7) classes of coursework each semester. Students cannot be enrolled in less than seven (7) credited courses without administrative approval. Students falling below this level may be subject to being dropped from enrollment at Hanover Central High School, and/or being ineligible to participate in athletics or co-curricular programs.

Success Period

Success Period takes place on Monday, Wednesday, and Friday from 7:30 a.m. – 8:00 a.m. During this time, before the start of the school day, students may go to the classroom of an individual teacher to receive academic assistance in a smaller group setting. This time is to be used as academic resource time by students.

Teachers may also require students to attend Success Period on certain days if the need arises to complete makeup work, quizzes, tests, etc. that occurred during a student absence.

Homework

Homework assignments are given to students to assist them in understanding class content and to practice relevant skills. When a teacher gives a homework assignment, he/she has the following expectations:

1. The assignment will be completed as directed and determined by the classroom teacher;
2. The assignment will be turned in on time (correct due date and time); and,
3. The assignment will be legible and understandable. If handwritten, the homework will be neat.

Late homework assignments will not be accepted, will be given no credit, and the student will receive the score of a zero (0).

Honor Roll

The Honor Roll recognizes academic achievement and is published in local media publication each marking period. Students must have the following grades in order to qualify for the Honor Roll:

“Regular” Honors	3.00 GPA
“High” Honors	3.50 GPA
“Superior” Honors	4.00 GPA

Class Withdrawals

Students will only be dropped and added to and from classes as a result of academic misplacement, medical reasons, or administrative approval.

Course Selection

Beginning with the second semester, the Guidance Department begins to meet with each grade level to discuss academic programs and with students to assist them in choosing their following year’s classes.

The entire Master Schedule of Hanover Central High School is developed each year based upon students’ course enrollment and current staffing. Teacher assignments and numbers of class sections are determined by student request for courses. Therefore, it is extremely important that all students make course selections very carefully. All schedule change requests will be considered for the first three (3) days of each semester.

Dual Credit Enrollment

Hanover Central High School partners with Purdue Northwest and Ivy Tech to offer dual credit opportunities for students.

Purdue Northwest offers dual credits in English Composition 104, Fundamentals of Speech 114, Sociology 100, and Psychology 120.

Ivy Tech offers CTE dual credit courses. These courses may vary each year. Please contact your student’s counselor for more information on courses that are approved Ivy Tech dual credit courses.

***Tuition for dual credit courses vary.** Registration forms are distributed to interested students the semester before the course is offered. If a student drops a dual credit course before the end of the term, students will receive a Withdraw or Withdraw F based on the college’s policy. Tuition refunds are based on the college’s policy.

For Purdue Northwest dual credit classes, students must meet two of the following three criteria: Have a cumulative GPA of 3.0 or higher, must be ranked in the top half of their class, and have an SAT Composite of 950 or ACT Composite of 21.

For Ivy Tech dual credit classes, eligibility is determined by certain scores on the PSAT, SAT, ACT, or Accuplacer. There is no tuition fee for IVY Tech dual credit classes.

Advanced Placement Tests

Advanced Placement (AP) Tests are optional for students enrolled at Hanover Central High School in all AP courses; however, students taking an AP class for the Academic Honors diploma must participate in the AP exam of that class to satisfy this requirement.

Students who are enrolled in AP courses are required to pay for testing unless the test is subsidized by the Indiana Department of Education. If a student is not enrolled in an AP course but would like to take an AP Test, they may take the test at Hanover Central High School at their own expense.

If a student has taken an AP Test and would like to retake, they may take the retake at Hanover Central High School at their own expense.

Advanced Placement Curriculum

AP Biology
AP Calculus
AP Chemistry
AP English Literature
AP U.S. History
AP Spanish Language & Literature

Remediation

Remediation opportunities are available to students who have not successfully completed requirements for the ECA English 10, Algebra I, and ISTEP+10 Exams.

Summer School

A list of summer school offerings will be made available to students in the spring. Summer school registration will be conducted through the Main Office in the spring during regular school hours. No refunds for summer school will be granted after the first week of Summer School or if a student violates the

Testing Program

Beginning with the Class of 2019, ISTEP+10 will replace the ECAs. Hanover Central High School does offer the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), the Scholastic Aptitude Test I (SAT I) – reasoning test, the Scholastic Aptitude Test II (SAT II) – subject test, and the ASVAB (Armed Services Vocational Aptitude Battery)—based on the number of student requests.

Students are notified of testing dates through daily announcements, one-on-one meetings with their counselor, via the Hanover Central High School website, AlertNow Messages to parents/guardians, and posting on school marquee.

Testing Programs for Non-Hanover Students

Hanover Central High School *does* allow non-Hanover students to take the SAT, PSAT/NMSQT, and Advanced Placement exams at Hanover Central High School.

Students who would like to take the SAT will register and pay online through the College Board. Students/Parents will be able to view the dates that Hanover will offer the SAT. Seats for all students, including Hanover students, are on a first come first serve basis.

Students who would like to take the PSAT/NMSQT on the national test date must contact the PSAT/NMSQT Coordinator, Mr. Ryan Adamski. Non-Hanover students may be charged the \$15 test fee put in place by College Board and will need to submit payment to the high school prior to taking the test. Students must also provide a valid picture ID on the day of the test. Non-Hanover students are only allowed to take the test if enough tests are available. Testing is not guaranteed. Hanover Central only offers the PSAT/NMSQT on the national test date. Hanover Central also refuses the right to a refund if you miss the test. There is no make-up test date for students who miss the test. Please visit College

Board's website or contact the PSAT/NMSQT Coordinator for more information.

Students who would like to take Advanced Placement exams must contact the AP Coordinator, Ms. Monica Kazda. Non-Hanover students may be charged the \$93 test fee put in place by College Board and will need to submit payment to the high school prior to taking the test. Students must contact the AP Coordinator prior to the first week of March so that the exams can be ordered. Once exams are ordered, quantities cannot be changed. If you request to test at Hanover Central and a test is ordered for you but you do not show up to take the test, Hanover Central may charge you an additional fee as College Board charges a fee for unused tests. Students must also provide a valid picture ID on the day of the test. Hanover Central only offers AP exams on the assigned dates that the College Board sets in place. Hanover Central refuses the right to a refund if you miss the test. There are no make-up test dates for students who miss the test. Please visit College Board's website or contact the AP Coordinator for more information.

Valedictorian / Salutatorian

When determining valedictorian/salutatorian, grade point averages will be calculated to the thousandths place, and announced after 3rd Quarter grades have been posted during a students' senior year.

III. STUDENT SERVICES – GUIDANCE / HEALTH / NUTRITION

Guidance Services

The purpose of the Guidance Department is to assist students in making decisions and assuming responsibility. The guidance counselors provide students with opportunities to discuss personal, occupational, social or educational issues. Some of the duties of the guidance counselors include:

1. Administering and interpreting interest, achievement, and ability tests;
2. Providing information to students concerning post-secondary educational opportunities and assistance with applications;
3. Providing information and assistance to students concerning career plans;
4. Helping students develop four-year plans of study which will prepare them for entry-level careers or higher educational opportunities;
5. Referring the services of outside agencies equipped to handle a student's specific needs, and,
6. Counseling students who develop difficulties in the areas of personal, social or educational needs.

College Applications and Transcripts

College or university applications are usually available at the end of August. It is wise to apply for admission during the first semester of the student's senior year. All college and scholarship applications have deadline dates. It is important to note whether the application must be received by the due date, or only postmarked by that date. Directions on the application are usually specific; read them carefully, and follow them completely.

All applications that need a recommendation or a transcript must be submitted to the Guidance Office or teacher no later than two (2) weeks prior to the deadline mailing date to better ensure that it will be sent on time. All transcript requests are to be made through the Parchment website located on the high school Guidance website.

Work Permits

Work permits inform employers that students are minors and that Indiana State laws governing the employment of minors must be obeyed. These laws regulate the types of work minors may do and require working conditions which are not likely to harm minors. **Work permit applications should be requested through the High School Main Office.**

Indiana law requires work permits for 14, 15, 16, and 17 year olds engaged in any gainful employment except farm labor, domestic service, golf caddies, and newspaper carriers. Minors under age 14 may not be gainfully employed in any occupation except those listed above. To obtain a work permit a student should obtain an "Intent to Employ" card from their potential employer. The card must be completed by the student and the employer and returned to the Main Office.

Students must be making satisfactory progress in all classes in order to obtain approval for a work permit – No failing grades in any class. Should a student cease to demonstrate satisfactory progress, approval to work may be rescinded at any time.

Schedule Changes

Schedule change requests will be considered for the first three (3) days of each semester for the following reasons:

- Student has already taken the class
- Student needs a different class for a diploma requirement
- Student wants to increase the rigor of his/herschedule
- Student has not met the pre-requisite for the class

All requests must be accompanied by a form signed by the student and parent. All forms must be signed and received by the counselor by the 3rd day of the semester.

The majority of schedule changes before the 1st day of school may be made without a signed form. Students may request changes at any time during the spring scheduling period, during the summer (depending on counselor availability), and during registration.

School Health Services

One of the most important responsibilities of a school organization is to provide a safe and healthy environment for all students and staff members. The primary purpose of the program at Hanover Central High School is to promote and protect the welfare of its students and staff members.

Accident Reports

Any student who has an accident in school must report it to his/her teacher if the accident occurs in the classroom or anywhere on school property. The student must then come to the nurse's office for assessment and treatment. An incident report will be completed and first aid will be administered by the school nurse. In all cases, a parent/guardian will be notified of the event.

Illness /Injury

If a student becomes ill or injured and it is not an emergency situation, they need to report to their classroom teacher first for a pass to the Nurse's Office. The nurse will make the necessary emergency contacts if a student needs to leave because of injury or illness. Students determined to be too ill to return to class will be sent home only after the nurse contacts a parent, guardian, or other responsible adult on the emergency contact form. If emergency care is necessary, a parent will be contacted to determine appropriate action. Students will not be able to leave school without parental permission; otherwise, all classes missed will result in unexcused absences.

*****Immunization Requirements – Grades 9–12:**

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose)
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age)
- 2 doses of measles (rubeola) vaccine on or after the 1st birthday
- 2 doses of mumps vaccine one or after the 1st birthday
- 2 doses of rubella (German measles) vaccine on or after the 1st birthday
- 2 doses of varicella (chickenpox) vaccine on or after the 1st birthday separated by age appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable as proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age
- 1 dose of meningococcal conjugate vaccine (MCV4)
- 2 doses of meningococcal conjugate vaccine (MCV4), all 12th Grade Seniors. This vaccine is only required if one dose was given before the 16th birthday

***The above vaccinations are **required** by the Indiana Department of Health at the start of the 2017-18 school year. Valid written documentation from a Healthcare Provider, Health Department, or previous school must be provided to the school nurse no later than the first day of school per Indiana Code 20-34-4-5.

Immunization Recommendations - Grades 9-12:

*Two doses of Hep A are recommended (required for grades K-3 only)

*Complete series of MenB for grade 12 is recommended

The Lake County Health Department offers FREE IMMUNIZATIONS to Indiana Medicaid and uninsured children. Families with private insurance must call 219-755-3658.

The Health Department needs you to provide your child's current shot record when receiving vaccinations. Please also bring an Indiana Medicaid card and/or current insurance card which pertains to your child with you to your appointment.

Medication

By law, school personnel cannot dispense any drugs, including aspirin and other non-prescription drugs, without written permission from a parent or guardian. *If a prescription drug needs to be taken, a doctor's written prescription along with the signed parental authorization must be submitted to the school nurse.*

In all instances, medication, whether prescription or non-prescription, must be furnished by the individual needing the medication. Students are not allowed to have any type of drug or prescription, whether prescription or non-prescription, in their lockers or on their person. When medications are necessary, they must be kept with the school nurse. Any exceptions must be approved on an individual basis by the nurse and administration.

LAKE COUNTY HEALTH DEPARTMENT
IMMUNIZATION CLINIC
2900 W. 93RD AVE
CROWN POINT, IN 46307
HOURS: 9:00-4:00 PM

*Free immunizations to Indiana Medicaid and uninsured children

*Families with private insurance must call 219-755-3658

Too Sick for School?

When your child is not feeling well, deciding whether to send them to school or keep them home can be difficult. Here are some simple guidelines to help make that decision a little easier. If you have further questions, don't hesitate to contact your physician.

In most cases, if your child has the following symptoms, they should NOT be in school:

- Eyes: thick mucus or pus draining from the eye or pink eye (conjunctivitis)
- Skin: unknown rashes or skin lesions
- Diarrhea: several episodes of diarrhea within the last 24 hours
- Fever: temperature of 100 degrees Fahrenheit or higher within the last 24 hours. Your child must be fever free for 24 hours, without medication, before they can come back to school
- Vomiting: vomiting two or more times within a 24 hours
- Head-lice: may not return to school until they have been treated and are nit-free
- Chicken Pox: must remain at home until all pox are scabbed over and dry

Student Nutrition Services

As a partner in education, the Hanover Student Nutrition Department shall contribute to a successful academic experience and will encourage a lifetime of healthy eating habits by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment.

Breakfast/ Lunch -- Cafeteria Policy

Breakfast is offered daily at all Hanover Community Schools. All cafeteria serving lines offer a hot combo meal as well as a la carte items. A student may bring a cold lunch and obtain milk at school, or he/she may buy a hot lunch in the cafeteria. We encourage students to use the 'Touch-and-go system or present a picture I.D. card to purchase food in the cafeteria. Students must deposit money into their accounts in the morning before 9:30 a.m. to have it count toward that school day. Students may deposit money during their lunch period also.

When going to lunch, students are expected to walk in a safe manner and not crowd in line. Student behavior in the cafeteria should be based on courtesy and cleanliness. Any student who participates in a food fight will be subject to consequences up to a suspension from school.

Students are not allowed to cut in the lunch line nor may they save a place for a friend in the line. Students must remain in the cafeteria or auditorium hallway during the entire lunch period. Every student must clear and clean the table area on which he/she has eaten by bringing his/her tray and soiled dishes to the window in the cafeteria.

Our district strictly enforces a policy of not allowing food from an outside food establishment on our campus for students during regular school hours. Hanover Central High School operates on a closed-campus concept. No students are allowed to leave school grounds after their arrival in the morning, until dismissal. This rule applies to students in grades 9-12. Parking lots are off limits during lunch hours.

A free and reduced lunch program is available to eligible students. Application forms, including federal income guidelines, may be obtained in the Main Office or on our website at www.hanover.k12.in.us/domain/17

IV. ATTENDANCE

Philosophy:

Attendance and participation in class are essential if the student is to gain the maximum benefit of the educational program. Regular and punctual school attendance is expected and enforced. This regular attendance is the joint responsibility of the student and his or her parent(s) or legal guardian(s).

Policy:

The Indiana Compulsory Attendance Law requires students to be in school for 180 days during the academic school year [Indiana Code 20-33-2-4]. Federal law requires a 95 percent student attendance rate. When students accumulate excessive absences from school, they are in violation of these laws and will be referred to the appropriate legal authorities. [Indiana Code 20-33-2-25].

1. Regular school attendance is required of all children from ages seven to eighteen.[Indiana Code 20-33-2-3].
2. If a parent enrolls a child in public kindergarten, they must follow the attendance policy and guidelines set forth by the public school the student attends. [Indiana Code 20-33-2-3].
3. A child of school age shall attend the school in the school attendance area in which the child resides unless officially transferred to another school. The residence is defined as the legal residence of the parents, or parent who has legal custody, or legal guardianship.

Closed Campus:

Students are to remain on school grounds from arrival in the morning until dismissal in the afternoon. If a student leaves school for any reason, he/she must receive permission from a parent/guardian and the attendance office. If permission is given, the student must sign out and sign in immediately upon his/her return. The parent or guardian of a high school student who drives to school must contact the attendance office and authorize the student to sign themselves out and leave campus for scheduled appointments. Students who do not comply with this policy are considered truant.

Students in K-8 who arrive late at school must be signed in by the person dropping them off. Any K-8 student who leaves during the school day must be signed out by a parent/guardian, or other designated person, and signed in upon their return.

Notifying the school:

It is the parent's responsibility to report their child as absent by notifying the school no more than 30 minutes after the start of classes on the day the student is absent. The purpose of the phone call is to notify the school attendance office that the parent is aware of the student's absence from school. Parent/guardian's failure to notify the school attendance office will result in the student's absence being documented as unexcused. If the parent is not aware of the student's absence, the student is considered truant.

If a voicemail is left with the Attendance Office, the following information should be included in the message:

1. The student's full name and grade (Please include the correct spelling of the name).
2. The name of the person making the call and the relationship to the student.
3. The reason for the absence.
4. The date(s) of the absence(s) or the class periods if not the entire day.
5. A contact number for the caller so the information can be verified.

If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. Written medical excuses from a parent or doctor will be accepted up to two (2) days after the student's return to school, otherwise the student's absence will be considered unexcused.

Attendance Office Contact Information:

Hanover Central High School: 374-3825
Hanover Central Middle School: 374-3904
Jane Ball Elementary School: 374-3703
Lincoln Elementary School: 374-3603

Make-up Work:

A student will be allowed to make-up any schoolwork missed due to an excused absence. Students will not be allowed to make-up work missed due to an unexcused absence.

Full days & Half days (Elementary only):

If a student is present more than 3 1/2 hours in one day, the student will be counted present for a full day. If a student is present for less than 3 1/2 hours in one day, the student will be counted present for a half day of school.

Family Vacations:

Parents are encouraged to arrange vacations when school is not in session. However, if a family vacation is planned when school is in session, the parents should contact the building principal to explain the circumstances and submit a Planned Absence Request Form. Pre-approved absences due to family vacations will be excused and will be applied to the total amount of countable absences for the school year.

The Planned Absence Request Form must be submitted at least **one week** before the proposed absence. The form can be obtained from the School Office. Submission of the request does not guarantee permission for the absence will be granted. Failure to submit the planned absence request as required will result in the absence(s) being marked as unexcused and applied to the total countable absences for the school year.

Teachers may, but are not required to, provide assignments in advance of the absence. Any classroom work or assignments missed are due the first day the student returns to school, unless otherwise arranged by the teacher.

Planned absences may not be approved under the following circumstances:

1. During the last two weeks of the first and second semesters.
2. During mandated assessment testing, I-Step, IREAD, ECA, etc.
3. If the student is not passing all of his/her current classes.
4. When the student has previously been identified as habitually truant, or excessively absent.

Exempt Absences:

Students participating in the following activities/events during the school year will be counted as present. Written verification is required for each activity/event to be excused.

1. Participation in the political process: Senate page, election worker, etc. [Indiana Code 20-33-2-14/15]
2. Required court appearances: The absence must be verified by a court summons or by a probation officer, and attendance in court must be mandatory. [Indiana Code 20-33-2-16]
3. Military-related service: Deployment returns, testing, required activities related to enlistment in the National Guard (Limit 10 days) or Civil Air Patrol (Limit 5 days). [Indiana Code 20-33-2-17]
4. Participation in the Indiana State Fair for educational purposes: The parent/guardian must make the request in writing, and the school principal must approve the request. The number of excused absences may not exceed five (5) instructional days in one school year. The student must be in good academic standing. [Indiana Code 20-33-2-17.7]

Non-Exempt Absences:

Students participating in the following activities/events during the school year will be counted as absent. Written verification for each activity or event is required for the absence to be excused.

1. Funeral/Bereavement: Excused absence is limited to a period of five (5) days per occurrence.
2. Documented college visits: Post-secondary site visits or orientations in anticipation of attendance. Limit (2) per year.
3. Other educational opportunities: Must be pre-approved by the building principal and promote the academic philosophy and goals of the school corporation. [Indiana Code 20-33-2-17.5]
4. Request from school nurse for parent to pick up student due to injury/illness.
5. Administrative exemptions: Other purposes deemed legitimate by an Administrator (weather, road conditions, etc.)

Excused Absences:

Students who do not attend school for any of the following reasons will be counted as absent. Written verification for each situation or event is required for the absence to be excused.

1. Personal illness: Note from Parent or Doctor.
2. Medical appointment: Note from Doctor.
3. Serious illness in the immediate family: Note from Parent or Doctor.
4. Placement in a hospital or other juvenile facility, which provides instruction.
5. Homebound instruction.

6. School-sponsored field trips.
7. Religious observances: The absence must be verified in writing by the leader of the religious organization and received by the school at least one full school day prior to the anticipated absence.

Unexcused Absences:

Absences from school for any of the following reasons will be considered unexcused.

1. Absence due to truancy.
2. Absence resulting from failure to obtain required immunizations.
3. Absence due to missing the bus or loss of bus privilege.
4. Absence due to other reasons not defined as excused per HCSC attendance policy.

Absences Resulting from School Discipline:

Students who are absent from school, as a result of school discipline, are not counted as present or absent.

Attendance Procedures:

All student attendance records, including excused or unexcused absences, will be documented in the student database on a daily basis. Attendance will be taken by each teacher at the beginning of every class period and after assemblies and fire/tornado drills, etc.

Parental Notification:

If a parent has not called the school within 30 minutes after the start of classes, HCSC personnel will make a “reasonable attempt” to call the parent that day to document the absence and to assure the child’s safety. (These notification efforts may be affected by time constraints and non-working telephone numbers).

Excessive Absenteeism:

The parent or legal guardian of a student who is chronically absent will be notified as follows:

1. Phone call after three (3) consecutive days of countable absence.
2. Letter sent after five (5) full days of total countable absence.
3. Conference scheduled after the eighth (8) full day of total countable absence.
4. Certified Letter sent after ten (10) days of total countable absence notifying parent/guardian of additional steps that will be taken to ensure compliance with Compulsory Attendance Laws. These steps may include:
 1. Demand for Certificate of Incapacity.
 2. All future absences must be verified by a physician, dentist, or psychologist.
 3. Student will be placed on an Attendance Contract.
 4. Legal authorities will be notified.

Certificate of Incapacity:

Chronic absenteeism due to health related symptoms complicates the provision of educational services and the ability of a child to learn in an organized manner. Schools report that chronic absenteeism due to alleged health problems is a significant issue for administrators and teachers. In addition, both federal and state law require schools to have written procedures for the identification, location and evaluation of students with disabilities as defined by the various statutes (See Section 504 of the Rehabilitation Act of 1973 (34 CFR § 104.32).

1. If a student is absent from school for a prolonged period due to a mental or physical incapacity, the school may request that the parent/guardian return a completed **Certificate of Incapacity**. If requested, the parent is legally required to produce a certificate of the illness or incapacity for an attendance officer no later than six (6) days after the certificate is demanded. [Indiana Code 20-33-2-18].
2. The certificate required under this section must be completed and signed by:
 1. Indiana physician;
 2. Individual holding a license to practice osteopathy or chiropractic in Indiana; or
 3. Christian Science practitioner residing in Indiana who is listed in the Christian Science Journal.

A Certificate of Incapacity does not automatically excuse every student absence. Forms must be fully completed and signed by an approved practitioner before being accepted by the school.

Truancy:

Truancy is an absence from school without the knowledge or consent of a parent or legal guardian. All students must immediately enter the school building upon arriving at campus. Students are not allowed to remain in the parking lot or leave the premises without permission from a parent or school administrator. Students who willfully refuse to attend school in defiance of a parent/guardian will be addressed as follows:

- 1st Offense - parent contact, student assigned (1) Extended Day Detention.
- 2nd Offense - parent contact, student assigned (1) Day Alternative Placement.
- 3rd Offense - parent conference scheduled. Student assigned (1) Day OSS and placed on Attendance Contract.
- 4th Offense - parent contact, student assigned (3) Days OSS.
- 5th Offense - parent contact, student assigned (5) Days OSS.
- 6th Offense - parent contact, student assigned (10) Days OSS and Recommended for Expulsion.

Habitual Truancy:

Any student, 13-18 years of age, who accumulates more than ten (10) unexcused absences during a school year, shall be considered habitually truant and classified as such by the building principal. Written notification of such designation shall be sent to the parent/guardian in accordance with State law. The classification of "habitual truant" remains until the student becomes eighteen (18) years of age, or changes his/her school attendance performance. The principal may review the student's attendance after sixty (60) school days and must review at least once per school year to determine if changes in attendance performance are such that the classification of habitual truant is no longer appropriate. In addition, the school principal cannot sign the official Indiana Bureau of Motor Vehicle application for an Operator's License or Learner's Permit until the student becomes eighteen (18) years of age or until he/she is no longer classified as habitually truant. A student older than (16) years with a current driver's permit or license may have the license revoked for 120 days. [Indiana Code 20-33-2-11].

Cutting Class:

A student may be considered to have cut class if he/she fails to report to class or an assigned area without an approved excuse. Students are expected to be in their assigned area unless excused by a school official. Cutting class will be addressed as a disciplinary issue.

Leaving School Grounds without Permission:

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Leaving school grounds without permission will be addressed as a disciplinary issue.

Withdrawal from School:

Students withdrawing from school must first meet with their parent(s) and school counselor to explore all alternatives to withdrawal. If the student still wishes to pursue withdrawing from school, he or she must attend an exit interview meeting with their parent/s and building principal. All parties (student, parent(s), principal) must approve and sign the student's withdrawal form. [Indiana Code 20-33-2-9].

Tardy Policy:

A student is considered tardy if he or she is not present at the beginning of the school day, or is not in class before the end of a passing period. **Tardies are counted for each class period per semester.**

Tardiness will be addressed as a disciplinary issue, in the following manner:

- 1st Offense - documented by teacher
- 2nd Offense - documented by teacher
- 3rd Offense - referral to office, (1) Detention assigned, loss of hall pass privileges
- 4th Offense - parent contacted, (1) Extended Day assigned
- 5th Offense - student assigned (1) Extended Day Detention
- 6th Offense - student assigned (1) Extended Day Detention
- 7th Offense - student assigned (1) Day of Alternative Placement
- 8th Offense - student assigned (1) Day OSS. Student's Work Permit and Parking Permit revoked
- Each Tardy received after the 8th will result in (1) Day Out of School Suspension (OSS)

Excessive Elementary Tardies and Early Departures:

Elementary students are expected to arrive to school in time to be seated in their classrooms and ready to learn when the

8:45 a.m. bell rings. Likewise, elementary students are expected to remain at school until dismissal. Medical and other appointments should be scheduled for after-school hours. More than three tardies or early departures per semester will be considered excessive. Possible consequences may include letters or telephone calls to the parent/guardian, loss of recess, or denial of participation in school activities.

Extracurricular Participation/Attendance:

Eligibility and participation in extracurricular activities is dependent on regular school attendance. Students who are not in attendance for the entire school day may not participate in after-school activities that day unless they are excused by the principal or the athletic director. In addition, students who have accumulated more than five (5) countable absences per semester may not be eligible to attend school-sponsored events, including Homecoming, Prom, Class Trips, etc.

V. STUDENT CODE OF CONDUCT

Disciplinary powers of principals

IC20-33-8-10

Sec. 10.

(a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

Duty and powers of school corporation to supervise and discipline students

IC20-33-8-8

Sec. 8.

(a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Student must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

1. Academic Dishonesty, Plagiarism, Cheating, Falsification

A student is guilty of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or test score. This includes, but is not limited to:

1. **COPYING** homework
2. **COPYING** on quizzes, tests, etc.
3. **LOOKING AT** another person's work during quizzes, tests, etc.
4. **TALKING AT** during a quiz or test without teacher permission
5. Willingly **PROVIDING** unauthorized aid to another person
6. **PLAGIARIZING** (A serious form of cheating, defined as presenting another writer's work, sentences, or ideas as own. More specifically, intentionally or accidentally using undocumented sources from any writer (or four or more consecutive words) without quoting the source)

Consequences for Academic Dishonesty Incidents:

- 1st Incident: The student receives a zero for the work; Teacher contacts the parent and documents the incident
- 2nd Incident: The student receives zero for the work and an (1) ISS
- 3rd Incident: The student receives zero for the work and an (1) OSS

2. Acts of Disruption

Disruptive behavior includes any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption. Such disruption will not be tolerated.

3. Alcohol Use / Possession – IC7.1-5-7-7

The use, consumption, possession, or selling of non-alcoholic beer or alcoholic beverages of any kind is prohibited.

Using, consuming, possessing, transmitting, or being under the influence of any alcoholic beverage by any student while on school property or at any function connected with Hanover Central High School will result in suspension, recommendation for expulsion, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one calendar year and notification of law enforcement.

Use of Breathalyzers at School or at School-Sponsored Events

The Hanover Community School Corporation Board of Education is committed to the promotion of healthful living and to the safety and well-being of its students. In keeping with this commitment, the Board of Education believes that the use of breathalyzers during school-sponsored events, on or off school grounds, during the school day is an acceptable deterrent to the use of alcohol by underage drinkers. Use of breathalyzers shall be guided by this policy.

High school administrators may administer breathalyzer tests at school-sponsored dances, both on and off site, to students and their guests in order to provide a safe and healthy environment for the students, staff and community. In addition, district or school administrators at any level may administer breathalyzer tests to students attending dances, shows, athletic events and other similar school sponsored events if they believe that the use of these tests is necessary as a deterrent to the use of alcohol by underage drinkers.

1. Extracurricular/Voluntary School-Sponsored Events

Students and their parents or guardians will be notified through annual policy notices, newsletters and event permission forms, specific that breathalyzers may be used at school-sponsored events. Students and their parents or guardians will also be notified that students will be denied entry and/or be removed from the event or activity in the event that they are found to have consumed and/or possessed alcohol at or before a school-sponsored event and could face additional disciplinary action as described in Hanover School Board Policy or Administrative Guidelines.

A breathalyzer test may be administered in the following manner at the discretion of the school administrator(s) in charge of the event:

1. The administrator(s) will test every student upon entering the school event and when the students leave the event.
2. The administrator(s) may decide to test only upon reasonable suspicion that a particular student or students was/were under the influence of alcohol.

For purposes of this policy, indications of reasonable suspicion of alcohol consumption may include, but are not limited to, such characteristics as alcohol odor, slurred speech, and unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes, marked change in personal behavior, a report by a third party of a student's consumption of alcohol or other similar information, or behavior that is risky, aggressive, or disruptive.

The administrator(s) in charge of the event and any other school personnel who will participate or assist in the breathalyzer tests will be knowledgeable in the proper use of available breathalyzers.

Breathalyzers will be properly calibrated and maintained in accordance with accepted manufacturer standards.

Any student who tests positive after the first breathalyzer test will be given a second test after 10 minutes on a different breathalyzer in the presence of a second administrator, designee or School Resource Officer. If a student tests positive for a second time, his/her parents or guardians will be notified to pick up the student from the school-sponsored event. Under no circumstances will a student be allowed to transport himself from the event. No refunds will be provided to these students or their guests. Additional disciplinary action may follow which could include in-school suspension, out-of-school suspension, expulsion, and/or other disciplinary consequences as outlined in the Hanover Community School Board Policy or Administrative Guidelines.

Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the student will face consequences as outlined above.

Police officers may be present at an extracurricular or school-sponsored event where breathalyzers are used, but police officers will not be involved in the screening process or in the disciplinary action taken by school officials against a student who fails a breathalyzer test.

2. Breathalyzers During the School Day

A school administrator may ask that a student submit to a breathalyzer test during the school day if there is reasonable suspicion, as defined above, that a student may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above, with an opportunity for a second test after 10 minutes. If the student tests positive for a second time, his/her parent or guardian may be called to pick up the student from school. If the parent or guardian cannot pick the student up, emergency services personnel may be contacted to transport the student as necessary for the student's safety and to maintain a safe and orderly school environment. The student may face disciplinary action, which could include in-school suspension, out-of-school suspension, expulsion and/or other disciplinary consequences as outlined in the Hanover Community School Board Policy or Administrative Guidelines.

Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the student will face consequences as outlined in the Stratford Public Schools Policy 5147 and the Hanover Community School Board Policy or Administrative Guidelines.

Results of any breathalyzer testing will be treated as confidential student information. All due process rights of students will be observed.

The District does not consider the use of a breathalyzer as constituting a search; therefore, the issue of trespass or intrusion into a student's privacy is not a factor in the use of the device.

4. Arson – IC35-43-1-1

Any participation in the crime of willfully setting fire to the building or other property may result in suspension or request for expulsion.

5. Bullying and Harassment – IC 20-33-8-0.2 and IC20-33-8-13.5

Board Policy [5517.01](#) -BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;

- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive, behavior that involves a real or perceived power imbalance. The behavior is repeated over time, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of the school) and at any time –both during and after-school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

Bullying Assessment

Type of Bullying	Behavior Exhibited	Disciplinary Response
Level 1- Repeated incidents of spoken, written, or electronic communication	Name calling, threatening, derogatory, or malicious comments	Notify parents/guardians; school possible counselor referral; minor discipline such as loss of privileges, detention, etc.
Level 2- Physical acts of any type where injury does not result.	Tripping, pushing, shoving, horseplay.	Notify parents/guardians; detention or suspension from school.
Level 3- Physical acts of any type where injury occurs and/or continued behavior listed above in Levels 1 through 3.	Slapping, punching, hitting, kicking, and/or continued behavior listed above in Levels 1 through 3.	Notify parents/guardians; suspension from school possibility of expulsion.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#)—Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition

to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

6. Bus Conduct

The Hanover Community School Corporation provides bus transportation for all students. Parents are encouraged to take advantage of the free school bus transportation. Bus drivers have supervision and authority over passengers and deserve the same respect as teachers and other school employees. Students are expected to show courtesy to the bus driver and to other students and to behave in a manner which promotes safety. All school rules apply to students from the time they get on the bus to the time they get off the bus. Misconduct on a bus or at a bus stop, may result in the loss of bus riding privileges and other disciplinary action. While riding on a school bus, students must adhere to the following rules:

- Take a seat immediately and remain seated until instructed by the driver to leave the bus.
- Keep doors and windows closed unless given permission.
- Keep head, arms, and hands inside the bus at all times.
- Do not litter the bus.
- Do not do damage to the school bus.
- Cooperate with the bus driver.

School bus transportation is a privilege. School discipline, including the denial of bus transportation, suspension, and expulsion, will be imposed on those who violate safety guidelines or directions of drivers. Buses are equipped with video cameras, and videos may be viewed by transportation personnel and administration to ensure the safety of all students. In the event transportation privileges are denied, parents or guardians will assume the responsibility of transporting their children to and from school.

7. Cafeteria Misconduct

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

- Food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to leaving.
- Ordering or having food delivered from an outside vendor or by a parent from an outside vendor is not allowed.
- Cutting in line is not allowed.
- Students are to sit and leave quietly in a polite manner.

8. Computer Piracy / Misuse

The Hanover Community School Corporation's growing technology provides opportunities to explore and use a varied and exciting set of resources including computer programs, CD's, electronic mail, and Internet. With the use of the

Internet also comes a potential for abuse. It is expected that the Hanover Community School Corporation faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. The purpose of the Acceptable Use Policy and Internet Contract is to make sure that all who use the network services realize that the educational value of student Internet access is the joint responsibility of the students, parents, and employees of the Hanover Community School Corporation.

The most important prerequisite for someone to use the network services is that he/she take full responsibility for his/her own actions. The Hanover Community School Corporation will not be liable for the actions of anyone while using the network both locally or on the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions. In addition, the school system takes no responsibility for any information or materials that transferred through the Internet, either through the school equipment or personal equipment from a remote location and stored on the Hanover Community School Corporation file servers.

Students utilizing the Hanover Community School Corporation Internet access must first have the permission of, and must be supervised by, an appropriate staff member. Just as they are responsible for good behavior in the classroom, students are expected to show the same type of consideration while using the Internet and only use the Internet for educational purposes. Uploading, downloading, or distributing materials that are deemed offensive, discriminatory, derogatory, or sexually explicit, or show others how to do the same is prohibited. Be aware that the transfer of certain kinds of materials is illegal and is punishable by fine or jail sentence.

Student Internet users who purposely abuse the hardware, software, or network services shall be subject to whatever disciplinary action is deemed appropriate by the administration including suspension and/or expulsion from school.

9. Digital Harassment Policy

Definition of Digital Harassment

Digital Harassment is the use of communication technologies to create a hostile school environment that infringes on the rights of the victim(s) to be safe and secure at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

Actions that constitute Digital Harassment, for the purposes of this policy, involve the use of cell phones, computers, cameras or digital devices to:

- (i) Send crude, or offensive messages
- (ii) Spread false rumors
- (ii) Create web pages or posts that have stories, cartoons, pictures, and jokes designed to harass, intimidate or ridicule others,
- (iii) Engage someone in electronic communication, with the intent to deceive that person into revealing sensitive personal information and forwarding that information to others
- (iv) Take picture(s) or video(s) of a student(s) or staff member(s), on school grounds, or at a school sponsored event or activity without their consent,
- (v) Post picture(s) or video(s) on the Internet of a student(s) or staff member(s), taken on school grounds or at a school sponsored activity, without their permission.

These actions may be in the form of phone calls, voice messages, text messages, social media posts, chat room discussions, emails or third party communications. It is also a violation of this policy for any student to engage in acts of Digital Harassment at a location, activity, function or program that is not school-related, if the behavior creates a disruptive or hostile school environment and negatively affects a student's ability to learn.

If the school principal or a designee receives a complaint of Digital Harassment, or Retaliation, the school principal or designee will:

- (i) take appropriate disciplinary action, or notify law enforcement;
- (ii) notify the parents or guardians of the perpetrator; and
- (iii) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of harassment or retaliation.

Any student, staff member, parent, and/or community member who knowingly submits a false accusation of Digital Harassment or Retaliation will be subject to appropriate consequences administered by the school system and/or law enforcement agencies. Complaints of Bullying, Cyber-bullying, Digital Harassment or Retaliation may be made anonymously; however, no disciplinary action shall be taken against a student, staff member, parent, or community member solely on the basis of an anonymous report.

Consequences for Digital Harassment:

- Minimum: Conference
- Maximum penalty: Expulsion

10. Display of Affection

Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activity and will not be condoned. Any display of affection is considered inappropriate. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable and may result in a minimum consequence of a detention to expulsion. Engaging in sexual behavior on school property or at any function related to Hanover Central High School may result in suspension and/or a recommendation for expulsion. Students are permitted to hold hands only.

11. Disrespect

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action, including expulsion.

12. Disruptive and Dangerous Items

Students are not to bring items to school that may cause a disturbance to the learning environment or create a safety hazard to themselves or others. Therefore, water guns, water balloons, laser pointers, smoke bombs, stink bombs, fireworks, or similar disruptive items are not to be used either inside or outside the building. At no time and under no circumstances are students to have weapons or any dangerous instruments in their possession, in their lockers, cars, or on school property. Confiscated items may not be returned to their owner. Appropriate disciplinary action will follow.

13. Dress Guidelines

The mission of the Hanover Community School Corporation is to provide a variety of experiences for our students within a supportive environment empowering them to internalize and model desirable character traits and skills to become lifelong productive citizens. Good grooming and personal attire positively affect student achievement while helping to prepare students for future success.

In order to ensure clear, consistent expectations related to student grooming and dress, the following guidelines will provide uniformity for student dress in grades K-12. Consistent adherence to these dress guidelines will contribute toward a distraction free environment where students are focused on academic achievement and will improve student attitudes toward school.

We ask for the parental support in ensuring that students come to school properly dressed and groomed. Proper dress includes clothing that is clean, modest, and does not create a safety hazard or a distraction.

All students must be covered shoulder to shoulder and from shoulders to mid-thigh.

The following items are considered unacceptable and are not to be worn while attending school or school sponsored activities:

- Hats, bandanas, hoods and other head coverings.
- Jackets and coats designed for outdoor use.
- Form fitting clothing: leggings, tight shirts, tube skirts, stretch pants, jeggings, yoga pants, etc. unless covered by a loose fitting mid-thigh top.
- Pants with holes above mid-thigh.
- Dresses, skirts, and shorts that do not reach mid-thigh.
- Sleeveless shirts and blouses.
- Dresses and skirts that are transparent, excessively tight, have openings on the sides.
- Clothing that reveals underwear or private body parts. Examples include mesh or see-through items, undone clothing, low cut tops, sagging pants, etc.
- Clothing that reveals skin on the back, sides, or midriff.
- Offensive or gang-related tattoos, symbols, or writing on the body
- Clothing, jewelry or accessories that advertise or contain references in writing or pictures to drugs, alcohol, tobacco, profane or suggestive language.
- Extreme hairstyles or make-up that would interfere with the learning process, cause a disruption to the educational environment, or are a health or safety hazard.
- Footwear that is a health or safety concern, or may damage or mark floors.
- Items worn by students must be suitable for the curriculum and activity taking place.

The school administration reserves the right to approve or disapprove any items not addressed in the dress code.

Procedure for Non-Compliance

Students in violation of the dress guidelines are to be sent to the office with a written staff member referral indicating the type of dress violation. Dress violations are cumulative and disciplinary steps are year long. Parents will be notified for each violation.

Each violation (and each time after) – Staff member or administrator fills out an office referral, and inappropriate clothing must be changed. If necessary, a t-shirt and/or sweatpants will be provided. No student will be allowed to leave the building to acquire a change of clothing.

1st Violation – Student is issued a warning

2nd Violation – Assigned one (1) Office Detentions

3rd Violation – Assigned two (2) Office Detentions

4th Violation – Assigned one (1) Alternative Placement - ISS

5th Violation – Assigned one (1) day OSS

6th Violation – Assigned three (3) days Out of School Suspension

7th Violation – Assigned five (5) days OSS

8th Violation – Assigned ten (10) days Out of School Suspension and recommended forexpulsion

At certain school events, alternative guidelines may be enforced, i.e., Homecoming, Prom, Graduation, etc. The appropriate guidelines for each event will be provided to students and parents in advance, in order to afford ample opportunities for compliance.

14. Drug Sale or Delivery – IC35-48-4-4.5

Any student who arranges to sell or buy drugs at school (illegal drugs, look-a-like drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia) will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement. This will be the result even if the actual transaction

occurs off schoolground

Drug Use / Possession – IC code varies dependent on drug

The use, consumption, possession, or selling of illegal drugs, look-alike drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, inhalant, or intoxicant of any kind as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with Hanover Central High School will result in suspension, recommendation for expulsion, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement.

15. Electronic Devices

Students are not to use cell phones or any electronic communication devices during instructional portions of the school day without permission from their teacher. Students may use such devices enroute to and from school, during their lunch, and passing periods. When a student is found to be in possession of an electronic device that interrupts the instructional environment, the following steps will occur:

1st Violation – Assigned one (1) hour Detention

2nd Violation – Assigned one (1) Extended Day

3rd Violation – Assigned one (1) Alternative Placement

4th Violation – Assigned one (2) days of Alternative Placement

5th Violation – Assigned three (3) days Out of School Suspension

6th Violation – Assigned five (5) days Out of School Suspension

7th Violation – Assigned ten (10) days Out of School Suspension

8th Violation – Assigned ten (10) days Out of School Suspension and recommend for expulsion

Electronic device violations are cumulative and disciplinary steps are yearlong. The entire electronic device (battery, SIM card, etc.) may be confiscated by the reporting staff member and turned into the office or administration if deemed that the device was used in an unlawful way. However, any students who resist or refuse to comply with this policy will be considered insubordinate. If confiscated, the electronic device will be returned at the end of the school day to the student/parent/guardian. The school is not responsible for any such items that are lost or stolen.

By bringing these devices on school grounds, students give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc., to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device will result in suspension and possible expulsion. Please refer to the Digital Harassment Policy on Pg. 38-39.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for a 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 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©, 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 I.C. 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, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

If a student is convicted of child exploitation or adjudicated as such as a juvenile delinquent, state statute requires the student to register as a sex offender pursuant to I.C. 35-42-4-11(a)(2)(C) and I.C. 11-8-8-7.

16. Extortion / Intimidation – IC35-45-2-1

A person commits intimidation who communicates a threat to another person, with the following intent:

1. That the other person engage in conduct against the other person’s will; or
2. That the other person be placed in fear of retaliation for a prior lawful act; or
3. Of causing a dwelling, a building, or another structure; or a vehicle to be evacuated.

17. False Alarms (911 Calls or False Reporting/Informing) – IC35-44-2-2

Misuse of fire alarms or non-emergency calls to 911 are punishable to suspension and may result in a recommendation for expulsion. Law enforcement will be notified.

18. Fighting – Physical or Verbal – IC35-45-1-3

A student who takes any physical action toward another individual is considered a participant in a fight. This includes inciting, pushing, shoving, horseplay, purposefully slamming or running into other individuals. Any student who participates in a physical altercation is subject to suspension and/or expulsion. Any student(s) who physically participates in an existing fight will be subject to suspension and a possible recommendation for expulsion. A student who physically assaults another individual while engaged in educational or school-sponsored activities connected with the Hanover Community School Corporation is subject to disciplinary action, and possible notification of law enforcement. Physically assaulting or verbally threatening a staff member will result in suspension, recommendation for expulsion, and request for prosecution by law enforcement.

19. Forgery and/or Illegal Possession of Official School Documents or Doctor’s Note – IC 35-43-5-2(b)

Possession or forgery of official documents such as final exams, teacher textbooks, teacher grade books, student reports, office passes, etc. Forgery includes, but is not limited to: falsifying signatures and impersonation of phone calls of parents, staff members, physicians, or other persons. Consequences may range from detention to a recommendation for expulsion.

20. Gambling – IC35-45-5-2

Any form of gambling is prohibited.

21. Gang, Cult, and Occult Activity – IC35-45-9-3

The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions. No student on or about school property or at any school activity shall:

1. Wear, possess, use, carry, distribute, display or sell any clothing, jewelry or other such items identified and associated with gang, cult, and occult membership or affiliation.
2. Use hand signals, graffiti, artwork, schoolwork, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
3. Use any speech or commit any act in promoting or gang, cult, or occult interests or activities including, but not limited to:
 - a. Soliciting others for membership in any gang, cult, or occult
 - b. Threatening or intimidating others
 - c. Inciting other to commit physical violence
 - d. Claiming gang affiliation

22. Indecent Exposure – IC35-45-4-1

The exposure of body portions that are defined in the Indiana Code as inappropriate.

23. Insubordination

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include: refusing to identify oneself, giving a false name, refusing to report to the office, etc. Repeated violations of any rule constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time.

24. Lewd, Indecent, and Offensive Behavior

Any behavior offensive to common propriety or decency, including, but not limited to, indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in a suspension and possible recommendation for expulsion.

25. Loitering

Being out of the classroom during class time is something which is to be avoided. While out of the classroom with a pass, a student should be conducting only the business which her/she was given permission to accomplish. If a student is not in his/her assigned area they will be considered loitering and subject to disciplinary action. In addition, students who leave campus after they have arrived at school in the morning, or at other times, and congregate off school grounds will be considered loitering. Students should not be in the building after 2:50 p.m. unless under the direct supervision of a staff member. *This section also includes: cutting classes and leaving school grounds without permission

26. Look-Alike Drugs – IC35-48-4-4.6

A person who knowingly or intentionally manufactures, finances the manufacture of, advertises, distributes, or possesses with intent to manufacture, finance the manufacture or, advertise, or distribute a substance –look-alike drug. Discipline will be 10 days OSS to expulsion.

27. Missed Office Detention(s)

When a student is assigned an office detention(s) they are to serve the detention on the assigned day. If a student does not appear or is removed for being disruptive and is unable to serve the detention, consequences include rescheduling the detention and following the discipline progression seen on page 34.

28. Missed Extended Day Detention

When a student is assigned an Extended Day detention it must be served on the assigned day. If a student does not appear or is removed for being disruptive, one (1) day of Alternative Placement will be assigned on the first available day.

29. Misuse of Equipment

A student assigned detention to expulsion for misuse of school equipment and may have to make restitution.

30. Obscenity – IC35-49-2-1

Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of an office detention.

31. Obscenity toward a Teacher / Staff Member – IC35-49-2-1

Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.

32. Parking Violation

Driving to school is a privilege. The administration does not endorse students driving to school. The decision to do so is between the student and his/her parents. Students who drive to school must park in their designated parking lot. All student drivers must have a valid license on file in the office, along with current registration and proof of automobile insurance. In addition, they must obtain a parking permit in the Principal's Office at a cost of \$20.00. Parking permits are to be used only by the student to whom it was issued and are not transferable.

The tag must be displayed on the passenger-side front windshield at all times. Once a vehicle is parked, it may not leave the school grounds without the permission from a principal, or through the Attendance Office, during the school day.

Students are expected to drive safely and at low speeds not to exceed ten (10) miles per hour. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving it. The school is not responsible for theft, vandalism or accidents. Students are not permitted to sit in vehicles or be in the parking lot during the school day unless a principal has granted permission. Violations of parking regulations may result in loss of driving privilege, issuance of a City Traffic Code citation, towing of the vehicle at the owner's expense and/or school disciplinary action.

FEES & ELIGIBILITY:

- a. School authorities have been charged by the Indiana Department of Public Instruction with the responsibility for the safety of every student. The principal will, therefore, give final approval to all student drivers. A student parking permit will cost \$20.00 for vehicles properly registered in the State of Indiana
- b. To be eligible for parking permit, students must be current with all fees and/or fines assigned by the school (i.e. textbook rental, athletic fees, parking fines). Hardship cases will be handled on a case by case basis.
- c. Students must maintain passing grades in all classes to keep their parking privilege. Administration will revoke the driving privilege of any student failing to maintain passing grades during any nine (9) week period. The revocation will be for nine (9) weeks.
- d. Student attendance must also be within appropriate guidelines (five (5) days of absence within a semester).

- Failure to maintain appropriate attendance will result in revocation of driving and parking privileges. Suspension of driving privilege based on excessive absence will be for the remainder of the semester.
- e. The parking permit is the property of the campus distributing the permit and must be surrendered upon request. The permit is only valid for the current school year. Permits may only be transferred to another vehicle with the approval of the administration and completion of a new registration form.

PARKING LOT RULES: (the following are all violations)

- a. Driving fast or recklessly to, from, at school, or upon any school corporation property.
- b. Squealing of tires.
- c. Loud music.
- d. The use of cellular phones while operating any vehicle on school property.
- e. Hanover Central High School is a closed campus school. Once a student enters the campus he/she may not leave without a permit to leave or until the end of the instructional day for that student.
- f. Do not take any underclassmen off campus before the school day ends without administrative approval.
- g. Use or possession of tobacco, alcohol, illegal drugs, fireworks, weapons, or firearms of any kind in and around your vehicle, while on school grounds or while driving to or from school or any school sponsored event or activity.
- h. Throwing, placing, discarding, or leaving any garbage on any school property or school contracted property.
- i. The parking permit MUST be properly displayed on the vehicle it is registered to.
- j. Vehicles MUST be parked properly (i.e. no double parking) and parked only in the space assigned.
- k. Students are not permitted to loiter in the parking lots before, during, and/or after school.
- l. Arriving at school tardy six (6) or more times during any semester (tardiness to school due to vehicle problems, mechanical failure, flat tires, etc. WILL NOT be considered as valid reasons for tardiness). Violation of this rule will result in revoking driving privileges for a semester.
- m. Driving to school and or parking on a suspended or revoked permit.

PENALTIES:

- a. Routine violations (such as: loud music, use of cell phones while operating, littering, loitering, improperly displayed permit, or improper parking) will be handled in the following manner.
First offense= Ticketed warning issued, two week suspension of driving privileges, Second Offense=4 weeks suspension from driving privileges, Third Offense=6 weeks suspension from driving privileges
- b. More severe violations that pose a safety hazard may trigger more immediate or severe penalties. To include, but not limited to, removal of vehicle at the owner's expense.
- c. Each tardy following the first suspension for tardiness will result in an additional two (2) weeks suspension of driving privileges.

33. Participation in a Food Fight

No throwing of food or food-related items will be tolerated, whether thrown inside or outside the cafeteria. Discipline will be Alternative Placement - ISS to expulsion.

34. Sexual Harassment – IC325-45-2-2

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff member and/or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to harm a staff member, student or other person, coercing a staff member, student or other person, threatening notes, comments, innuendoes, or rumors, bullying, and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats.

35. Tardies – Same Class per Semester

Tardy Statement

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. It is the expectation of the school that students be in their classroom with their books, etc., when the bell rings.

Tardy Procedure

All tardies to classes during the day will be handled in the manner described below.

1st Tardy – Tardy officially documented by teacher

2nd Tardy – Tardy officially documented by teacher

3rd Tardy – Office will assign one 30 minute detention.

4th Tardy – Office will assign a one (1) hour detention

5th Tardy – Office will assign one (1) Extended Day.

6th Tardy – Office will assign one (1) Extended Day.

7th Tardy – Office will assign one (1) Alternative Placement – ISS. Loss of driving privileges.

8th Tardy – Office will assign one (1) day Out of School Suspension (OSS). Student's work permit will be pulled and revoked.

Each tardy received after the 8th will result in the assigning of one (1) day Out of School Suspension (OSS).

If a student is five (5) or more minutes late to class, the tardy will be considered an unexcused absence and the student may be considered truant.

36. Theft – IC35-43-4-2

Theft or attempted theft of school property or of possessions of another individual will result in suspension, possible expulsion, and remuneration for losses. In addition, the student may face prosecution by law enforcement. All thefts should be reported to the Principal's Office as soon as possible.

36. Tobacco Use / Possession – IC35-46-1-10.5

Any use or possession of tobacco in any form or smoking paraphernalia (lighter, matches, e-cigarettes, etc.) is prohibited at all times, at all school functions, and in all areas of school property. Any use or possession of tobacco in any form that violates the above is punishable by suspension.

38. Truancy – IC20-33-2-6

A student who leaves the school building without prior permission from the administration, who remains in the school building but misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. A student who reports to class more than ten (10) minutes late will be marked unexcused and will be considered excessively late or truant rather than tardy. Any student who leaves class without permission can be considered truant. Students do not receive credit for work missed in a class as a result of truancy. A student who is excessively late or truant will face disciplinary action. Disciplinary action for truancy is cumulative over the entire school year.

Students who are found in an unauthorized area of the school will be considered truant. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots. Students who remain in restrooms due to illness without reporting to a teacher, administrator, or nurse may be considered truant.

1stTruancy – Office will assign one (1) Extended Day. Loss of driving privileges for two weeks.

2ndTruancy – Office will assign one (1) Alternative Placement – ISS. Loss of driving privileges for four weeks.

3rdTruancy – Office will assign one (1) day Out of School Suspension (OSS). Loss of driving privileges for 9 weeks.

4thTruancy – Office will assign three (3) days Out of School Suspension (OSS). Loss of driving privileges for remainder of school year. Recommendation to juvenile authorities.

5thTruancy – Office will assign five (5) days Out of School Suspension (OSS).

6thTruancy – Office will assign ten (10) days Out of School Suspension (OSS) with a recommendation for expulsion.

Habitual Truancy Designation

Any student who accumulates more than ten (10) unexcused absences during a school year may be classified as a habitual truant. Written notification of such classification shall be sent to the parents/guardians in accordance with state law. Such a student who is at least thirteen (13) but less than fifteen (15), may be classified as a habitual truant and may have his/her name sent to the Indiana Bureau of Motor Vehicles. Furthermore, the school principal cannot sign the official Indiana Bureau of Motor Vehicles form for students applying for an operator's license or a learner's permit, until the student becomes eighteen (18) years of age or until he/she is no longer classified as a habitual truant. A student older than sixteen (16) with a driver's permit or license may have the license revoked for 120 days.

39. Unlawful Activity – IC20-33-8-15

In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. 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.

Juvenile and adult arrest information provided by local police departments and/or court systems will prompt a school investigation. The results of the school investigation may result in disciplinary consequences. (IC 31-37-4-3, IC 31-39-4-14, IC 35-50-8, IC 20-33-8-15, IC 31-39-9 & IC 31-37-4-3)

40. Vandalism – IC35-43-1-2(a)(1)(A)(i)

Damaging the property of the Hanover Community School Corporation, the property of students or staff members, or the property of visitors to our school will not be tolerated. In addition, stealing or damaging property at any location that a Hanover student is attending that is part of a school sponsored function will not be tolerated and will be subject to Hanover disciplinary consequences and restitution.

41. Weapons – Possession – IC20-33-8-16

No student may knowingly possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, on school premises or at school related functions without first having secured prior written approval from the building principal. Approval of the building principal is not required for items used in the normal scope of the employee's work.

Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or expulsion. Violators of this policy shall also be subject to arrest and prosecution.

1. The Superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
2. The penalty for possession of a firearm or a destructive device: suspension up to ten (10) days and expulsion

from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The following devices are considered to be a firearm under this rule:

- a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion.
 - b. The frame or receiver of any weapon described above.
 - c. Any firearm muffler or firearm silencer.
 - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - g. An antique firearm.
 - h. A rifle or a shotgun that the owner intends to use solely for sporting, recreation, or cultural purposes.
3. Expulsion for possession of a deadly weapon (IC35-41-1-8)
 4. Possessing a Deadly Weapon
 - a. No student shall possess, handle or transmit any deadly weapon on school property.
 - b. The following devices are considered to be deadly weapons as defined in IC35-41-1-8:
 - A weapon, taser or electronic stun weapon, equipment, mace, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

42. 10 – Day OSS Rule

Out of School Suspensions (OSS) totaling more than ten (10) days in a school year will result in a request for expulsion for repeated violation of school rules and regulations for the remainder of the school year.

Reluctant Learners

Students who have been expelled, have previously withdrawn from school, or who are not showing progress toward graduation may be placed on a performance contract. Failure to abide by the terms of the contract may result in expulsion.

Reporting Harassment

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.

Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.

Gender, Ethnic, Religious, Disability, Height, Weight Harassment**Verbal**

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation.

Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

Any student who believes that she/he is the victim of any of the above actions or has observed such action taken by another student, staff member, or other person associated with the Corporation should take promptly the following steps. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal the affected student should, as soon as possible after the incident, contact his/her principal.

1. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

Each report received by the principal or superintendent as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. No one is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. Protect the confidentiality of the student who files a complaint;
2. Encourages the reporting of any incidents of sexual or other forms of harassment.
3. Protects the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately.

The Corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all the facts in the matter. Given the nature of harassing behavior, the Corporation recognizes that

false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

Search and Seizure – IC20-8.1-5-17

Students have the right to be safe and secure and to pursue their education in a safe and disciplined environment. School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school sponsored function.

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.
2. Locker / Storage Area Inspections (IC 20-33-8-32) – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches – A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

DISCIPLINE POLICIES AND PROCEDURES – IC20-33-8-12

The fundamental purpose of Hanover Central High School is to provide educational opportunities for all students. Discipline is one of the most important lessons taught in education because it underlies the whole educational structure. Although discipline is not part of the formal curriculum, it is essential to the educational process through its development of self-control, character, orderliness and efficiency. A cooperative team effort between the home and school is needed to maintain a positive learning environment. Discipline is the key to good student conduct and to the proper consideration of other people.

Students who violate school rules or jeopardize the educational atmosphere will be disciplined. In addition, according to Indiana Code 9-24-2-1, students under the age of 18 who have received at least a second suspension, or who have been expelled from school, or who withdraw in order to avoid those types of punishment, may be referred to the Bureau of Motor Vehicles for denial or invalidation of a learner's permit and/or driver's license. Students' disciplinary files will be maintained throughout their career at Hanover Central High School; however, the discipline file does not become part of their permanent record except in the case of a student who has been expelled.

All disciplinary actions, except those specifically stated as occurring on a semester basis (i.e., tardies, attendance) accumulate over the entire school year.

The principal's discipline decision is final. Other than disciplinary action involving a recommendation for expulsion, the decision of the building principal is final. There is no appeal process.

Jurisdiction

All administrators, teachers, secretaries, custodians, cafeteria workers, bus drivers, and other staff members at Hanover Central High School have the authority and the responsibility to enforce the policies of the school. Refusal on the part

of students to respect this authority both during the school day and/or at any school-related activity shall be considered as insubordinate conduct and dealt with accordingly.

Detention

Office assigned detention is supervised study time, which meets after school for thirty (30) minutes or (60) minutes. When a student is assigned an office detention, they must serve the detention on the following day. Failure to serve a detention or extended day detention will result in a day in ISS. Rules and procedures will be given to the students by a principal or designee at time of assignment.

Extended Day Detention

Extended Day detention is supervised study time, which meets after school for two hours. This study time is intended to provide an alternative to suspension from school, a deterrent to unacceptable student behavior, and another option in the progressive discipline process. Rules and procedures will be given to the students by a principal at time of assignment.

Alternative Placement – In School Suspension (ISS)

Alternative Placement – In School Suspension (ISS) is intended to provide an alternative, isolated setting for students who exhibit chronic or serious behavior problems. Students assigned to Alternative Placement – ISS will experience no interaction with their peers. Students will have an opportunity to acquire instructional materials, class assignments, and/or tests from their regular classroom teacher's on a daily basis. Students are expected to do their assigned class work each day. All written work will be completed, turned into the ISS supervisor, and returned to the teacher and credit will be given as appropriate. The final grade may be affected incidentally, depending on the nature and type of the work missed. A student is considered present for the day(s) during Alternative Placement – ISS but may not participate in any school-related activity during the course of the suspension. Students will be limited to three (3) placements in the Alternative Placement – ISS program during any semester. Thereafter, all suspensions, regardless of reason, will be handled as Out of School Suspensions.

Out of School Suspension (OSS)

Out of School Suspension will be assigned by a principal for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student on campus would be a threat to the safety and well-being of others or to the educational atmosphere. The days missed will not be counted toward the student's five (5) day absence limit. Students are responsible to communicate with their teachers for missed work. Student work may be picked up from the school or taken to the student by another. At the completion of the suspension and the student's return to school, the work may be turned in for full credit. All misconduct resulting in the recommendation for expulsion will be an Out of School Suspension. Out of School Suspensions totaling more than ten (10) days in one school year will result in a request for expulsion for repeated violations of school rules and regulations.

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the meeting, the parents or guardians of suspended students will be notified in writing. The

notification will include the date(s) of the suspension, a description of the student's misconduct, and the action taken by the principal.

Expulsion

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Students may be expelled from school for the following violations of the Student Code of Conduct: possession/use of alcoholic beverages, drug use/possession, drug sale and/or delivery, possession/use of weapons, and false alarms, as well as violations listed in Indiana Code: Student Due Process. Expulsion means loss of credit if a student is failing a course at the time of expulsion, a grade of "WF" is recorded on the transcript. If a student is passing a course at the time of expulsion, a "W" is recorded on the transcript. In accordance with the due process procedures outlined in this policy, a student may be expelled from school no longer than the remainder of the current semester plus the following semester, listed under the Grounds for Suspension and Expulsion in this policy. When a principal recommends to the Superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

Expulsion Procedures

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel;
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion may not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request or appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and contain the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

Expulsion Appeal Rights

The student, or the student's parents, may appeal the Superintendent's determination to the Board of School Trustees. A request for an appeal must be:

1. In writing;
2. Delivered in person or by mail; and
3. Received by the school within ten (10) calendar days of the date the notice of action was received by the student or the student's parent. The written request for appeal must be submitted to:

Superintendent of Schools
Hanover Community School Corporation
9520 W. 133rd Ave., Cedar Lake, IN 46303

If the student, or the student's parents, does not request an appeal within ten (10) calendar days of the date the notice of action was received, all administrative rights to contest and appeal the discipline action are given up and waived.

After receipt of a request for an appeal, the Board of School Trustees will consider whether to hear the appeal. The discipline action will continue in effect pending a final determination by the Board of School Trustees on any request for an appeal. The Board of School Trustees has determined that it is in the best interest of the school community and

in furtherance of the efficient functioning of the Hanover Community School Corporation that the Board, as a matter of general practice, not hear appeals in the following categories of expulsions:

1. Expulsions of less than one (1) semester induration.
2. Expulsions involving a student formally charged with a delinquent act or crime in connection with the misconduct.
3. Expulsions involving use or possession of illegal drugs.
4. Expulsions involving a residency or legal settlement issue.
5. Expulsions concerning the possession of firearms and deadly weapons. By statute, such expulsions are mandatory for a period of at least one (1) calendar year, and the length of the expulsion may be modified on a case-by-case basis by the superintendent.

The Superintendent shall be directed to present each appeal to the Board, and the Board shall vote whether to hear each appeal on an individual basis, applying the aforementioned criteria.

In the interests of fairness and in consideration of extraordinary circumstances, the Board may also make exceptions to its own guidelines and will further rely on the recommendation of the Superintendent as to waiving these criteria in a particular circumstance. If the student, or the student's parents, requests an appeal of this determination, the discipline action stated above shall continue in effect unless the Board of School Trustees takes action otherwise.

Student Due Process – Indiana Code

20-33-8-14: Grounds for Expulsion or Suspension

- A. The grounds for expulsion or suspension are student misconduct or substantial disobedience and apply when a student is:
 1. On school grounds immediately before, during, and immediately after school hours and at any other 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. When a group of two or more students cause or attempt to cause physical injury to another student, these students will be recommended for expulsion.
 5. A student may be suspended or expelled for engaging in unlawful activity (I.C. 20-8.1-5.1-9) on or off school grounds if:
 - a. the unlawful activity may reasonably be considered to be an interference with the school purpose or an educational function, or
 - b. 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 be attending classes or other school functions.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

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 only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying a school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act, the convening or continued functioning of any

school or education function, or of any meeting or assembly on school property.

- e. 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 education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing or attempting to steal 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 or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
 7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. All prescription medication must be turned into the nurse and the proper paperwork must be filled out.
 8. Engaging in the unlawful selling of a controlled substance 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. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana Law, including, but not limited to:
 - Engaging in sexual behavior on school property;
 - Disobedience of administrative authority;
 - Willful absence or tardiness of students;
 - Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - All prescription medication must be turned into the nurse and the proper paperwork must be filled out.
 12. Knowingly possessing or using on school grounds during school hours an electronic device to interfere substantially with school purposes or educational functions or to facilitate or engage in any unlawful activity.
- B. In addition, students will be recommended for expulsion under the following provisions of Indiana Law:

1. 20-33-8-16 and 35-49-5-2.5 – Possession of a firearm
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - the frame or receiver of any weapon described above;
 - any firearm muffler or firearm silencer;
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
 - any weapon which will, or which may be readily converted to, expel a projectile by the action or an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - c. The penalty for possession of a firearm will be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

2. 20-33-8-16 and 35-49-5-2.5 – Possessing a deadly weapon
 - a. No student shall possess, handle or transmit any deadly weapon on school grounds.
 - b. The following devices are considered to be deadly weapons as defined in I.C.35-41-1-8:
 - a weapon, taser, or electronic stun weapon, equipment, mace, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
 - c. The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

3. 20-33-8-17 – Legal Settlement

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

Disciplinary Guidelines

Students that have been deemed a habitual truant or have been suspended (2nd time), expelled, or have withdrawn from school may be reported to the Bureau of Motor Vehicles to have driving privileges invalidated pursuant to IC 9-24-2-4. The chart below provides guidelines for disciplinary actions that may be taken.

The spreadsheet is a guide and does not prevent school administrators from escalating consequences at any time. The following include examples of student misconduct or substantial disobedience, but are not limited to:

Infraction	1stOffense	2ndOffense	3rdOffense	4thOffense
1. Academic Dishonesty/Plagiarism, Cheating,Falsification	No credit Teacher callparents Incident documented	No credit Alternative Placement Principal callparents	No credit Out of School Suspension Principal calls parent	
2. Act ofDisruption	Conference -OSS			
3. Alcohol Use/ Possession IC7.1-5-7-7	10 Days OSS Pending Expulsion PoliceInvolvement			
4.Arson IC35-43-1-1	10 Days OSS Pending Expulsion PoliceInvolvement			
5. Bullying and Harassment IC 20-33-8-0.2 &IC20-33-8-13.5	Conference –Expulsion (Based on level)			
6. BusMisconduct	Conference - Expulsion BusRemoval			
7. Cafeteria Misconduct	Detention -Expulsion			
8. Computer Piracy/Misuse	Detention – Expulsion Equipment Restrictions Possible \$25fine			
9. Digital Harassment	Conference -Expulsion			
10. Display ofAffection	Conference -Expulsion			
1. Disrespect	Conference -Expulsion			
12. Disruptive & DangerousItems	Detention - Expulsion PoliceInvolvement			
13. DressGuidelines	Warning – Expulsion ClothingChange	1 Detention – Expulsion ClothingChange	2 Detentions – Expulsion ClothingChange	Alt. Placement ISS – Expulsion ClothingChange
14. Drug Sale or Delivery IC35-48-4-4.5	10 Days OSS Pending Expulsion PoliceInvolvement			
15. Drug Use/ Possession IC code varies dependent ondrug	10 Days OSS Pending Expulsion PoliceInvolvement			

15. Electronic Device	1 Hour Detention – Expulsion	Extended Day – Expulsion	Alt. Placement ISS – Expulsion	1 Day OSS -Expulsion
16. Extortion/ Intimidation IC35-45-2-1	Detention -Expulsion			
17. False Alarms (False Reporting or Informing) (fire/911) IC35-44-2-2	5 DaysOSS PoliceInvolvement	10 Days OSS Pending Expulsion PoliceInvolvement		
18. Fighting – Physical or Verbal IC35-45-1-3	Alternative Placement 1-5 DayOSS	OSS -Expulsion		
19. Forgery IC35-43-5-2(b)	Detention -Expulsion			
20. Gambling IC35-45-5-2	Conference -OSS			
21. Gang, Cult and Occult Activity IC35-45-9-3	Detention -Expulsion			
22. Indecent Exposure IC35-45-4-1	OSS -Expulsion			
23. Insubordination	Conference -OSS			
24. Lewd, Indecent, Offensive Behavior	Detention -Expulsion			
25. Loitering	Conference -Expulsion			
26. Look-Alike Drugs IC35-48-4-4.6	10 Days OSS Pending Expulsion PoliceInvolvement			
27. Missed Office Detention	1 Day Alternative Placement			
28. Missed Extended Day Detention	1 DayAlternative Placement			
29. Misuse of Equipment	Detention -Expulsion			
30. Obscenity IC35-49-2-1	Detention -Expulsion			
31. Obscenity vs. Teacher IC35-4-2-1	1-5 Days OSS- Expulsion			
32. Parking Violation	Loss of Parking Privileges –Expulsion			
33. Participation in a Food Fight	Alt. Placement ISS - Expulsion	OSS -Expulsion		

34. Sexual Harassment IC35-45-2-2	Conference -Expulsion			
35. Tardiness (Same Class perSemester)	TeacherWarning	TeacherWarning	1 OfficeDetention	EXD to Alternative Placement
36. Theft IC35-43-4-2	Return Item/Restitution Detention – Expulsion PoliceInvolvement			
37. Tobacco Use/ Possession IC35-46-1-10,5	5 DaysOSS	10 Days OSS PendingExpulsion		
38. Truancy IC20-33-2-6	Extended Day Loss of driving privileges for two weeks	Alt. Placement ISS Loss of Driving Privileges – 4 weeks	1 DayOSS Loss of Driving Privileges – 9weeks	3 Days OSSLoss of Driving Privileges –Year
39. UnlawfulActivity IC20-33-8-15	Suspension -Expulsion			
40. Vandalism IC35-43-1-2(a)(1)(A)(i)	Restitution 1-5 Days OSS- Expulsion	Restitution 10 DaysOSS PendingExpulsion		
41. Weapons – Possession IC20-33-8-16	10 Days OSS Pending Expulsion PoliceInvolvement			
42. 10-Day OSSRule	Expulsion for Remainder of SchoolYear			

**COMPLIANCE PLAN FOR SECTION 504 OF
THE REHABILITATION ACT OF 1973**

The Compliance Plan serves students, parents, and employees, applicants for employment, patrons, and programs within the Hanover Community School Corporation, hereinafter referred to as Hanover Central High School.

- Hanover assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
- The Section 504 Compliance Coordinator is as follows: Superintendent
- Parents are provided procedural safeguards, which are included in the “Notice of Disabled or Who Are Believed to Be Disabled.”
- An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the “Notice of Parent/Student Rights in Identifications, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled.”
- Notice to students, parents, employees, and general public of non-discrimination assurance and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:

Public service announcement in local newspapers;

- Announcement in local school systems; and,
- Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. Hanover has established the following grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act. [FERPA].)
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b.) Such claims must be made in writing and filed with the following individual: Superintendent, 9520W. 133rd Avenue, P. O. Box 645, Cedar Lake, Indiana 46303.
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA). The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - d) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - e) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - f) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - g) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - h) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Hanover will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) whose residence is within the participating school districts.
8. Hanover will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7—Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997 and the Reauthorization for 2004.

**PARENT NOTICE
SECTION 504 OF THE REHABILITATION ACT
OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against person with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Hanover Community School Corporation has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Hanover has the responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FEPA) also specify rights related to educational records. This Act gives the parent or guardian the right to : 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violatesthechild's rights;and6)ahearingontheissueiftheschoolrefusestomaketheamendment.

If there are questions, please feel free to contact Superintendent, Section 504 Coordinator for the Hanover Community School Corporation, at phone number (219)374-3500.

**AMERICANS WITH DISABILITIES ACT
RECRUITMENT, ADVERTISEMENT, APPLICATION, AND EMPLOYMENT
NOTICE OF NON- DISCRIMINATION**

The Hanover Community School Corporation is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our facilities, programs, activities, and employment.

It is unlawful for (school corporation) to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- a. Recruitment, advertising, job application, and employment procedures;
- b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right to return from layoff, and rehiring;
- c. Rate of pay or any other form of compensation and changes in compensation;
- d. Job assignments, job classifications, organizational structures, Position descriptions, lines of progression, and seniority lists;
- e. Leaves of absence, sick leave, or any other leave;
- f. Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- g. Selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- h. Activities sponsored by a covered entity including social and recreational programs;
- i. Any other term, condition, or privilege of employment.

Hanover Community School Corporation will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals or lower our standards for performance.

Hanover Community School Corporation is committed to meeting the intent and spirit of the ADA. All employees are urged in helping Hanover Community School Corporation to meet this goal.

If you believe that Hanover has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Superintendent, Section 504/ADA Coordinator, (219) 374.3500, 9520 W. 133rd Avenue, P.O. Box 645, Cedar Lake, Indiana 46303

March 2017

AHERA ANNUAL NOTICE
HANOVER COMMUNITY SCHOOL CORPORATION

This information is being published to comply with the requirements of 40 CFR 763, Subpart E, Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspections, and 6 month periodic surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building which is located at 9520 West 133rd Avenue, Cedar Lake Indiana 46303. The telephone number is (219) 374-3800. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Steve Goff at the above telephone number during regular business hours.

Hanover Community School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

Hanover Central High School and Jane Horton Ball Elementary School

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2016/2017 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed in the school office.

- * The next required triennial re-inspection will be performed in May 2018.
- * The required six month periodic surveillance was performed in November 2015.
- * The required six month periodic surveillance activities are scheduled for May and November each year.

School facilities and buildings that are asbestos free and require no surveillance or re-inspection are:

Administration Building, Lincoln Elementary School and Hanover Central Middle School

EXHIBIT A

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Hanover Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

HANOVER COMMUNITY SCHOOL CORPORATION

ACCEPTABLE USE POLICY

The Hanover Community School Corporation offers student access to the Internet. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services which could result in unwanted financial obligations for which a student's parent/guardian would be liable. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Toward that end, the Hanover Community School Corporation's Acceptable Use Policy is available from any school office upon request. This policy requires yearly signed acceptance of the terms and conditions of the Student Information Computer Usage Agreement by the student and the parent/guardian before any student is allowed access. Students who misuse the internet and computer services will be disciplined and may be expelled. Students whose access to the network is terminated because of policy violations will be charged a \$25 reconnect fee each time.

STUDENT INFORMATION COMPUTER USAGE AGREEMENT

I understand and will abide with the above Use of Computer Facilities Equipment and Software at Hanover Central High School. I further understand that any violation of the regulations may result in my denial of use of the computer facilities for a specified period of time, and may cause appropriate legal actions to be taken.

Name of Student (please print) _____

User Signature _____ Date _____

PARENT OR GUARDIAN

(A parent or guardian must also read and sign this agreement.)

My Student (does or does not) have my permission to access the Internet at Hanover Central High School.

I have read the Use of Computer Facilities and Software at Hanover Central High School and understand the rules and regulations, penalties, use of Internet, and user responsibilities expected of my student and as the parent or guardian of this student, I will abide with the consequences of my student's actions.

Name of Parent or Guardian (please print) _____

Parent or Guardian Signature _____ Date _____

HANOVER COMMUNITY SCHOOL CORPORATION

HANOVER CENTRAL HIGH SCHOOL

STUDENT / PARENT HANDBOOK ACKNOWLEDGEMENT

I, _____, have received a copy of the Hanover Central High School Student / Parent Handbook. I understand the rules, policies, and expectations and I agree to comply with those responsibilities.

Name of Student (please print) _____

Signature of Student _____

Name of Parent or Guardian (please print) _____

Parent of Guardian Signature _____ Date _____



