

# Hanover Community School Corporation

## Elementary School Student Handbook 2020-2021



### **Making a difference...Realizing potential**

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# Jane Ball Elementary Information

## Mission

The mission of the Jane Ball School Community is to empower students to meet or exceed the academic state standards. We will provide systems of support for all students to achieve their maximum potential.

## Vision

Instruction and behavioral expectations will be cohesive and systemic to allow implementation of best practice and research based strategies for students to develop skills to become active learners, problem solvers, and productive members of society.

## Jane Ball Beliefs

*We believe:*

- children are our number one priority.
- learning is the key to success.
- differences in learning styles exist; therefore, students have the right to learn in a way that brings them personal success.
- Jane Ball Elementary has a responsibility to meet the academic, emotional, social, and physical needs of students.
- students have a shared responsibility for their own learning to achieve their personal best.
- the school, home, and community have joint responsibility for the educational process
- a safe, positive, and nurturing environment is necessary for learning.
- all staff members impact the success of the students.

## School Mascot and Colors

School Mascot: Lion

School colors: Red and White

## Jane Ball Pledge

I am a Jane Ball learner.  
I take full responsibility  
for my actions,  
because I am responsible  
for my life.  
I will respect others.  
I will have a positive attitude.  
I will take pride in my work.  
I will learn the skills to achieve.  
I am a Jane Ball learner.  
I am a unique and  
important person.



# Lincoln Elementary Information

## Mission Statement

The mission of Lincoln Elementary School is to involve the partnership of students, families, staff, and community to ensure that all students become lifelong learners through the highest quality educational program.

## Lincoln Elementary Belief Statements

All students:

- are our first priority
- must feel secure and need recognition and belonging
- can learn and succeed
- can make a positive contribution to society

Schools:

- provide a safe, nurturing learning environment
- change and adapt with society to meet the needs of the students
- need support and resources with community partnership to achieve the school's mission
- provide structure and guidance to promote social educational growth

Teaching:

- engages students in real world experiences
- motivates students to reach individual potential
- strives to meet all students' educational needs
- develops relationship with educational stakeholders

Learning:

- is a lifelong process
- needs to be challenging and engaging
- occurs at different rates and in different ways
- connects to the real world

## Lincoln Pledge

I am a Lincoln learner.

I take full responsibility for my actions,  
because I am responsible for my life.

I will respect others.

I will have a positive attitude.

I will learn the skills to achieve.

I am a Lincoln learner.

I am a unique and important person.







## School Mascot and Colors

School Mascot: Leopard

School colors: Blue and White

## WHERE SHOULD YOU GO WITH A QUESTION OR CONCERN?

The people closest to the issue have the quickest and most appropriate response for your questions and concerns.

Academics	Discipline	Transportation
Questions or concerns regarding classwork or grades should be directed to your child's teacher.	Questions or concerns regarding classroom behavioral issues should be directed to your child's teacher.	General questions about transportation for your child should be directed to the transportation coordinator.
		
If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the principal.	If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the principal.	If more information is needed, or there are concerns about a bus driver or a bus issue, a discussion should be scheduled with the principal.
		
If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the Superintendent.	If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the Superintendent.	If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the Superintendent.

### **Arrival & Dismissal**

Students are expected to be in their classrooms by 8:45a.m. Students are to be picked up no later than 3:25 PM.

School starts promptly at **8:45**. It is our goal to decrease the number of late arrivals and early dismissals. Therefore, please make sure your child is here on time and, when possible, remains at school until the end of the day. If your child is tardy (arriving after 8:45a.m.), you are required to park your vehicle, walk your child into the front of the building, and sign your child in for safety purposes.

The Cedar Lake Fire Department will be strictly enforcing the fire lane at every door. Cars will be given citations for violations.

Jane Ball Elementary	Lincoln Elementary
<p style="text-align: center;"><b>Car Arrival</b></p> <p>Students are expected to be in their classrooms by 8:45 a.m. Car riders will enter the school property using the access on 133<sup>rd</sup> Avenue. Cars dropping off should be at Door B and exit to the left of the cones. (South end of the school) Students cannot be dropped off at Door A, unless approved by administration for student helper reasons. No drop offs can occur at Door A between 8:00am and 8:40am. <b>Students may not be dropped off before 8:20 a.m. for any reason.</b> Breakfast will be served until 8:40. The door will close at 8:40 a.m. when the first bell rings. At that time, parents will need to enter the building through Door A (West Door) and sign their children into school. Students will be marked tardy if they are not in the building by 8:45.</p>	<p style="text-align: center;"><b>Car Arrival</b></p> <p>Students are expected to be in their classrooms by 8:45 a.m. If you are dropping your child off at school, please use the southeast doors closest to the playground, Door F. If you arrive at 8:40 a.m. or later, the back doors are locked. You will then need to accompany your child to the office. Students <b>may not be dropped off before 8:20 a.m. for any reason.</b> Breakfast will be served until 8:40. Students will be able to charge their food or pay with cash. Students will be marked tardy if they are not in the building by 8:45.</p>
<p style="text-align: center;"><b>Car Dismissal</b></p> <p>Students will be dismissed at 3:20 p.m. through Door B (South Door). Drivers will enter the school property using the access on 133<sup>rd</sup> Avenue and proceed south around the building to Door B. Please wait in the line, remain in your vehicle, and your child will be brought out to you. All children will be given a sign to write their names on to be placed in the passenger side window. If the sign gets misplaced, please write your child's first and last name on an 8 ½" X 11" sheet of paper. This is very helpful in allowing us to have the children ready to enter the vehicle.</p> <p>Car riders will not be permitted to exit the building out of any door except Door B until 3:20. After 3:35 parents will need to enter the school through Door A (West Door) and proceed to the office to pick up their children. Please do not pull around to make two lanes of cars.</p>	<p style="text-align: center;"><b>Car Dismissal</b></p> <p>Students will be dismissed at 3:20 p.m. through Door C (south side of the school). Drivers will enter the school property using the access on 109<sup>th</sup> Avenue and proceed south around the building to Door C. Please wait in the line, remain in your vehicle, and your child will be brought out to you. Please write your child's first and last name on an 8 ½" X 11" sheet of paper and display it in your window as you pull up to the doors. This is very helpful in allowing us to have the children ready to enter the vehicle.</p>

<p style="text-align: center;"><b>Jane Ball Elementary Continued</b></p> <p>No cars will be permitted on school property until after 3:00 p.m. to pick up students. The 133<sup>rd</sup> Avenue entrance to the school property will be blocked until 3:00 p.m. The Cedar Lake Police Department will be enforcing traffic on 133<sup>rd</sup> Avenue. Cars will not be permitted to block traffic.</p>	<p style="text-align: center;"><b>Lincoln Elementary Continued</b></p>
<p style="text-align: center;"><b>Arrival and Dismissal of Walkers</b></p> <p>All walkers are to enter and exit through Door B (South Door). They will be dismissed <b>after</b> all of the buses and car riders have been dismissed. They are to proceed directly to school in the morning, and go directly home after school is dismissed. All walkers must have a form on file or they will not be permitted to walk. (Forms are available in the school office).</p>	<p style="text-align: center;"><b>Arrival and Dismissal of Walkers</b></p> <p>All walkers are to enter through Door F during arrival, and exit through Door A at dismissal. They are to proceed directly to school in the morning, and go directly home after school is dismissed. All walkers must have a gold note on file or they will not be permitted to walk. Forms are available in the school office or by visiting the school website.</p>
<p style="text-align: center;"><b>Arrival and Dismissal of Bike Riders</b></p> <p>All bike riders will enter through door A and exit the school building through Door A. Students may not enter the building until 8:20 a.m. Students who ride their bikes to and from school must wear helmets. All bike riders must have a form on file or they will not be permitted to ride their bikes. (Forms are available in the school office).</p>	<p style="text-align: center;"><b>Arrival and Dismissal of Bike Riders</b></p> <p>All bike riders will enter through door F and exit the school building through Door A. Students may not enter the building until 8:20 a.m. Students who ride their bikes to and from school must wear helmets. All bike riders must have a form on file or they will not be permitted to ride their bikes. (Forms are available in the school office).</p>
<p style="text-align: center;"><b>Bus Arrival and Dismissal</b></p> <p>Students riding buses enter and exit the building through Door A (West Door).</p>	<p style="text-align: center;"><b>Bus Arrival and Dismissal</b></p> <p>Students riding buses enter and exit the building through Door F.</p>
<p style="text-align: center;"><b>Early Childhood Development (ECD) Arrival and Dismissal</b></p> <ul style="list-style-type: none"> <li>● If you are dropping off or picking up your child from ECD we would like to ask you to follow the procedures listed below.</li> <li>● Please enter and exit the parking lot behind the school from the entrance on 133<sup>rd</sup> street on the north end of the building.</li> <li>● Please park your car in a parking space along the fence or right behind the building by</li> </ul>	

<p>the sidewalk and walk your child up to door F to drop them off or pick them up.</p> <ul style="list-style-type: none"> <li>• Please proceed slowly through the parking lot since staff, parents and children may be walking through the parking lot at any time.</li> </ul>	
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**Changes to Student’s End of Day Dismissal**

Considering children’s safety needs first, it is important that families maintain consistent routines for children immediately after the school day. Changing school-to-home routines can create extra stress on elementary aged students. Knowing that the school dismisses hundreds of young children in a matter of a few minutes, it is the school’s desire that parents and guardians not change after school plans for the student during the school day.

**Gold Notes**

If your child is changing the way he/she will be going home daily, or if your child is staying for an after school activity, please complete a Gold Note and have your child turn it into his/her teacher the day of the occurrence. (Examples include: riding the bus, car rider, Grand Tots, early dismissal for doctor’s appointments, Boy Scouts, Girl Scouts, Girls on the Run, Young Rembrandts, etc...) You may write multiple dates on the Gold Notes if the program is running for consecutive weeks. Please write exact dates, not just every Monday, etc. Gold Notes can be found in the office of the school or by visiting our website online. If you happen to forget to send it with your child in the morning, the Gold Note needs to be dropped off at school or faxed to the school at (219)374-4430 (Jane Ball) or (219)365-1432 (Lincoln). All Gold Notes must be received in the office **before 12:00 p.m.** so the teacher can accommodate your request. We will not change your child’s transportation without the gold form. This is to ensure the safety of your child.

**Book Rental Fee**

Fees are due at the beginning of the school year. All textbook rental fees will be reevaluated annually. Extra charges may be assessed for lost or damaged books.

**Child Care**

If your child needs extended care, Grand Tots provides before school care beginning at 6:30 a.m. and after school care until 6:00 p.m. This is available on the days we have school. Grand Tots rents space from Hanover Community School Corporation and houses its program in the building. For more information regarding Grand Tots please contact them directly at 374-6025.



### **Elementary Grading System**

The system of grading student achievement at the elementary level ensures that each student's grade accurately identifies his/her degree of performance. Students in grades 1-4 will be assessed based on the following grading scale in all academic areas:

A+	100	Excellent
A	93-99%	Excellent
A-	90-92%	Excellent
B+	88-89%	Good
B	83-87%	Good
B-	80-82%	Good
C+	78-79%	Average
C	73-77%	Average
C-	70-72%	Average
D+	68-69%	Poor
D	63-67%	Poor
D-	60-62%	Poor
F	59%	Failing
INC		Incomplete
EX		Excused

If a student is unable to complete a task due to a health related reason, the student may receive a temporary grade of an "Inc" (incomplete) on a Progress Report or Report Card. A doctor's note will need to be provided to the nurse upon return to school. The teacher will be expected to provide the student with modified work if needed, in accordance with the recommendation stated on the release from the doctor. The teacher will give grades based on all work completion. If a student misses school for a significant amount of time as a result of illness, the student will be given one day for every day missed to complete the work missed. If other arrangements need to be made, the teacher will confer with the principal.

### **Field Trips (2340)**

Educational field trips are considered a vital part of the school curriculum. Students will not be allowed to participate without a signed parental consent form. Deadlines for parent permission and collections will be closely adhered to because of the commitment to the visitation sites. The classroom teacher may ask parents to attend school field trips and help with supervision.

If a student demonstrates unacceptable behavior regularly in the classroom and his/her conduct grade is unsatisfactory, the student may not be able to attend the trip. Parents will be notified of this decision in advance. The student who is staying back must attend school on that day. The principal and classroom teacher will make supervision arrangements.

### **High Ability Learners**

The High Ability Program will be implemented for students in first through fourth grades in the areas of Math and Reading at Lincoln Elementary and Jane Ball Elementary School. Students in grades K-4 will receive reading services in their classroom with their teachers– Guided Reading is taught at a student’s instructional level. High Ability services consist of various programming options, including cluster grouping or a pull out program with a high ability teacher. The program is designed to address the needs of high ability learners. Students will be invited to participate in the program utilizing selected criteria to identify high ability students.

### **Homework (2330)**

Homework is an effective method of providing instructional support. Homework provides practice in the mastery of skills and integration of knowledge. Homework provides an opportunity to develop positive communication between the student and parent, foster self-discipline within each student, and engrains a sense of accountability for each student to take responsibility for his/her own learning. Parents are encouraged to set aside time each night for the purpose of supporting students in the accomplishment of completing their child’s educational task. All students are expected to record and complete assignments in their agenda book. If you have any questions about assignments or homework expectations, you are asked to contact your child’s teacher.

### **Honor Roll**

Each elementary school will have an “A” Honor Roll and an “A/B” Honor Roll for grade 4. An “A” Honor Roll student will be expected to achieve a 90% or above in all academic and non-academic areas. An “A/B” Honor Roll student will be expected to achieve 80% or above in all academic and non-academic areas.

### **Parent-Teacher Conferences**

Parents are welcome to schedule a conference with their child’s teacher at any time. As needed, parents are requested to schedule a meeting with the teacher at least 24 hours in advance with respect to the teacher’s scheduled instructional time. The teacher may also schedule conferences as needed with parents.

### **Promotion, Retention, and Assignment**

All aspects of the student must be considered as grade placements are made. Students not meeting competencies, whether they are local or state-driven, may be considered for retention. A recommendation will be presented by the classroom teacher(s) to the building principal and to the parent(s) or guardian(s). The following definitions are critical:

Promotion- Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria-established in Policy 5410 and restated below.

Placement- Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the teacher recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention- Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the teacher with the concurrence of the building administrator.

**Final decisions on student promotion, placement, or retention rest with the building principal. If the parent disagrees with the decision they are welcome to appeal to the Superintendent of Schools or an administrative designee. The Superintendent will render a final decision and although the parent's point of view will be considered the final decision will always rest with what is best for the child.**

#### **Reporting Student Progress (5420)**

Your child's progress is available anytime on the internet, through PowerSchool, for students in grades 1-4.

Report Cards are issued for every nine week grading period. Progress reports are available online or per parent request at the midpoint of each grading period to all students. At Progress Report time, a Deficiency Report will be issued when a student's grade averages below 70% in any subject. The Deficiency Report will indicate missing assignments and areas needing improvement.

#### **State and Local Student Assessment**

To measure student progress, students will be tested in accordance with state standards and Corporation policy. The Indiana Statewide Testing of Educational Progress (ISTEP+) is required to be taken by students who attend public school in Indiana. This test measures student achievement in Reading, English, Mathematics, Science, and Social Studies (for specified grade levels) in order to determine student performance. Elementary students in grades 3-4 will take the ISTEP+ each school year in the spring. In addition, all third grade students are required to take the I-READ assessment. This assessment measures the foundational reading skills taught in grades K-3. Students are required to receive a passing score on the I-READ assessment in order to be promoted to the next grade level. Exemptions to this requirement will be explained in detail in future correspondence from the school. Students may be required to take additional assessments as determined by the Indiana Department of Education and Hanover Community School Corporation.

## ATTENDANCE

### **Philosophy:**

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

### **Policy:**

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

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

### **Closed Campus:**

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

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

### **Notifying the school:**

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

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

1. The student's full name and grade (Please include the correct spelling of the name).

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

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

**Attendance Office Contact Information:**

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

**Make-up Work:**

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

**Full days & Half days (Elementary only):**

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

**Family Vacations:**

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

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

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

**Planned absences may not be approved under the following circumstances:**

1. During the last two weeks of the first and second semesters.
2. During mandated assessment testing, I-STEP ILEARN, IREAD3, 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. 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).

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].

*The certificate required under this section must be completed and signed by:*

1. Indiana physician; Individual holding a license to practice osteopathy or chiropractic in Indiana;

2. 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 at 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 and will receive a tardy for early 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.

**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.

## **BULLYING POLICY**

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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation,

menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

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.

### **Cyber-bullying Policy Guidelines**

Cyber-bullying creates a hostile, disruptive school environment and is a violation of a student’s right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual’s property; or disrupting the orderly operation of the school, will not be tolerated.

It is a violation of this policy for any student to engage in cyberbullying, or for any employee of the Hanover Schools to condone or fail to report acts of Bullying or Cyberbullying that they witness or become aware of:

- (i) On school grounds;
- (ii) At school-sponsored or school-related activities, functions or programs, whether on or off school grounds;
- (iii) At school bus stops;
- (iv) On school buses or other vehicles owned, leased or used by the school district; or

(v) Through the use of technology or an electronic device owned, leased or used by the school district.

### **Definition of CyberBullying**

Cyber Bullying or Digital Harassment is the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. The online activities used by most students engaged in Cyberbullying include cell phone calls, voice messages, social networking posts, chat room discussions, instant messaging, text messaging and electronic mail. The technologies most often associated with Cyber-bullying are computers, cell phones, personal digital devices, electronic tablets, digital cameras, cell phone cameras, and web-cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Actions that constitute Cyberbullying and Digital Harassment for the purposes of this policy include, but are not limited to:

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

It is also a violation of this policy for any student to engage in Cyberbullying at a location, activity, function or program that is not school-related, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim 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.

Reports of Cyberbullying and Digital Harassment will be promptly investigated. If the school principal or a designee determines that Cyber-bullying or retaliation has occurred, 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 bullying or retaliation.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action including, but not limited to reprimand, detention, loss of privileges, and/or suspension. An educational component will be part of the actions taken. If the false accusations have civil and/or criminal elements then further actions may be taken by appropriate law enforcement agencies.

Any staff member, parent, and/or community member who knowingly engage in false accusations will be subject to appropriate consequences administered by the school system and/or law enforcement agencies. Complaints of bullying 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

### **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.

## **CAFETERIA AND RECESS**

### **Cafeteria**

**Dietary Program and Procedures:** Nutritious lunches and breakfasts are served daily at school in accordance with the state recommended dietary recommendations. Refer to the District Wellness Policy for further details. Students are allowed to participate in the breakfast program from 8:20 a.m. to 8:40 a.m. Parents will be notified of food prices each fall, and the prices are available on the district website. Milk is also available to students who bring their lunches or to those who want extra milk with their meal. No soft drinks or other canned drinks will be permitted in the cafeteria during breakfast or lunch. We encourage the students to participate in our meal card prepayment plan (My Mealtime); however, students are allowed to pay on a daily basis. Money should be delivered to the student's homeroom teacher or taken to the cafeteria in the morning before school begins. Please include the following information on the envelope: student's name, homeroom teacher, "lunch money", and amount enclosed. Please monitor your child's balance to prevent "charges". Notification will be given by the cafeteria supervisor upon balance approaching "\$0". Applications for free or reduced-price meals are available in the office or on our website under the Food Services Department. We expect students to use good behavior and manners in the cafeteria at all times. Due to time limitations, resources, and safety precautions, microwavable lunches or items needing refrigeration will not be permitted for students or their visitors. Parents are encouraged to support good eating habits by supplying nutritious lunches for their

child each day. **No food from outside restaurants will be allowed into the cafeteria during school breakfasts and/or lunches.**

### **Playground Rules**

Children need to wear closed toe shoes with a back in order to play on the playground equipment or play kickball. Children will need to wear winter boots or they will have to remain on the blacktop area when snow is present. Children need to dress appropriately for outdoor play, as they will go outside on most days.

Students are expected to listen and follow directions while on the playground in order to stay safe. Each person is responsible for his/her own safety and is expected to be safe with others during recess.

Violations of the rules on the playground will be handled on an individual basis. Based on the severity of the behavior, consequences will be given by the supervising staff member and/or the principal.

### **Recess and Physical Education Restrictions**

Students will be expected to go outside for recess and participate in Physical Education. A parent may excuse their child from recess or PE for one day with a note explaining the reason for non-participation. After one day, a doctor's note will be required to exempt a student from recess and/or PE.

## **CODE OF CONDUCT**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;
2. during and immediately before and after any School activity at any location;
3. traveling to and from School or to and from a School activity.

### **Violations of the Code of Conduct may be punishable by suspension or expulsion:**

1. knowingly interfering with School purposes or inducing another student to do so;
2. stealing or damaging School property or property of another person;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. possessing, providing or using any substance or any type of paraphernalia



- represented to be a drug or drug-related paraphernalia;
8. possessing or providing an alcoholic beverage;
  9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
  10. possessing, providing, or using tobacco or any tobacco product;
  11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
  12. failing or refusing to comply with directions of an adult supervising a class or school activity;
  13. directing unwelcome statements, communications, or conduct of a sexual nature to another person,
  14. materially altering any School document such as a hall pass;
  15. violating Indiana or Federal law;
  16. leaving a School activity or School property without prior approval of a teacher or supervising adult;
  17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
  18. attempting or conspiring with another person to violate any student behavior standard;

**REVISED TOBACCO AND VAPE POLICY (for 2020-2021)**

I.C. 35-46-1-1.5 Any use, possession or sale of tobacco in any form of 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.

Current Policy	Current Consequence	Recommended Policy	Recommended Consequence
1st Offense	-1 Day ISS and online Vape Ed. course	1st Offense	-1 Day OSS -1 Day ISS (in-school Suspension) at which time student will take an online vape education course, the cost at which will be incurred by the parent.
2nd Offense	-2 Day ISS	2nd Offense	-3 Days OSS -Referral to Quit Now Indiana
3rd Offense	-3 Day OSS and placed on a Form 16	3rd Offense	-5 Days OSS and placed on a Form 16

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.

## **GENERAL SCHOOL INFORMATION**

*Hanover Community School Corporation policies may be viewed in their entirety by referencing the Hanover Community School Corporation NEOLA website at [www.hanover.k12.in.us](http://www.hanover.k12.in.us).*

### **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: 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.
- 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.

### **Emergency School Closing and School Delays Notification**

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

In the event that there is a school closing or a delay of the beginning of school, the following stations will be notified: WMAQ 670, WBBM 780, WZYN 107.1, CBS WGN 720, WJOB 1230, NBC 5, WGN, CBS 2, FOX 32, and CLTV. In addition to this all closings and delays will be posted on the school corporation website by 6:15 a.m. The web site address is: [www.hanover.k12.in.us](http://www.hanover.k12.in.us). You will also be notified by our AlertNow phone system.

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 Alert Now emergency notification system in the event of an early dismissal. Please do not call the school, the principal, or the Superintendent's Office. Telephone lines must be kept open for emergency communications.

### **School Closing**

Students do not report to the building. The building will be closed to everyone, except emergency personnel. School Closings will be announced via radio, television stations, automated phone calls, and the school website. There will be no childcare in the event of a school closing.

### **School Delay**

Bus and building schedules will start one or more hours later than usual. The starting time will be announced via radio, television stations, automated phone calls, and the school website. School dismissal will be at the regular time. School lunches will be served. Childcare will be available.

### **Financial Assistance Program**

To find out about eligibility for financial assistance program (lunch and textbook assistance), parents/guardians must complete the application available in the school office or on the district website under Food Services.

### **Non-Custodial Parents**

In the event that both parents do not live in the same household or are legally separated, documentation needs to be made available regarding important information pertaining to the care of the child during the school day. If one parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a certified copy of the custody order. The custodial parent must also inform the school, in writing, of any restrictions and/or limitations in the rights of the non-custodial parent. A non-custodial parent, unless restricted by a court order, will be given access to the student's cumulative file, including report cards and disciplinary actions. The non-custodial parent may not visit with the student during the school day without the knowledge of the custodial parent. The visiting parent must follow the building Visitor's Policy. The student will not be released to the non-custodial parent unless written permission is given by the court or by the custodial parent.

### **School Visitor Policy (9150)**

Parents may visit the school and participate in various activities. Anyone who is not a regular staff member or student of the school will be termed a "visitor".

To verify that the instructional process remains uninterrupted, visitors (including visitors during lunchtime) are expected to follow the following procedures:

**ALL VISITORS ARE EXPECTED TO COMPLETE A SAFE VISITOR APPROVAL UPON VISITING THE SCHOOL. VOLUNTEER FORM AND BACKGROUND CHECK FORM PRIOR TO VISITING THE SCHOOL. Hanover School Corporation is only able to complete background checks for the State of Indiana. If you are an out of state visitor, you will be required to provide your own criminal background check from your state. Out of state visitors may complete an expanded background check through the Hanover website.**

1. All visitors are expected to report to the main office, sign in, and pick up a visitor badge each time they enter the building. All visitors may be required to scan their driver's license in the front office in the Safe Visitor System.
2. If a parent requests to observe his/her child in the classroom, he/she must contact the child's teacher which is to be observed at least 24 hours in advance to schedule a proper time to observe his or her child's classroom experience. Teachers are not to take class time to discuss individual matters with visitors. Visits shall be limited to one hour per teacher per visit unless the teacher feels a longer visit is warranted. Visitors who wish to discuss their visit or any issue with the teacher should make an appointment to meet during non-class time.
3. If a parent is bringing items from home for his/her child (i.e. homework, books, lunches, etc.), the items may be placed on the cart outside of the office. Parents are asked to place the student's name and homeroom teacher's name on the item to be delivered. The office staff will make sure the material gets to its destination. Please bring all money or valuable items into the office and we will deliver them to the child.

4. Parents who have completed their volunteer background checks may visit with their child during lunch. **As we work to develop independence and self-confidence within our students, parents are requested to limit the number of lunch visits with their child. Parents may NOT go to recess with their child due to safety issues.** Parents are expected to sign in at the school office, turn in their driver's license or state identification to the office, receive a name badge, and proceed to the cafeteria. Parents will only be permitted to the cafeteria. Parents must sign out in the office and turn in the visitor's badge prior to leaving. Parents are welcome to purchase a lunch from the cafeteria, but may not bring in food from restaurants and soft drinks. Please contact the cafeteria to order your lunch prior to your lunch visit.

### **Transportation**

Parents/guardians have the responsibility of supervision of their child until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Parents/guardians must understand students are under the jurisdiction of the school while going to and from school. In view of the fact that a bus is an extension of the classroom, the Hanover Community School Corporation shall require children to conduct themselves on the bus and at the bus stop in a manner consistent with the established standards for classroom behavior. In cases where children do not conduct themselves properly on the bus, such instances are to be brought to the attention of the building principal by the bus driver. Children who become a serious discipline problem on the school bus may have riding privileges suspended by the driver, transportation coordinator, and/or principal. In such cases, the parents/guardians of the child involved become responsible for the safe transportation of the child to and from school. If, in an emergency, a student is to ride a different bus after school, a note is required from the parent/guardian to the transportation coordinator and/or principal explaining the emergency in advance. If permission is granted, the principal will issue a temporary student bus pass which must be presented to the bus driver upon entering the bus. The principal has final authority to decide whether or not circumstances are of an emergency nature.

### **Bus Rules**

School bus drivers are to have control of all school children conveyed by bus. The drivers shall keep order, maintain discipline among the children on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under their charge. School bus drivers shall assure that the following regulations are observed by all passengers.

1. Each student shall be seated immediately upon entering the bus, and in some cases, in a seat assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. No students shall enter or leave the bus until it has come to a full stop, and the door has been opened by the driver.

6. All students who are required to cross a highway before boarding or while leaving a school bus shall move at least ten (10) feet in front of the bus before crossing the highway.
7. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
8. Students are required to ride the bus to which they are assigned. Changing buses in an emergency will be allowed only by a temporary student bus pass issued from the principal or transportation coordinator.
9. Busing changes will not be permitted for such activities as parties, childcare, scouts, group projects, athletic practices, etc. Permission may only be granted in advance to accommodate long-term, consistent student's needs within the student's attendance district.
10. Students causing problems on the bus may face suspension from riding to and from school on the bus. This may include suspension from school.
11. No eating or drinking is allowed on the bus.
12. No medication, except authorized inhalers and Epi-pens, will be allowed to be transported to or from school by students riding on Hanover Community School Corporation buses.
13. No animals may be transported to or from school by bus.
14. Large items, projects, dangling keychains, or items that could be harmful to others or damage property are not allowed on the bus.
15. Water balloons, eggs, shaving cream, squirt guns, skates, skateboards, roller blades, laser pointers, or any objects deemed inappropriate will not be allowed on the bus. Any such item brought on the bus will be confiscated.

If any student disobeys these rules, the following actions may take place. The first incident will result in the minimum of a written warning which will be mailed home to the parent/guardian and will require a signature and will need to be returned to the school office or bus driver. A second notice will be mailed home and parent/guardian will be required to sign the conduct form and return to the school office or bus driver. If a third incident occurs, the student will be suspended from riding the bus for a minimum of two (2) days, and parents will be required to provide transportation to and from school. After the fourth referral, a student may be suspended from the bus for five (5) days. After the fifth referral, a student may be suspended from riding the bus for up to two (2) grading periods. Returning bus students will remain on probation for up to two (2) additional quarters.

### **Treats**

Parents are asked when bringing in treats, that they follow the district Wellness Policy in providing healthy snacks for our students in celebration of special events. **The Hanover Community School Corporation only allows commercially made food items to be brought into the school. All birthday treats to be distributed to the class must be store bought.** Homemade items will be sent home with your child. A list of snack items

to purchase from our school cafeteria is available through food services. Specific information regarding how this system works will be made available to parents at the beginning of the school year. Celebration of student birthdays will be at the discretion of the classroom teacher. If the classroom teacher chooses to permit birthday treats, the homeroom teacher will need to set aside a time during the day to celebrate with his/her class. Food items for this purpose are not permitted in the cafeteria.

## **MEDICAL AND SAFETY**

### **Child Abuse, Neglect & Molestation**

The Statutes of the State of Indiana (IC-31-6-11) mandate that all-public employees report to an authorized agency (The Department of Public Welfare Child Protective Services) any suspected physical, emotional, and/or sexual abuse of a child. Under Indiana Law, failure of any school employee to report such child abuse, neglect, or molestation is a class misdemeanor. Procedures and guidelines have been developed to provide direction for staff members to meet these responsibilities and obligations under the law.

### **Communicable Illnesses/Problems**

Communicable illness/problems are part of school life. Every effort is made to keep parents/guardians informed of possible exposure through notices sent home when a grade level is exposed. If your child is diagnosed with a communicable illness, such as strep throat, chickenpox or head lice, please inform the school immediately. With everyone's cooperation, the spread of these health concerns can be limited.

It is the health policy to exclude from the school any child who has:

- Temperature of 99.6 degrees and above
- Any inflammatory eye condition
- Cough associated with fever or continuous unrelieved cough
- Cold symptoms associated with other signs of illness
- Sore or inflamed throat
- Discharge from ears
- Vomiting or diarrhea
- Undiagnosed skin eruptions or rashes
- Childhood diseases (e.g. measles, mumps, chicken pox, etc.)
- Head lice (Students who have been identified as having lice, must be brought to school by the parent, after treating the lice, and be rechecked. Children with nits or live lice in their hair will not be readmitted to school.)

### **Fire, Tornado, and Lockdown Drills**

Fire drills are practiced at least once a month. The purpose of the drill is to familiarize the students with an efficient method to exit the building. Tornado drills and lockdown drills are practiced at least twice a year. The children are instructed to go to an appropriate area of the building for safety and protection.

### **Health Screenings**

The Indiana State Department of Health mandates health screenings at the following elementary grade levels:

- Vision: Kindergarten, grades 1, 3, 5 (optional)
- Hearing: Kindergarten, grades 1, 4, and all new students

### **Immunizations (5320)**

#### **Children Not Meeting Minimum Immunization Requirements**

Children not meeting minimum immunization requirements may be granted a period of twenty (20) calendar days in which to begin or resume their immunization series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician-or Board of Health-approved schedule, or qualify for an exemption. If the parents/guardians fail to provide immunization documentation or fail to provide a religious objection or medical exemption or fail to meet other requirements, school officials will report the parents/guardians to Child Protective Services and may prohibit the child from attending school.

#### **Exemptions from Minimum Immunization Requirements**

Exemptions may be granted for medical or religious reasons. The parent/guardian is required to submit an annual written request for exemption with the school corporation. A physician is required to sign the request for a medical exemption. The parent/guardian is required to sign the request for exemption for religious reasons. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak. Exemptions must be re-filed on an annual basis.

### **Safe School Committee**

In accordance with State law, there shall be a *Safe School Committee* in each school corporation (see Policy [8400](#) - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **STUDENT BEHAVIOR STANDARDS**

### **Care of Property**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry, electronics, or irreplaceable items should not be brought to School. The School may confiscate such items and parents may be requested to pick them up at the school office.

Cell phones or other electronics must be off and in backpacks during school as well as on the school bus.



Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student behavior Standards.

### **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.

### **Expected Behaviors**

Students are expected to be safe, respectful and responsible:

- A. Act courteously to adults and fellow students;
- B. Be prompt to school and attentive in class;
- C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. Complete assigned tasks on time and as directed;
- E. Help maintain a School environment that is safe, friendly, and productive.

## **SUPPORT SERVICES**

### **Response to Intervention (RTI)**

Assistance for teachers is available through the Response to Intervention program (RTI) for the purpose of establishing a support system to maximize student learning opportunity in the classroom for those children who are struggling academically or are experiencing problems that interfere with learning, such as depression, emotional trauma, peer conflict, or social and emotional problems. A team of teachers discusses strategies, which are designed to support the classroom teacher in assisting a student with their specific area of need. Students may receive pull-out or push-in services to meet their needs in the areas of reading or math. This type of support is available for students in need as evidenced by academic and behavioral difficulties which interfere with the learning process. For more specific information, parents/legal guardians are requested to contact the Building Principal.

### **Special Education**

Services for students with special needs are provided through the Northwest Indiana Special Education Cooperative to those students who qualify. If a student has an Individual Educational Plan, the staff working with the student will have access to the information needed to assist the student. Referrals for new students may be made by the parent or teacher.

## **TECHNOLOGY, VIDEO, TELEPHONE**

### **Acceptable Use Policy/Technology (5543)**

Hanover Community School Corporation recognizes the importance of computer education and computer access in preparing students for the future. Because external networks, such as Internet, offer students unlimited information, network access has been developed and encouraged. An acceptable use policy has been developed to ensure appropriate utilization by students. All students will be expected to sign the acceptable use agreement before using any external network. Violators of the acceptable use agreement will be disciplined as reported in the Student Code of Conduct.

**Terms and Conditions:** The use of school technology equipment, including access to the Internet and e-mail, is a privilege, not a right, and is subject to regulation, denial, and discipline for misuse.

The following fundamental parameters of Hanover Community School Corporation information technology use apply:

1. The use of district technology equipment, including access to external networks, is a privilege, not a right, and is subject to regulation, including denial, and discipline for misuse.
2. All communications, files and equipment usage habits are not private. Any speech created or transmitted via district technology infrastructure does not constitute speech in a "public forum", and is subject to regulation by the administration.
3. Information stored or transmitted on district-owned hardware is not private and is open for review by the Superintendent or person(s) designated by the Superintendent.
4. Defaming a person's character through print or pictures is strictly prohibited.
5. Usage of pictures, images, or information regarding students, staff, faculty or members of the administration is prohibited, without the express consent of said individual(s).
6. All images, graphics, information and content collected and published on the hanover.K12.in.us web server is copyright protected and may not be used without the express written consent of the Superintendent of schools.
7. Users must not share their password or username/ID.
8. By-passing the internet content filter without the express permission of the Superintendent of schools is prohibited and subject to sanction. Unauthorized access to information technology equipment – including so-called "hacking" – is prohibited and subject to disciplinary action.
9. Installation of any/all software – unless expressly approved by the District Technology Coordinator – is prohibited and subject to disciplinary measures as outlined in the Acceptable Use Policy.
10. Violations of the network policy may result in any of the following:  
.

Suspension from Internet usage;  
Revocation of the privilege to use the Internet;  
Loss of network privileges;  
Disciplinary action in the form of a reprimand;  
If there is a reprimand on file, the offense will be considered insubordination and the person may be terminated from employment with Hanover Community School Corporation.  
Referral to local law enforcement authorities.

Hanover Community Schools makes no warranties of any kind, whether implied or not implied, for the services it is providing. Hanover Community School Corporation is not responsible for any damages you may suffer with regard to equipment or network malfunction. This includes loss of data resulting in delays, non-deliveries, or service interruptions caused by its own negligence or omissions. Use of any information obtained via the Internet is at your own risk. Hanover Community School Corporation specifically denies any responsibility for accuracy or quality of information obtained through its services.

Security on any computer system is a high priority, especially when the system has many users. If you feel you can identify a security problem, notify a district administrator or our District Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual.

#### **School Sponsored Publications/Productions (5722)**

School publications shall include any audio, visual or written material such as tapes, banner, films, pamphlets, notices, newspapers, books or like material. Productions include theatrical performances as well as impromptu dramatic presentations. The Board and administration reserves the right to designate and prohibit the publications and productions that violate the rights of others. Parents will be required to complete a publications policy, indicating parent agreement or disagreement with using a student's picture or interview for local media.

#### **Telephone Usage**

If a need arises for a student to contact his/her parent, during the school day or school activity, students are expected to use the school's telephone, not a personal cell phone, with the permission of an adult. The use of the phone is a privilege and should be used when the call is a necessity.

#### **Video Surveillance and Electronic Monitoring (new policy 7440.01)**

The School Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the Corporation and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

**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. Rated 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 (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 Mary Tracy-MacAulay, Section 504/ADA Coordinator

(219) 374.3500

9520 W. 133rd Avenue, P.O. Box 645

Cedar Lake, Indiana 46303

## 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.

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: Mr. Thomas Taylor
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: Carol Kaiser, 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 (FERPA) 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 Mary Tracy-MacAulay, Section 504/ADA Coordinator

(219) 374.3500

9520 W. 133rd Avenue, P.O. Box 645

Cedar Lake, Indiana 46303

## **SECTION VI - TITLE I DOCUMENTS**

### **Parents' Right-to-Know**

Dear Parent/Guardian:

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001, this law was reauthorized and is now called the No Child Left Behind Act (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers.

To that end, any parent may request, and Hanover Community School Corporation will provide, information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether your child's teacher has met the State qualifications and licensing criteria for the grade level and subject areas in which the teacher is providing instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher, any other graduate certification for degree held by the teacher, and the field of discipline of the certification for degree.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.
- Given notice when your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of Title I parents, please visit the United States Department of Education Web site at [www.ed.gov/nclb](http://www.ed.gov/nclb). By collaborating, families and educators can provide your child with the best education possible.

Hanover Community School Corporation is pleased to be working with you to make this year a success for your child. Please contact your teacher, Title I instructor or myself if you have any further questions regarding your teacher's qualifications.

Sincerely,

Title One Director/ Principal



## **PARENT PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- I. The school expects the parents to be involved in the program, including their participation in the development of the plan;
- II. Meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the school may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
- III. Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- IV. Opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- V. Parents will be involved in the planning, review, and improvement of the Title I program;
- VI. Information concerning school performance profiles and their child's individual performance will be communicated to parents;
- VII. Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- VIII. Timely responses will be given to parental questions, concerns, and recommendations;
- IX. An annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- XI. Educate parents with assistance of teachers, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between them and the school.
- XII. The parental involvement plan will be coordinated with other programs, such as Head Start, Local Preschool Programs, Parents as Teachers, and Home Instruction for Preschool Youngsters.

# Hanover Community School Corporation

## Title I Parent Compact

The *Hanover Community School Corporation Title I Compact* is a school-parent document that outlines the responsibilities of parents, students, and school staff in helping children improve their academic performance and achievement.

The Title I Program will provide high quality curriculum and instruction in a supportive, individualized learning environment that will promote student progress. The program will:

1. Coordinate parent trainings through presentations, workshops, and conferences.
2. Provide parents with educational materials such as book recommendations, newsletters, and journal articles.
3. Seek parental input and feedback regarding programs and services to ensure quality and effectiveness of programming.
4. Provide assistance to parents in understanding the State's academic content standards, the State's student academic achievement standards, and State and local assessment tools.
5. Provide direct information related to the school and parent programs in an understandable and readable format, in the parent's native language, whenever possible.
6. Assure each student equal access to quality learning experiences appropriate to his/her development.

Parents recognize the importance of parent participation within the school and understand that their involvement in their child's education will support academic achievement. In this regard, parents will:

1. Strive to participate in school meetings and workshops focused on literacy development.
2. Strive to participate in general school functions and conferences.
3. Access available school correspondence and information.
4. Provide feedback and input to school personnel regarding student learning and literacy.
5. Emphasize healthful habits at home including adequate sleep and nutrition.
6. Strive to build good communication with children regarding the importance of a

commitment to school, including regular school attendance and completion of schoolwork.

Students demonstrate through their daily efforts that their education is important. In this regard, students agree to carry out their responsibilities in the following ways:

1. Attend school regularly and complete required schoolwork.
2. Strive to demonstrate appropriate citizenship skills at all times.
3. Strive to develop good decision-making and communication skills at home and at school.
4. Strive to utilize self-advocacy strategies.

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April 2020

AHERA ANNUAL NOTICE  
HANOVER COMMUNITY SCHOOL  
CORPORATION

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

These include but are not limited to:

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

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building which is located at 9520 West 133<sup>rd</sup> Avenue, Cedar Lake Indiana 46303. The telephone number is (219) 374-3500. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Steve Goff at the above telephone number during regular business hours.

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

**Hanover Central High School and Jane Horton Ball Elementary School**

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2020/2021 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed online.

- \* The next required triennial re-inspection will be performed in May 2021.
- \* The required six-month periodic surveillance was performed in November 2019.
- \* Projects scheduled for 2020/2021 with possible asbestos abatement: Hanover Central High School.
- \* The required six-month periodic surveillance activities are scheduled for May and November each year.

School facilities and buildings that are asbestos free and require no surveillance or reinspection are:  
**Administration Building, Lincoln Elementary School and Hanover Central Middle School**

EXHIBIT A

We would suggest that you consider printing the following:  
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

2020-2021

Hanover Community School Corporation  
Elementary Student Handbook Agreement Page

Please turn this form into your homeroom teacher by the end of the first full week of school.

I have read the Hanover Elementary Student Handbook, including the Title I documents enclosed, and understand its contents. I will maintain responsibility to abide by these policies and guidelines. If I do not understand any of the content contained in this handbook, I will communicate with the teacher or school principal to receive clarification. I understand that my child will be subject to consequences upon violation of the expectations contained in this handbook.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher initials/ Date received