

# Hanover Community School Corporation

## Red Cedars Elementary School



### Student Handbook 2023-2024

**Home of the Bobcats**  
**10635 W 141st Avenue**  
**Cedar Lake, IN 46303**  
**219-587-3400**

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Mr. Kevin McBride, Assistant Principal	219-587-3402
Miss Violet Ploszaj Counselor	219-587-3400 x.3411
Mrs. Katie Camus, Social Worker	219-587-3400
Mrs. Lisa Koester, Secretary	219-587-3401
Mrs. Sarah Gill, Bookkeeper	219-587-3400 x.3412
Mrs. Lynn Lang, Nurse	219-587-3404
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Mission: Making a difference... Realizing potential.

Vision: Paving a path for individual student aspirations that produce productive, caring members of the community who will positively impact the world around them.

Belief Statements:

- We support students by creating multiple pathways for their learning and development in becoming productive citizens.
- We support students in their learning and growth through a challenging curriculum, transparent communication, and the collaborative efforts of staff, parents/guardians, and the community.
- We support students and staff by ensuring a safe and collaborative learning environment.
- We support students by fostering an environment that values integrity, respect, accountability, and high expectations.
- We support students by demonstrating fiscal responsibility that affords them with a variety of opportunities.
- We support students by creating community partnerships that provide opportunities to enrich their lives.

School Mascot: Bobcat

School colors: Cardinal Red & Columbia Blue

Red Cedars Pledge

I am a Red Cedars 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 Red Cedars learner.

I am a unique and

important person.

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 director.
↓	↓	↓
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 assistant 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 Assistant Superintendent.	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 Assistant Superintendent.

**Arrival & Dismissal**

Students are expected to be in their classrooms by 7:50 am. Car rider doors close at 7:45 am. Dismissal begins at 2:40 pm. Students are to be picked up no later than 2:50 pm.

School starts promptly at **7:55 am**. 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 arrives after 7:45, you are required to park your vehicle, walk your child into the front of the building (Door A), 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.

**Car Arrival**

Students are expected to be in their classrooms by 7:50 am. Car riders will enter the school property by driving on the East side of the building, and around the perimeter road. Students

will enter the building at Door B. Parents are expected to stay in their cars and students will exit when prompted by school staff. Students cannot be dropped off at the office, unless approved by administration for student helper reasons. No drop offs can occur at the office door before 7:45 am.

Students may not be dropped off before 7:25 am for any reason. Breakfast will be served until 7:45 am. The door will close at 7:45 am., when the first bell rings. At that time, parents will need to enter the building through the office door and sign their children into school. Students will be marked tardy if they are not to class by 7:55 am.

### **Car Dismissal**

Students will be dismissed beginning at 2:40 p.m, or as soon as buses are clear, through Door B. Drivers will enter the school property on the East side and follow the perimeter road around the building. Parents are expected to 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.

Car riders will not be permitted to exit the building out of any door except designated car rider door. After 2:50, parents will need to enter the school through the office door to pick up their children. Late pick ups require a sign out.

No cars will be permitted on school property until after 2:00 pm. to pick up students. The Cedar Lake Police Department will be enforcing traffic on school property. Cars will not be permitted to block traffic.

### **Arrival and Dismissal of Walkers/Bike Riders**

All walkers are to enter and exit through the designated door. They are expected to arrive at school by 7:45 am. They are to proceed directly to school in the morning, and go directly home after school is dismissed. All walkers/bike riders must have a form on file or they will not be permitted to walk. (Forms are available in the school office). To qualify as a walker or bike rider, the student cannot be picked up by a car on HCSC property.

### **Bus Arrival and Dismissal**

Students riding buses enter and exit the building through the designated door. Students are expected to walk safely and be respectful of school rules and expectations before and during procedures for loading, unloading, and riding the bus.

### **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. 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 note. This is to ensure the safety of your child. At the beginning of the year, the default dismissal for every student is the bus. If your child will be a car rider daily, a one time gold note can be filled out and turned in to the teacher.

**Child Care**

If your child needs extended care, Grand Tots will be 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 219-374-6025.

**Academics**

**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 3-5 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.

**High Ability Learners**

The High Ability Program will be implemented for students in third through fifth grades in the areas of Math and English Language Arts. High Ability services consist of 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, fosters 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**

Red Cedars will have an Honor Roll. An 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, which may include district scheduled parent teacher conferences.

**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 Schoology, for all students. Final grades are posted in Powerschool and Schoology every nine weeks. Report cards are not printed. Progress reports are available online or per parent request at the midpoint of each grading period to all students.

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

To measure student progress, students will be tested in accordance with state standards and Corporation policy. Indiana Learning Evaluation Assessment Readiness Network (ILEARN) 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 3-5 will take the ILEARN 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.

#### **Book Rental Fee**

Senate Bill 395 requires each public school to provide curricular materials at no cost to each student enrolled in the public school.

Students are responsible for all books, materials, supplies, and equipment assigned to them or provided for their use. Abuse or loss of such items will result in payment for the lost or damaged items and possible disciplinary action.



### **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.

## **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).



### **Hanover Community Schools Attendance**

Good attendance is essential if students are to achieve success and reach their potential.

- The Indiana Compulsory Attendance Law requires students to be in school for 180 days during the academic 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].
- Regular school attendance is required of all children from ages seven to eighteen.[Indiana Code 20-33-2-3].
- A child of school age shall attend the school in the attendance area where 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.

Students must attend each school day to make sure to complete all of their education. Many critical educational pursuits result from active participation in the classroom and other school activities, which individual study cannot replace.

The district's focus on developing employability skills for ALL HCSC students requires developing a high-quality work ethic and dependability, which will be a significant factor in their success with future employers.

Regular school attendance is required of all extra-curricular activity participants. Students must attend school the entire day of an event to participate. If a student is sent home by the nurse, he/she may not return to school or any school-sponsored activity that day. An administrator may grant exceptions for unusual circumstances; however, this permission must be prearranged.

### **ABSENCES - REPORTING**

If your child must be absent, please phone the school office at most 30 minutes after the start of classes on the day the student is absent. A note is optional if phone contact is made. This procedure was established as a safety measure for the children. If you know your child will be absent, please send a note before the absence.

**Absences of more than three days in a row require a doctor's note.** If your child is absent five days or more in one grading period and/or their absences reach a total of ten days at any time during the school year, parent notification will be made. Furthermore, excessive absenteeism may result in a referral to an attendance officer, child protective services, suspension, expulsion, or failure to qualify for promotion to the next grade.

### **ABSENCE DUE TO VACATION**

The office is frequently asked to approve a student's absence for family vacations. The Hanover Community School Corporation policy indicates that a family vacation **is not an acceptable reason for student absence and will apply to the 10-day absences.** Students will be responsible for assignments upon their return; any tests missed during the vacation time will be rescheduled at the teacher's discretion. Teachers have no obligation to provide work before the child leaves.

### **STATE EXEMPT ABSENCES**

An exempt absence is an absence in which the student is excused from school and is NOT to be counted as absent.

**According to the state of Indiana, Exempt Absences are:**

1. Serving as a page or honoree of the General Assembly
2. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
3. Subpoenaed to testify in court
4. Serving with the National Guard for no more than ten days
5. Serving with the Civil Air Patrol for up to 5 days
6. Approved Educational Related Non-Classroom Activity
7. The student, or a member of the student's household, exhibits or participates in the

Indiana State Fair for educational purposes

### **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. 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.

### **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

Red Cedars Elementary School: 587-3408

### **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. Students will have the same number of days that were missed to make up their work (if they missed 2 days, they have 2 days to complete the work and turn it in).

### **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, 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.

### **Attendance Procedures**

All student attendance records, including 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.

### **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.

### **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 combination with parent contact.

### **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 7:55 am when the 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:

1. 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

2. 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:

1. Places the targeted student in a reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. 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":

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. 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.
4. 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.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. 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:

1. On school grounds;
2. At school-sponsored or school-related activities, functions or programs, whether on or off school grounds;
3. At school bus stops;
4. On school buses or other vehicles owned, leased or used by the school district; or
5. 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:

1. Sending crude, or offensive messages
2. Spreading false rumors
3. Creating web pages or posts that have stories, cartoons, pictures, and jokes designed to harass, intimidate or ridicule others,
4. Engaging someone in electronic communication, with the intent to deceive that person into revealing sensitive personal information and forwarding that information to others
5. 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,
6. 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:

1. take appropriate disciplinary action, or notify law enforcement;
2. notify the parents or guardians of the perpetrator; and

3. 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 engages 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 7:25 am to 7:45 am. 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. 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. 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 are expected to wear closed toe shoes with a back in order to play on the playground equipment or play kickball. Children are expected 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**

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.

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	-3 Days OSS -Referral to Quit Now Indiana
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 21 years old commits a Class C Infraction if he/she purchases, accepts, or possesses tobacco. Anyone using or possessing a vape containing THC will be placed on suspension up to expulsion and law enforcement will be notified.

**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.

A student shall wear no item, that because of its fit, texture, or design exceeds acceptable standards of decency.

- Garments that reveal bare midriffs, backs, or excessive amounts of skin

- Sunglasses are not to be worn in the building, except when entering or leaving the building
- Jackets and coats designed for outdoor use must be above thigh in length
- 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

*The school administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.*

### **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 canceled. 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.

### **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.

### **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. Students may use cell phones on buses for games, music, and communication ONLY. Cell phones are to remain muted or used with headphones.
2. No food allowed. Students may drink water only. Metal straws are prohibited.
3. No screaming, yelling, play-fighting, or fighting. Students need to stay in their seats, remain seated, facing forward at all times.
4. No use of profanity, gestures, name-calling, or bullying. BE RESPECTFUL
5. No throwing objects around the bus or outside the bus
6. No objects, body parts, or yelling outside of the bus windows.
7. No large items that cannot fit on your lap or in front of you.

*ALL SCHOOL HANDBOOK RULES ARE IN EFFECT ON ALL HANOVER COMMUNITY SCHOOL BUSES. PROFANITY TO A SCHOOL EMPLOYEE IS GROUNDS FOR IMMEDIATE SUSPENSION.*

### **Hanover Community Schools Bus Consequences**

**1st Incident:** *DRIVER gives to Transportation Director documented in PS.*

- Minor offenses phone call home to the parent guardian. Documents not sent to RCE and Secondary schools
- ***RCE and Secondary Transportation notifies parents.***
- ***Jane Ball and Lincoln ONLY write-ups are given to the principal for the principal to notify parents.***

**2nd Incident:** *Transportation notifies Administration, Administration contacts parents.*

- Elementary: Recess or Lunch Detention
- RCE: 1-day bus suspension



- Secondary: 1-day bus suspension

**3rd Incident:** *Transportation notifies Administration, Administration contacts parents.*

- Elementary: 1 day off
- RCE: 3 days off
- Secondary: 3 days off

**4th Incident:** *Transportation notifies Administration, Administration contacts parents.*

- Elementary: 5 days off
- RCE: 5 days off
- Secondary: 5 days off

**5th Incident:** *Transportation notifies Administration, Administration contacts parents.*

- Elementary: Same as secondary
- RCE: Same as secondary
- Secondary: A student will be suspended from riding for up to 2 grading periods. When the student returns, he/ she will remain on probation for up to 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: Grades 3 and 5 (optional)
- Hearing: Grade 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. (unless given permission by bus driver).

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:

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

### **Disciplinary Guidelines**

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>1. Academic Dishonesty/Plagiarism, Cheating, Falsification</b>	No credit Conference - Expulsion Teacher call parents	No credit Suspension - Expulsion Administrator call parents		

<b>2. Act of Disruption</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>3. Alcohol Use/ Possession</b> IC 7.1-5-7-7	10 Days OSS Pending Expulsion Police Involvement			
<b>4. Arson</b> IC 35-43-1-1	10 Days OSS Pending Expulsion Police Involvement			
<b>5. Bullying</b> IC 20-33-8-0.2 & IC 20-33-8-13.5	Conference – Expulsion			
<b>6. Bus Misconduct</b> See district guidelines	Warning	1 Day bus suspension	3 Day bus suspension	5 Day bus suspension
<b>7. Cafeteria Misconduct</b>	Conference	Lunch detention-ISS	ISS-OSS	
<b>8. Computer Piracy/Misuse</b>	Detention – Expulsion Equipment Restrictions Possible fine			
<b>9. Display of Affection</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>10. Disrespect/Defiance</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>11. Disruptive &amp; Dangerous Items</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>12. Dress Guidelines</b>	Warning – Expulsion Clothing Change			
<b>13. Drug Sale or Delivery</b> IC 35-48-4-4.5	10 Days OSS Pending Expulsion Police Involvement			
<b>14. Drug Use/ Possession</b> IC code varies dependent on drug	10 Days OSS Pending Expulsion Police Involvement			
<b>15. Electronic Device</b>	Warning	Conference Device returned at end of day	Detention Parents to pick up device	1 Day ISS
<b>16. Extortion/ Intimidation IC 35-45-2-1</b>	Detention - Expulsion			
<b>17. False Alarms (False Reporting or Informing) (fire/911)</b> IC 35-44-2-2	5 Days OSS Police Involvement	10 Days OSS Pending Expulsion Police Involvement		
<b>18. Fighting – Physical or Verbal</b> IC 35-45-1-3	ISS-3 Days OSS	3-5 Days OSS	5 Days OSS-Expulsion	
<b>19. Forgery</b> IC 35-43-5-2(b)	Detention - Expulsion			
<b>20. Gambling</b> IC 35-45-5-2	Conference - OSS			
<b>21. Gang, Cult and Occult Activity</b> IC 35-45-9-3	Detention - Expulsion			
<b>22. Harassment</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS

<b>23. Indecent Exposure – IC 35-45-4-1</b>	OSS - Expulsion			
<b>24. Insubordination</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>25. Lewd, Indecent and Offensive Behavior</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>26. Look-Alike Drugs</b> IC 35-48-4-4.6	10 Days OSS Pending Expulsion Police Involvement			
<b>27. Missed Office Detention/Extended Day Detention</b>	Extended Day – OSS			
<b>28. Misuse of Equipment</b>	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>29. Obscenity</b> IC 35-49-2-1	Conference-Lunch detention	Lunch detention-ISS	Detention-ISS	ISS-OSS
<b>30. Obscenity vs. Teacher / Staff Member</b> IC 35-49-2-1	ISS	1-3 Days OSS	3-5 Days OSS	
<b>31. Physical Aggression</b>	Lunch Detention-ISS	ISS-OSS		
<b>32. THC Possession</b>	10 OSS Possible Expulsion			
<b>33. Theft IC 35-43-4-2</b>	Return Item/Restitution Suspension – Expulsion Police Involvement			
<b>34. Tobacco Use / Possession</b> IC 35-46-1-10.5	1 day OSS 1 day ISS with online Vape Educate course	3 days OSS Referral to Quit Now Indiana	5 days OSS Form 16	
<b>35. Vandalism</b> IC 35-43-1-2(a)(1)(A)(i)	Restitution 1-5 Days OSS Expulsion	Restitution 10 Days OSS Pending Expulsion		
<b>36. Weapons - Possession</b> IC 20-33-8-16	3 Days OSS Possible Police Involvement	5 Days OSS Possible Police Involvement	10 Days OSS Pending Expulsion Police Involvement	
<b>37. Thirty (30) Demerit Points – Habitual Offender</b>	3 Days OSS			
<b>38. 10-Day OSS Rule</b>	Expulsion for Remainder of School Year			

## 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.
9. Unauthorized access to information technology equipment – including so-called "hacking" – is prohibited and subject to disciplinary action.

10. 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.

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.

### **Chromebook Policies**

Students are expected to come to school with their Chromebook charged every day. Upon arriving at their morning designated space, students need to check their battery percentage. If the battery is below 40% they will need to go to the tech bay to get a loaner for the day. Tech bay is open for loaners from 7:30-8:00 each morning.

Consequences for not having Chromebook/fully charged

1st, 2nd, and 3rd offense: Warning

4th: Detention

5th: Detention

6th: Loss of take home privilege

### **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:

1. Recruitment, advertising, job application, and employment procedures;
2. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
3. Rate of pay or any other form of compensation and changes in compensation;
4. Job assignments, job classifications, organizational structures. Position descriptions, lines of progression, and seniority lists;
5. Leaves of absence, sick leave, or any other leave;
6. Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
7. Selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
8. Activities sponsored by a covered entity including social and recreational programs;
9. 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 Dr. Mary Tracy-MacAulay, Section 504/ADA Coordinator

(219) 374.3500

14525 Wicker Avenue

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: Dr. Mary Tracy-MacAulay
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:

- a. Public service announcement in local newspapers;
    - i. Announcement in local school systems; and,
    - ii. Posted notice in each public school building.
  - b. Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook
6. Hanover has established the following grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act. [FERPA].)
  - a. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
  - b. Such claims must be made in writing and filed with the following individual: Superintendent or designee, HCSC, 14525 Wicker Avenue 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 local school district shall make its decision in writing within fifteen (15) days after the hearing.
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 Dr. Mary Tracy-MacAulay, Section 504/ADA Coordinator

(219) 374.3500

14525 Wicker Avenue

Cedar Lake, Indiana 46303

April 2023

**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 14525 Wicker 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 (ASHERA) 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 2023/2024 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 2024.

\* The required six-month periodic surveillance was performed in November 2022.

\* The required six-month periodic surveillance activities are scheduled for May and November each year. Planned renovations were completed in the 2022/2023 school year.

School facilities and buildings that are asbestos free and require no ASHERA surveillance or reinspection are listed below. NESHAP asbestos inspections may be necessary prior to renovation or demolition in these buildings:

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.

2023-2024

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, 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