

**HANOVER CENTRAL MIDDLE SCHOOL**

**10631 W. 141<sup>st</sup> Ave.**

**Cedar Lake, IN 46303**

**(219) 374-3900**

**Student Day: 7:50 a.m. – 2:35 p.m.**

**Office Hours: 7:00 a.m. – 3:30 p.m.**

**STUDENT / PARENT HANDBOOK 2020-21**

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## **MISSION STATEMENT**

Hanover Central Middle School

Hanover Central Middle School provides opportunities to grow intellectually, physically, socially and emotionally.

**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 MIDDLE SCHOOL  
Points of Contact**

- Main Office.....4.....374-3900**
- Guidance Office.....ext. 3953**
- Attendance.....ext. 3904**
- Nurse.....ext. 3909**

## SCHOOL SONG

(Everyone must stand when the school song is played)

Cheer, Cheer for Hanover Middle School,  
Ever her praises reach to the sky,  
We will always fight for you,  
You'll find us loyal, ever true.  
Whether the odds be great or small,  
Hanover Central wins over all,  
Red and Blue are backing you,  
So onward to victory. Team Fight.  
Go! Go! Go! Go! Go!  
Fight! Fight! Fight! Fight! Fight!  
Win! Win! Win! Win! Win!  
Go! Fight! Win!



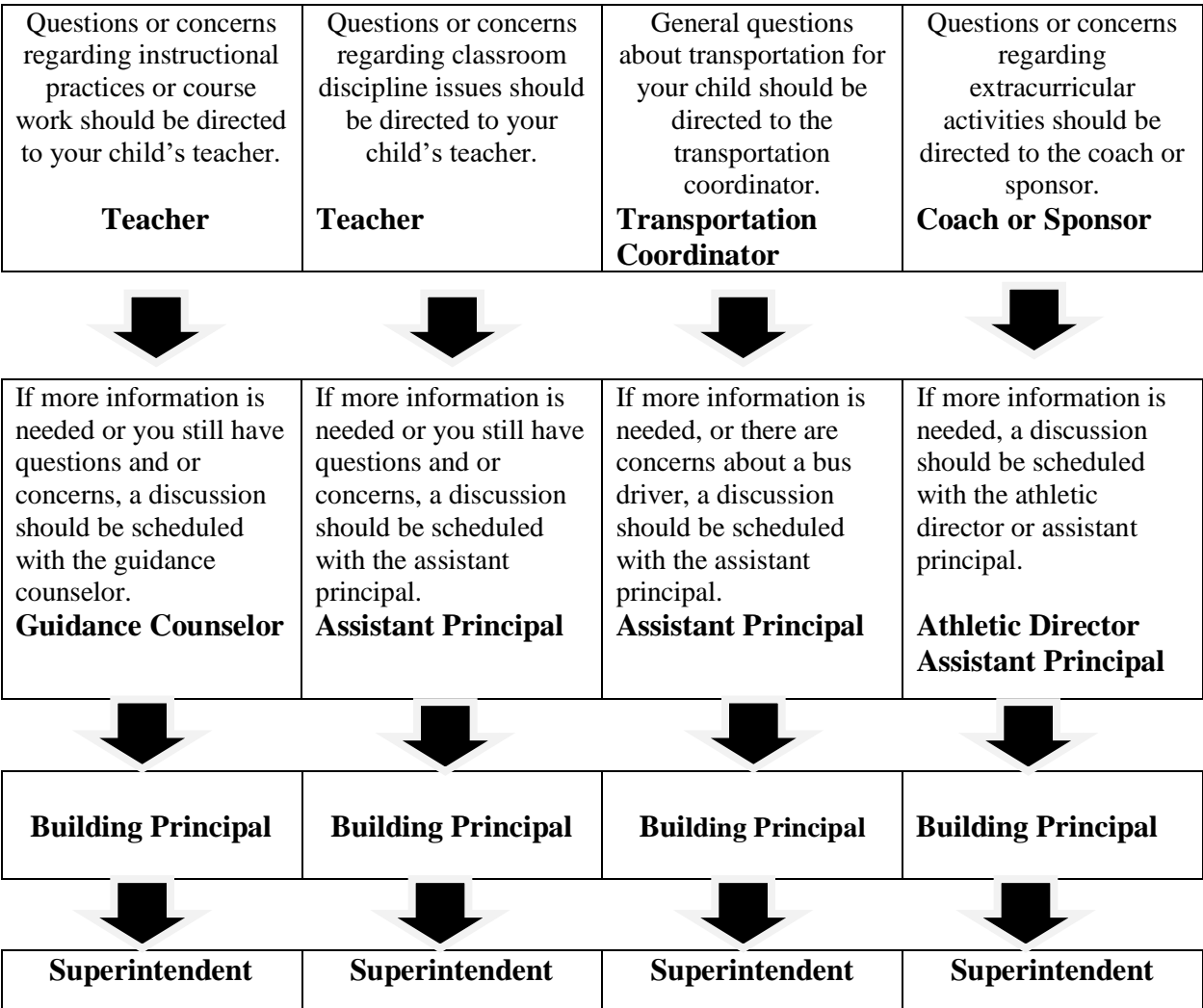
**School Colors**  
Cardinal / Columbia Blue

**School Mascot**  
Wildcat

### ~WHERE DO YOU GO WITH A QUESTION OR CONCERN~

The people closest to the problem have the best and quickest response for the questions.  
Please refer to the chart below to assist you.

<b>Academics</b>	<b>Discipline</b>	<b>Transportation</b>	<b>Extracurricular</b>
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Hanover Central Middle 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 Middle 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.

### **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 7:00 a.m. but only through the main entrance doors (Door A). Students may enter the halls by 7:45 a.m. or 7:15 a.m. on Success Days. Breakfast will be available at 7:15 a.m. each morning in the cafeteria. Shortly after 2:35 p.m., students who are not engaged in a valid school activity such as conferences, club meetings, practices, etc., will be expected to leave the building. Students who will be working with extra-curricular activities, including athletics, should have belongings from their lockers with them at their respective activity. 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 7:50 a.m. to 2:35 p.m. A bell to announce the beginning of school will ring at 7:45 a.m. A two-hour delay schedule day is from 9:50 a.m. to 2:35 p.m. A bell to announce the beginning of school will ring at 9:45 a.m.

Student schedules will vary by grade level. Student lunch groups will be determined by grade level and staggered throughout the instructional day.

### **Book Rent / Fees**

Book rental is payable at the time of registration, on-line, 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, and office obligations must be paid prior to receiving approval to attend end of the year activities.

### **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.

Audio and video cameras are also found in the Main Office area for the safety of all students, staff and visitors.

### **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 Middle School Office or Nurse's Office as soon as possible.

### **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 Middle 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	Chess Club	Yearbook	PTSO
Student Council	Environmental Club	Choir	NJHS
Builders Club	Academic Teams	Drama Club	Band

Students must be passing all classes to be eligible to participate in any extra-curricular activities. Grade reports will be checked every 4.5 weeks and eligibility will be determined 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 at the beginning and at the end of the day prior to dismissal, as well as posted to the Hanover Central Middle School Facebook page. In addition, some announcements are read on the public-address system during the school day if necessary

### **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.

Hanover Central Middle School dances are limited strictly to its' own students. All chaperones will have complete authority during dances.

Dances are considered an extension of the regular school day. Therefore, all rules and regulations of Hanover Central Middle School concerning student behavior apply at dances as well. Violation of these rules will not be tolerated.



Students may not be allowed to attend a school dance due to disciplinary issues and is at the discretion of the administration.

### **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 displayed 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 there is a school closing or a delay of the beginning of school, you will be notified by our school messenger phone system at the number given during registration. 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](http://www.hanover.k12.in.us).

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 school messenger 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.

In the event of a school delay, the transportation schedule will run as normal but will begin two (2) hours later in the morning.

### **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. Food and beverages may be consumed in the classroom with the

approval and supervision of the classroom teacher and prior approval from administration. Absolutely no food or beverage should be present in computer labs.

### **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 hall pass from the office, a teacher or staff member, 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 and the proper paperwork on file before they can tryout/practice for any sport. All students interested in athletics are invited to try out.

#### **Fall**

(Boys) Cross Country, Soccer, Football-8<sup>th</sup> grade, Baseball  
(Girls) Cross Country, Soccer, Volleyball, Softball, Cheer, Poms

#### **Winter**

(Boys) Basketball, Wrestling  
(Girls) Basketball, Cheer, Poms

#### **Spring**

(Boys) Track, Tennis, Football-6<sup>th</sup>/7<sup>th</sup> grade  
(Girls) Track, Tennis

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 an administrator.

Students must be passing all classes to be eligible to participate in any extra-curricular activities. Grade reports will be checked every 4.5 weeks and eligibility will be determined at the conclusion of each grading period. The above participation rule is in addition to the I.H.S.A.A. academic rule which states that a student must be passing in at least five (solid) classes to remain eligible for participation in any I.H.S.A.A. sport.

### **Library / Media Center Usage**

The Hanover Central Middle 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 class work. 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 7:45 am – 2:35 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. If a teacher assigns a project with media center use, the student must have a pass from the assigning teacher.

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.

Students will be charged a fine of 10 cents per school day for each overdue book. If materials are lost, 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**

Each student will be assigned a hall locker with a combination lock, 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 personal padlocks are to be placed on them. Students should not 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 or lock, 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.

### **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 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 or school 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 a 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.

### **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, book bags, briefcases, other storage devices, electronic devices, carrying cases, and 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**

All students attending Hanover Central Middle School will be issued a student identification card at the beginning of the school year. Students may be required to present their ID and should carry this card with them at all times.

### **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, 286F. Supp 988 (1968) Ill.)

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 visitor's passes. All other persons, including school alumni, must present ID and either obtain a visitor's 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 without prior administrative approval.

Items dropped off during the school day must relate to the academic function of the school. The office staff will not contact students during the academic portion of the day for dropped off items. Any item too large to be transported on the bus must be picked up after school.

### **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.

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 middle school office.

## **II. ACADEMICS**

### **Grade Reporting**

The school year is divided into two (2) semesters, each having two (2) nine-week grading periods. Only the grades received at the end of each semester are considered as final grades and become part of a student’s permanent record. Permanent records include grades, attendance, and standardized test scores for all semesters of middle 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:

100-98	A+	89-87	B+	79-77	C+	69-67	D+
97-93	A	86-83	B	76-73	C	66-63	D
92-90	A-	82-80	B-	72-70	C-	62-60	D-
						59-0	F

### **Semester Grades**

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

### **Honors Classes**

Hanover Central Middle School offers honors classes in various subjects. New students will be administered a placement test to determine their eligibility. Eligibility of current students is determined during the previous academic year. Based upon classroom performance, students may be transferred in or out of these classes.

### **Success Period**

Success Period takes place on Monday, Wednesday, and Friday from 7:15 a.m. – 7:45 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.

In the event of an absence, students will have the number of days missed to turn in the homework without penalty. (i.e. – if a student misses two school days, they will have two school days to complete the assignment.) Late homework assignments, which may or may not be accepted, will be handled at the discretion of the classroom teacher. Each classroom teacher will explain their policy regarding homework to their students through their classroom management plans.

### **Honor Roll**

The Honor Roll recognizes academic achievement and is published each semester 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**

After the first week of school, students will only be dropped and added to and from classes as a result of academic misplacement, medical reasons, or administrative approval.

### **Testing Program**

Students at Hanover Central Middle School participate in I-Learn, WIDA (World-Class Instructional Design and Assessment - ELL), STAR, and PSAT 8/9

Students are notified of testing dates through announcements, one-on-one meetings with their counselor, and via the Hanover Central Middle School website.

## **III. STUDENT SERVICES - GUIDANCE / HEALTH / NUTRITION**

### **Guidance Services**

The purpose of the Guidance Department is to promote educational success for all students by developing and managing school counseling programs related to academic, career, social and emotional growth. School counselors help students make decisions and assume responsibilities. They also provide students with opportunities to discuss personal, occupational or educational issues. A school counselor will provide services when an issue is impeding with the educational environment. Some of the duties of a guidance counselor include:

1. Administers and interprets interest, achievement and ability test;
2. Provides academic skills support;
3. Teaches and reinforces organizational habits and study and test-taking skills;
4. Teaches and reinforces social skills, coping strategies, problem-solving, decision-making and conflict resolution;
5. Provides a program that promotes career awareness, exploration and planning, including developing four year plans of study to prepare them for entry-level careers or higher educational opportunities;
6. Counsels students who develop difficulties in the areas of personal, social or educational needs;
7. Provides group counseling;
8. Makes referrals to outside agencies.



## **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 Middle 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. If an accident occurs at any other time of the school day, it should be reported to the Nurse's Office. A report will be taken and first aid will be administered.

### **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 should not directly contact parents prior to visiting the nurse. 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 6 – 12 - IC 20-34-4-5:**

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> 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 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday
- 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age)
- 2 doses of measles, mumps and rubella (MMR). If given as a single antigen, 2 measles, 2 mumps and 1 rubella are required.
- 2 doses of varicella (chickenpox) vaccine on or after the 1<sup>st</sup> 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).

Per state code, any student who does not have evidence of compliance with Immunization Requirements within the first fifteen days of the school year may be excluded from attendance.

### **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, or the prescription bottle itself with a parental note, must be presented. In all instances, medication, whether prescription or non-prescription, is the parent's responsibility to drop off in the original containers. Medications cannot be accepted from a student under the age of 18. Students are not allowed to have any type of

drug or medication, 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.

## **Student Nutrition Services**

As a partner in education, the Hanover Nutrition Services 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 of our cafeteria serving lines offer a combo lunch meal as well as a la carte' items for sale. A student may bring a home lunch and obtain a beverage at school, or he/she may buy 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 should deposit money into their accounts in the morning before 9:30 a.m. to have it count towards 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 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 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 tray 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 Middle 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 all students in grades 6-8. 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 Office or on our website at [www.hanover.k12.in.us/domain/17](http://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 Day/Half Day:**

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-Learn, 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:

- 1<sup>st</sup> Offense - parent contact, student assigned (1) Extended Day Detention.
- 2<sup>nd</sup> Offense - parent contact, student assigned (1) Day Alternative Placement.
- 3<sup>rd</sup> Offense - parent conference scheduled. Student assigned (1) Day OSS and placed on Attendance Contract.
- 4<sup>th</sup> Offense - parent contact, student assigned (3) Days OSS.
- 5<sup>th</sup> Offense - parent contact, student assigned (5) Days OSS.
- 6<sup>th</sup> 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:

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

**IC 20-33-8-10**

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**

**IC 20-33-8-8**

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 a test score. This includes, but is not limited to:

1. Any form of cheating (i.e. giving or receiving answers for any type of test, quiz, or assignment without the teacher's authorization), or
2. Plagiarizing (i.e. submission of term papers, reports, etc., that are not original works by the student unless otherwise authorized by the teacher).

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

The teacher will handle Level One violations. Students caught cheating will receive a zero (0) on the assignment and parents of the student will be contacted by the teacher.

Examples of a Level One violation:

1. Looking on another's test or quiz (i.e. giving or receiving answers for any type of test, quiz, or assignment without the teacher's authorization)
2. Using electronic devices or other secretive methods to give or receive answers on a test or quiz
3. Taking substantial information from another source, but not crediting the source

The administration will handle Level Two violations. Students found guilty of a Level Two violation will receive a zero (0) on the test, quiz, or written assignment and may be subject to suspension or a request for expulsion.

Examples of a Level Two violation:

1. A second Level One violation
2. Taking papers from the Internet, other publications, other students and/or people
3. Taking any test or part of any test to use or give to another

## 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** – IC 7.1-5-7-7

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 Middle 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.



#### 4. Arson – IC 35-43-1-1

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 – IC 20-33-8-0.2 and IC 20-33-8-13.5

##### 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:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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**

<b>Type of Bullying</b>	<b>Behavior Exhibited</b>	<b>Disciplinary Response</b>
<b>Level 1-</b> Repeated incidents of spoken, written, or electronic communication	Name calling, threatening, derogatory, or malicious comments	Notify parents/guardians; possible school counselor referral; consequences such as detention, extended day, possible suspension,
<b>Level 2-</b> Physical acts of any type where injury does not result.	Tripping, pushing, shoving.	Notify parents/guardians; detention or suspension from school.
<b>Level 3 -</b> 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 and 2.	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 the 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.
- Food items are not to leave the cafeteria.

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

## 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 other 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 are 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. 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. 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 Middle School may result in suspension and/or a recommendation for expulsion.

## **10. Disrespect**

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

## **11. 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.

## **12. 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 athletic pants, 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.

### **13. Drug Sale or Delivery – IC 35-48-4-4.5**

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 school grounds.

### **14. Drug Use / Possession – IC code varies dependent on drug**

The use, consumption, possession, or selling of 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 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 Middle 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 or possess cell phones or any electronic communication devices during the instructional portions of the day, including passing periods. Electronic devices are to be kept in lockers during this time. Students may use such devices before/after school, during lunch periods, and at extracurricular activities. 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 - Student Warning - Phone returned to student at end of the day

2nd Violation - Assigned one (1) hour Detention. Parent to pick up phone.

3rd Violation - Assigned one (1) Alternative Placement

4th Violation - Assigned two (2) days Alternative Placement

5th Violation - Assigned one (1) day Out of School Suspension

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

7th Violation - Assigned five (5) days Out of School Suspension

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

Electronic Device violations are cumulative and disciplinary steps are progressive throughout the school year. The entire electronic device (battery, SIM card, etc.) may be confiscated by the reporting staff member and turned in to the office or administration. Upon a second violation, parents/guardians will be notified and able to pick up the electronic device at the Middle School Office during regular school hours. Any student who refuses to comply with this policy will be considered insubordinate. 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.

### 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 so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography” a Class D felony under I.C. 35-42-4-4©, 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 or 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 – IC 35-45-2-1**

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) – IC 35-44-2-2**

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

#### **18. Fighting – Physical or Verbal – IC 35-45-1-3**

A student who takes any physical action toward another individual or incites or encourages physical action between others 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 – IC 35-45-5-2

Any form of gambling is prohibited.

## 21. Gang, Cult, and Occult Activity – IC 35-45-9-3

### **Gang and Gang Related Activities**

The Hanover Community School Corporation recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each School Administrator with this information.

For the purposes of this policy, a gang is defined as any ongoing organization, association, or group of two or more persons, whether formal or informal, having a common name or common identifying sign, colors or symbols, with one of its primary activities the commission of criminal acts, or the purposeful violation of any HCSC policy.

Conduct prohibited by this policy includes:

- A. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- C. Painting, writing, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- D. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- E. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- F. Soliciting others for gang membership;
- G. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

School administrators will monitor the school environment and inform parents of suspected gang involvement and/or activities. If an administrator verifies a student's involvement in gang activity, the parent or guardian will be informed and appropriate law enforcement and social service agencies will be notified, Administrators shall comply with confidentiality laws when releasing student record information. Cooperation with law enforcement agencies is authorized and encouraged. Students violating this policy may be subject to appropriate disciplinary action, including suspension and/or recommendation for expulsion consideration.

## 22. Harassment

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 no 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.

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

### **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 Harassment and/or Cyber Bullying**

- Minimum: 1 day suspension
- Maximum penalty: Expulsion

**Sexual Harassment - IC 325-45-2-2**

**Verbal**

The making of written or oral sexual innuendos, 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 actions taken by another student, staff member, or other person associated with the Corporation should take promptly, the following steps:

1. 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.
2. 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. Protects 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 part 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 in accordance with AG 8462.

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.

### **23. Indecent Exposure – IC 35-45-4-1**

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

### **24. 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. Repeating violation 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.

## **25. Lewd, Indecent, and Offensive Behavior**

Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” 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.

## **26. Look-Alike Drugs – IC 35-48-4-4.6**

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 / Extended Day Detention**

When a student is assigned an office detention(s) they will be assigned a specific day in which the detention(s) must be served. If a student does not appear or is removed for being disruptive and is unable to serve the detention, an Extended Day detention will be assigned and must be served on the first available day. 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 Out of School Suspension (OSS) will be assigned on the first available day.

## **28. Misuse of Equipment**

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

## **29. Obscenity – IC 35-49-2-1**

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.

## **30. Obscenity vs. Teacher / Staff Member – IC 35-49-2-1**

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

## **31. Theft – IC 35-43-4-2**

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.

## **32. Tobacco Use / Possession – IC 35-46-1-10.5**

Any use, possession or sale of tobacco in any form or smoking paraphernalia (lighter, matches, e-cigarettes, Juul, Vape liquid, 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. The school reserves the right to test the contents of the device. A person less than 18 years old commits a Class C Infraction if he/she purchases, accepts, or possesses tobacco.

### **33. Unlawful Activity – IC 20-33-8-15**

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)

### **34. Vandalism – IC 35-43-1-2(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.

### **35. Weapons – Possession – IC 20-33-8-16**

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 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 (IC 35-41-1-8)
  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 IC 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, 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.

### **36. Thirty (30) Demerit Points – Habitual Offender**

Most discipline is routine assignment of penalties for infractions of school rules in order to assure the proper function of the school. This is generally distinguished from more substantial acts that require suspension and/or expulsion as a penalty. However, there are instances where a student engages in continuing rule violations – which, although minor in each individual occurrence, do as a group, constitute a substantial disruption to the educational environment and to school purposes. To address such cases, a demerit system will be applied, wherein each disciplinary action of a student will result in a student accumulating demerits as follows:

Each Office Detention assigned/served	one (1) demerit
Each Day of Bus Suspension assigned/served	one (1) demerit
Each Extended Day assigned/served	two (2) demerits
Each Day of Alternative Placement – ISS assigned/served	two (2) demerits
Each Day of Out of School Suspension assigned/served	three (3) demerits

A recommendation for expulsion may be processed for any student who reaches a total of thirty (30) demerits.

### **37. 10 – Day OSS Rule**

Out of School Suspensions (OSS) totaling ten (10) or more 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 probationary contract. Failure to abide by the terms of the contract may result in expulsion.

## **Search and Seizure – IC 20-8.1-5-17**

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.

## **DISCIPLINE POLICIES AND PROCEDURES – IC 20-33-8-12**

The fundamental purpose of Hanover Central Middle 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 Middle 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 Middle 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.

### **Office Detention**

Office assigned detention is supervised study time, which meets after school for thirty (30) minutes or one hour. When a student is assigned an office detention, they will be given a specific date in which the detention must be served. Rules and procedures will be given to the students by a principal at time of assignment.

### **Extended Day Detention**

Extended Day detention is supervised study time, which meets after school for one and a half (1 ½) 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.

### **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, the student, 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. Be 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. 133<sup>rd</sup> 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 interests 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 in duration.
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 attempts to cause physical injury to another student, these students will be recommended to 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 paging device or a hand-held portable telephone to substantially interfere 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 of 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.
    - an animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, or a crime.
  - 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.

### **PBIS**

Hanover Central Middle School implements its school wide expectation program, "The Wildcat Way", based on "The 3 R's – Be Responsible, Be Respectful and Be Ready." Students can earn rewards for having their work done and displaying appropriate behaviors. This program is designed to improve our school's culture by teaching our students important life skills.

### Disciplinary Guidelines

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:

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>1. Academic Dishonesty/Plagiarism, Cheating, Falsification</b>	No credit Conference - Expulsion Teacher call parents	No credit Suspension - Expulsion Administrator call parents		
<b>2. Act of Disruption</b>	Conference – OSS	Detention – OSS		
<b>3. Alcohol Use/ Possession</b> IC 7.1-5-7-7	10 Days OSS Pending Expulsion Police Involvement			
<b>4. Arson</b> IC 35-43-1-1	10 Days OSS Pending Expulsion Police Involvement			
<b>5. Bullying</b> IC 20-33-8-0.2 & IC 20-33-8-13.5	Conference – Expulsion			
<b>6. Bus Misconduct</b>	Conference - Expulsion Bus Removal			
<b>7. Cafeteria Misconduct</b>	Detention – Expulsion			
<b>8. Computer Piracy/Misuse</b>	Detention – Expulsion Equipment Restrictions Possible \$25 fine			
<b>9. Display of Affection</b>	Conference – Expulsion	Detention - Expulsion		
<b>10. Disrespect</b>	Conference – Expulsion			
<b>11. Disruptive &amp; Dangerous Items</b>	Detention - Expulsion Police Involvement			
<b>12. Dress Guidelines</b>	Warning – Expulsion Clothing Change	1 Detention – Expulsion Clothing Change	2 Detentions – Expulsion Clothing Change	Alt. Placement ISS – Expulsion Clothing Change

<b>13. Drug Sale or Delivery</b> IC 35-48-4-4.5	10 Days OSS Pending Expulsion Police Involvement			
<b>14. Drug Use/ Possession</b> IC code varies dependent on drug	10 Days OSS Pending Expulsion Police Involvement			
<b>15. Electronic Device</b>	Student Conference Phone returned at end of day	One-hour detention Parents to pick up phone	1 Day Alternative Placement	2 Days Alternative Placement
<b>16. Extortion/ Intimidation IC 35-45-2-1</b>	Detention - Expulsion			
<b>17. False Alarms (False Reporting or Informing) (fire/911)</b> IC 35-44-2-2	5 Days OSS Police Involvement	10 Days OSS Pending Expulsion Police Involvement		
<b>18. Fighting – Physical or Verbal</b> IC 35-45-1-3	Alternative Placement ISS – 1-5 Day OSS	OSS - Expulsion		
<b>19. Forgery</b> IC 35-43-5-2(b)	Detention - Expulsion			
<b>20. Gambling</b> IC 35-45-5-2	Conference - OSS			
<b>21. Gang, Cult and Occult Activity</b> IC 35-45-9-3	Detention - Expulsion			
<b>22. Harassment</b>	Conference – Expulsion			
<b>23. Indecent Exposure – IC 35-45-4-1</b>	OSS - Expulsion			
<b>24. Insubordination</b>	Conference - Expulsion			
<b>25. Lewd, Indecent and Offensive Behavior</b>	Detention - Expulsion			
<b>26. Look-Alike Drugs</b> IC 35-48-4-4.6	10 Days OSS Pending Expulsion Police Involvement			
<b>27. Missed Office Detention/Extended Day Detention</b>	Extended Day – OSS			
<b>28. Misuse of Equipment</b>	Detention - Expulsion			
<b>29. Obscenity IC 35-49-2-1</b>	Detention – Expulsion			
<b>30. Obscenity vs. Teacher / Staff Member</b> IC 35-49-2-1	1 – 5 Days OSS - Expulsion			
<b>31. Theft IC 35-43-4-2</b>	Return Item/Restitution Suspension – Expulsion Police Involvement			
<b>32. Tobacco Use / Possession</b> IC 35-46-1-10.5	1 day OSS 1 day ISS and completion of the online vape education coursework.	3 Days OSS Referral to Quit Now Indiana	5 days OSS and placed on Form 16.	



<b>33. Unlawful Activity</b> IC 20-33-8-15	Suspension – Expulsion			
<b>34. Vandalism</b> IC 35-43-1-2(a)(1)(A)(i)	Restitution 1-5 Days OSS Expulsion	Restitution 10 Days OSS Pending Expulsion		
<b>35. Weapons - Possession</b> IC 20-33-8-16	10 Days OSS Pending Expulsion Police Involvement			
<b>36. Thirty (30) Demerit Points – Habitual Offender</b>	1 Semester Expulsion			
<b>37. 10-Day OSS Rule</b>	Expulsion for Remainder of School Year			

**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.

1. Hanover assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Superintendent
3. Parents are provided procedural safeguards, which are included in the “Notice of Disabled or Who Are Believed to Be Disabled.”
4. 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.”
5. 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, 9520 W. 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) who reside 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 obligations 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 violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

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 of 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

April 2019

ACHERA ANNUAL NOTICE  
HANOVER COMMUNITY SCHOOL CORPORATION

*"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 at the Administration Building."*

**HANOVER COMMUNITY SCHOOL CORPORATION**

***HANOVER CENTRAL MIDDLE SCHOOL***  
**STUDENT / PARENT HANDBOOK ACKNOWLEDGEMENT**

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

**STUDENT INFORMATION COMPUTER USAGE AGREEMENT**

I understand and will abide with the above Use of Computer Facilities Equipment and Software at Hanover Central Middle 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.

**ACCEPTABLE USE POLICY**

The Hanover Community School Corporation offers student's 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 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.

Name of Student (please print) \_\_\_\_\_

Signature of Student \_\_\_\_\_

Name of Parent or Guardian (please print) \_\_\_\_\_

Parent of Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_