



# **Student Handbook 2025-2026**

**HANOVER CENTRAL HIGH SCHOOL**

**STUDENT / PARENT HANDBOOK**

**10120 W. 133<sup>rd</sup> Avenue**

**Cedar Lake, IN 46303**

**(219) 374-3800**

**Student Day: 8:05 a.m. – 2:50 p.m.**

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

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## **MISSION STATEMENT**

Hanover Central Senior High School

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

## **VISION STATEMENT**

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

## **STATEMENT OF BELIEFS**

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

**HANOVER CENTRAL HIGH SCHOOL**  
**Points of Contact**

**Hanover Community School Corporation**

**(219) 374-3500**

Dr. Mary Tracy-MacAulay	Superintendent	<a href="mailto:mtracy@hanover.k12.in.us">mtracy@hanover.k12.in.us</a>
Mr. Phil Misecko	Asst. Superintendent	<a href="mailto:pmisecko@hanover.k12.in.us">pmisecko@hanover.k12.in.us</a>
Mr. Adam Minth	Asst. Superintendent	<a href="mailto:aminth@hanover.k12.in.us">aminth@hanover.k12.in.us</a>
Sgt. Mike O'Donnell	Dir. of School Safety and Security	<a href="mailto:modonnell@hanover.k12.in.us">modonnell@hanover.k12.in.us</a>
Mrs. Michelle Philipp	Director of Nutrition Services	<a href="mailto:mphilipp@hanover.k12.in.us">mphilipp@hanover.k12.in.us</a>
Mrs. Beth Rufo	Director of Transportation	<a href="mailto:brufo@hanover.k12.in.us">brufo@hanover.k12.in.us</a>

**Hanover Central High School**

**(219) 374-3800**

Ms. Tami Kepshire	Principal	<a href="mailto:tkepshire@hanover.k12.in.us">tkepshire@hanover.k12.in.us</a>
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Mr. Brian Parker	Assistant Principal	<a href="mailto:bparker@hanover.k12.in.us">bparker@hanover.k12.in.us</a>
Mr. Tony Bartolomeo	Dean of Students	<a href="mailto:tbartolomeo@hanover.k12.in.us">tbartolomeo@hanover.k12.in.us</a>
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Ms. Megan Kaczmariski	Asst Athletic Director	<a href="mailto:mkaczmariski@hanover.k12.in.us">mkaczmariski@hanover.k12.in.us</a>
Mrs. Heather Himes	Social Worker	<a href="mailto:rcaban@hanover.k12.in.us">rcaban@hanover.k12.in.us</a>
Mrs. Monica Nelson	School Counselor	<a href="mailto:mnelson@hanover.k12.in.us">mnelson@hanover.k12.in.us</a>
Mrs. Megan Smith	School Counselor	<a href="mailto:msmith@hanover.k12.in.us">msmith@hanover.k12.in.us</a>
Mr. Cody Tatro	School Counselor	<a href="mailto:ctatro@hanover.k12.in.us">ctatro@hanover.k12.in.us</a>

## SCHOOL SONG

**(Everyone must stand when the school song is played)**

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



### **School Colors**

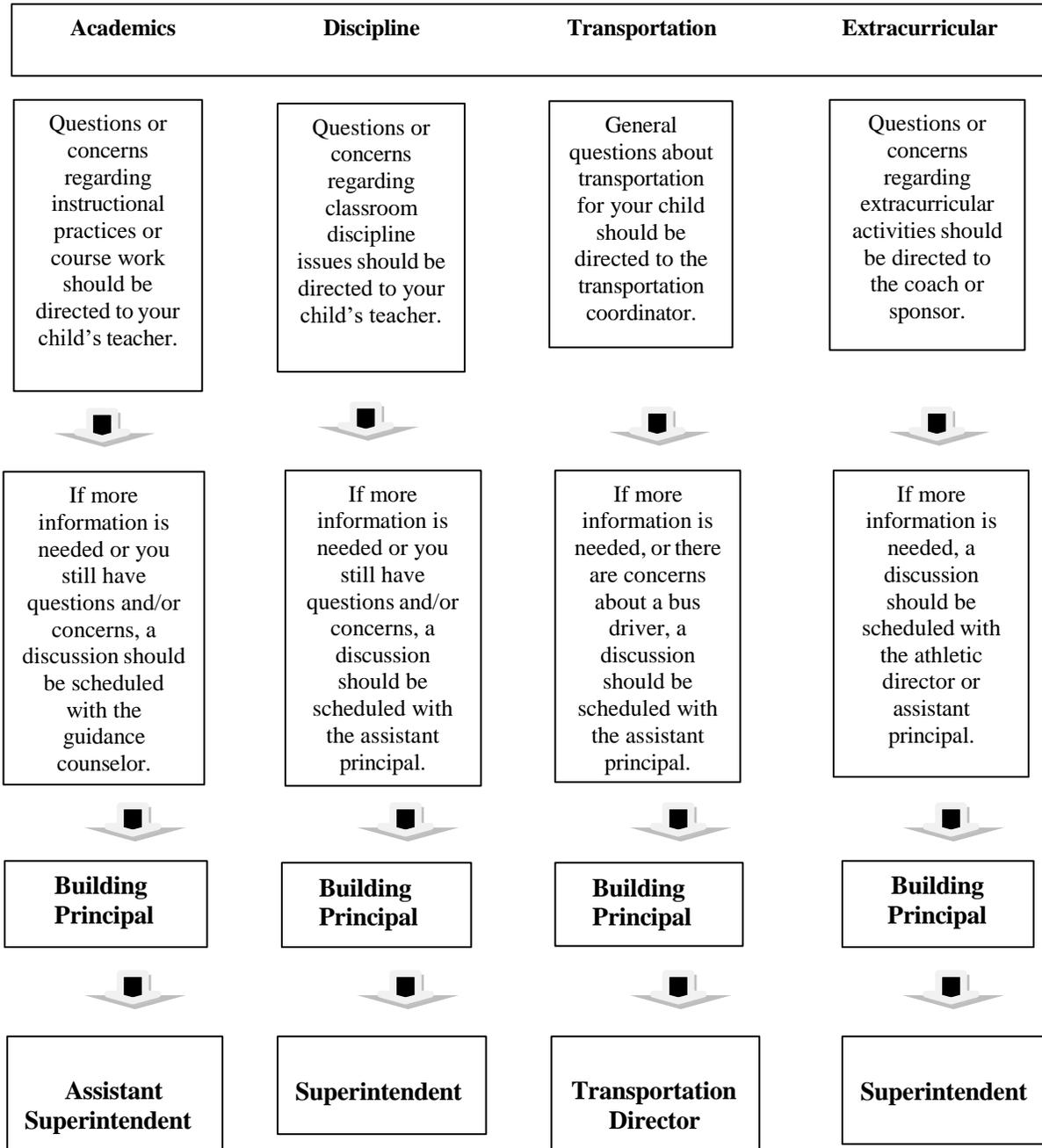
Cardinal Red / Columbia Blue

### **School Mascot**

Wildcat

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

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



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

# **I. GENERAL INFORMATION**

## **Academic Progress**

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

## **Advertising**

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

## **Arrival and Departure**

Students may enter the building at 7:30 a.m. but only through the doors in the gym lobby (Door R) and the Performing Arts doors (Door F). On SUCCESS days (M-W-F) students may go directly to a teacher's classroom for extra help or to make-up tests/quizzes. If not participating in SUCCESS, students should go to the cafeteria for breakfast or east gym. At 7:55 am. Students will be released to go to their first class of the day. On T-TH, students will either go to the cafeteria or the east gym. Breakfast will be available at 7:30 a.m. each morning in the cafeteria. School dismisses at 2:50 p.m. at which time students who are not engaged in a valid school activity such as conferences, library study, club meetings, practices, etc., will be expected to leave the building. Hall gates will be locked at 3:00 p.m. Students who will be working with extra-curricular activities, including athletics, should have belongings from their lockers with them at their respective activity. Do not ask to have the gates opened to go to lockers after 3:00 p.m. Students planning to attend extra-curricular events that begin after 4:00 p.m. should go home first and get a ride back to the event. Students in detention should take their belongings with them, as they will not be allowed to return to their lockers.

## **Bell Schedules**

The regular school day is from 8:05 a.m. to 2:50 p.m. A bell to announce the beginning of school will ring at 8:00 a.m.

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

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

**Daily Schedule – 2 Week Rotation – See next 2 pages**

**Week 1**

<b>Columbia Blue Monday</b>	<b>Cardinal Red Tuesday</b>	<b>Columbia Blue Wednesday</b>	<b>Cardinal Red Thursday</b>	<b>Columbia Blue Friday</b>
P1: 8:05am – 9:35am	P5: 8:05am – 9:35am	P1: 8:05am – 9:35 am	P5: 8:05am – 9:35am	P1: 8:05am – 9:35am
P2: 9:40am – 11:10am	P6 (SRT): 9:40am – 11:10am	P2: 9:40am – 11:10am	P6 (SRT): 9:40am – 11:10am	P2: 9:40am – 11:10am
P3: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm	P7: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm	P3: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:3pm Lunch C: 12:45am – 1:15pm	P7: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm	P3: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm
P4: 1:20pm – 2:50pm	P8: 1:20pm – 2:50pm	P4: 1:25pm – 2:50pm	P8: 1:20pm – 2:50pm	P4: 1:20pm – 2:50pm

Week 2

Cardinal Red Monday	Columbia Blue Tuesday	Cardinal Red Wednesday	Columbia Blue Thursday	Cardinal Red Friday
P5: 8:05am – 9:35am	P1: 8:05am – 9:35am	P5: 8:05am – 9:35 am	P1: 8:05am – 9:35am	P5: 8:05am – 9:35am
P6 (SRT): 9:40am – 11:10am	P2: 9:40am – 11:10am	P6 (SRT): 9:40am – 11:10am	P2: 9:40am – 11:10am	P6 (SRT): 9:40am – 11:10am
P7: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm	P3: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm	P7: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45am – 1:15pm	P3: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm – 12:30pm Lunch C: 12:45 pm – 1:15pm	P7: 11:15am – 1:15pm Lunch A: 11:15am – 11:45am Lunch B: 12:00pm – 12:30pm Lunch C: 12:45 pm – 1:15pm
P8: 1:20pm – 2:50pm	P4: 1:20pm – 2:50pm	P8: 1:25pm – 2:50pm	P4: 1:20pm – 2:50pm	P8: 1:20pm – 2:50pm

**Book Rent / Fees**

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.

All damage/lost payments, library obligations, cafeteria accounts, and office obligations must be paid prior to receiving approval for Graduation.

**Cameras**

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

**Change of Address / Health Records**

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

**Clubs and Organizations**

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

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

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

<b>Academic Teams:</b>	<b>Clubs:</b>		
Fine Arts	Art Club	eSports Club	Sports Marketing
History	Book Club	German Club	Student Council
Interdiscipline	Creative Writing	Girls Flag Football	Theater
Language Arts	Debate Club	Girls Who Code	
Math	Dungeons & Dragons	Key Club	
Science	Engineering Club	National Honor Society	
Spell Bowl	Environmental/Garden	Spanish Club	

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

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

### **Daily Announcements**

It is the responsibility of each student to know the content of the announcements each day. Daily announcements will be posted on Schoology. In addition, some announcements are read on the public address system at the end of the day before dismissal.

### **Dances**

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

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

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

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

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

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

**Any student who receives an OSS within 2 months of Prom may not be allowed to attend**

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

### **Directory Information**

The Hanover Community School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work display at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior consent, unless notified in writing.

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

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

In the event that there is a school closing or a delay of the beginning of school, the following stations will be notified: WMAQ 670, WBBM 780, WZYN 107.1, CBS WGN 720, WJOB 1230, NBC 5, WGN, CBS 2, FOX 32, and CLTV. In addition to this all closings and delays will be posted on the school corporation web site by 6:15 a.m. The web site address is: [www.hanover.k12.in.us](http://www.hanover.k12.in.us). You will also be notified by our Alert NOW 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, cancellation, or delay. Please do not call the school, the principal, or the Superintendent's Office. Telephone lines must be kept open for emergency communications.

## **Field Trips**

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

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

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

## **Food and Beverages**

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

## **Fund-Raising**

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

## Hall Passes

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

## Interscholastic Athletics

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

### Fall

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

### Winter

(Boys) Basketball, Wrestling  
(Girls) Basketball, Wrestling

### Spring

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

### Year

(Girls) Cheerleaders  
(Girls) Pom Cats

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

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

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

Students must be passing five classes to be eligible to compete in any extra-curricular activities. Eligibility will be determined at the conclusion of each grading period.

Approximately every three (3) weeks of the grading period, grades will be checked and any athlete failing a class will be **mandated** to attend SUCCESS until the grade is improved.

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

## Library / Media Center Usage

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

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

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

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

Food, candy, gum or drinks are prohibited in the media center and computer lab area.

### **Lockers – IC 20-8.1-5-17**

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

### **Military Recruitment**

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

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

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

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

### **Non-Custodial Parents**

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

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

### **Parental Jurisdiction**

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

## **Parental Rights and Responsibilities**

### ***Family Educational Rights and Privacy Act, 1974***

In compliance with the above act noted, the following policy is proposed, relative to the effective date of the act on November 21, 1974. The school records of students which are open to inspection and review by parents include: any and all official records, files and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

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

- Other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
- Authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) and administrative head of the education agency (as defined in section 409 of this Act), or (iv) State educational authorities, under the conditions set forth in paragraph (3) of this subsection; and in connection with a student's application for, or receipt of, financial aid.

## **Posters**

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

## **Publications**

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

## **School Safety**

### **Homeland Security and Crisis Response**

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. They are updated yearly or as needed.

The *Hanover Community School Corporation's Emergency and Crisis Response Plan* outlines how everyone in the school community (administrators, teachers, parents, students, bus driver, and support staff) will be prepared for an "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 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 besought in arranging for appropriate intervention. If parents/guardians indicate an unwillingness to cooperate in the best interest of the student, the school administration shall contact appropriate administrative or legal agencies to request intervention on the student's behalf.

### **Storage of Personal Property**

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

The following items are not permitted in the classroom or any other instructional area during the school day and must be stored in the student's locker: coats, jackets, and other storage devices.

It is recommended that students do not bring personal possessions to school that do not pertain to school purpose.

### **Student Activities**

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

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

### **Student Insurance**

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

### **Student Speech and Press**

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

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

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

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

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

### **Telephones**

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

### **Visitors**

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

**All visitors must present a driver's license or State issued picture ID upon entering the building.**

## II. ACADEMICS

### General Diploma Graduation Requirements (Class of 2026, 2027, 2028 ONLY)

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

### Core 40 Hanover Central Diploma Graduation Requirements

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

**Class of 2026, 2027, 2028: MUST** complete the **Core 40** Diploma and corresponding **Graduation Pathways**.

**Class of 2029 and Beyond: MUST** complete the **NEW** Indiana Diploma Requirements.

**\*\*ALL** Diploma requirements can be found in the Course Description Book.

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

### **CORE 40 with Academic Honors** (*minimum 47 credits*)

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.  
\*A student completing Algebra I or higher prior to the ninth grade must still complete at least six (6) credits in math during grades 9-12.
- Earn 6-8 Core 40 world language credits (six credits in one language or eight credits in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” (70%) or better in courses that will count toward the diploma.
- Have a grade point average of a “B” (3.0) or better upon graduation.
- Complete one of the following:
  - A. Complete AP courses (4 credits) and participate in corresponding AP exams
  - B. Score a 26 or higher composite on the ACT and complete writing portion
  - C. Score of 1250 or higher composite on the SAT with a minimum score of 560-math, and 590-on the evidence-based reading and writing section.
  - D. Complete dual high school/college credit courses from the approved dual credit list (6 verifiable college credits)
  - E. Complete a combination of AP courses (2 credits) and corresponding AP exams and dual high school/college course(s) from the approved dual credit list (3 verifiable college credits).

### **CORE 40 with Technical Honors** (*minimum 47 credits*)

**For the Core 40 with Technical Honors diploma, students must:**

- Complete all requirements for Core 40.
- Six (6) credits in a CTE Pathway and ONE of the following: S t a t e approved industry recognized certification or credential **OR** pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits.
- Earn a grade of a “C” (70%) or better in courses that will count toward the diploma and graduate with a “B” (3.0) average.
- Have a grade point average of a “B” (3.0) or better upon graduation.
- Complete one of the following:
  - A. Any one of the options (A-E) of the Core 40 with Academic Honors
  - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75
  - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80

## Information Guide

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

### Grade Auditing

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

### Grade Reporting

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

### Grading System

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

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

### Semester Grades

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

### Course Load

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

## Success Period/Student Resource Time (SRT)

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

SRT takes place on “B” days (5-8 ) from 9:40 am – 11:10 am. During the second half of SRT, students may go to the classroom of an individual teacher to receive academic assistance in a smaller group setting. This time is to be used as academic resource time by all students.

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

## Homework

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

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

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

## Honor Roll

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

- “Regular” Honors 3.00-3.49 GPA
- “High” Honors 3.50-3.99 GPA
- “Superior” Honors 4.00+ GPA

## Class Withdrawals

Students will only be dropped and added to and from classes as a result of academic misplacement, medical reasons, or administrative approval. Please see the schedule change policy for more information.

## Course Selection

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

The entire Master Schedule of Hanover Central High School is developed each year based upon students’ course enrollment and current staffing. Teacher assignments and numbers of class sections are determined by student request for courses. Therefore, it is extremely important that all students make course selections very carefully.

All schedule change requests will be considered for the first five (5) days of each semester.

## Dual Credit Enrollment

Hanover Central High School is partnering with Ivy Tech to offer dual credit opportunities for students.

Ivy Tech offers CTE dual credit courses. These courses may vary each year. Please refer to the course guide for more information on approved Ivy Tech dual credit courses.

The registration process will be completed at the start of each course. If a student drops a dual credit course before the end of the term, students may receive a *Withdraw* based on the college's policy.

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

## Advanced Placement Tests

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

Students who are enrolled in AP courses are required to pay for testing unless the test is subsidized by the Indiana Department of Education or the student is part of the F/R lunch program. The cost of the AP exam is \$99 each. If a student registers for an AP exam but drops the course after the AP exam ordering deadline (November 15th), the student will be required to pay the exam cancellation fee of \$40 per the College Board policy. Also, if the student registers for an AP exam but does not take the exam on the exam date the student will be required to pay the unused exam fee of \$40 per the College Board policy.

## Advanced Placement Curriculum

- AP Biology
- AP Calculus AB
- AP Chemistry
- AP English Language
- AP English Literature
- AP Macroeconomics
- AP Psychology
- AP Spanish Language & Literature
- AP US History

## Summer School

A list of summer school offerings will be made available to students in the spring. Summer school registration will be conducted through the **Guidance** Office in the spring during regular school hours.

## Testing Program

Hanover Central High School does offer the *Preliminary Scholastic Aptitude Test 8/9 (PSAT 8/9)*, *Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)*, and the *Scholastic Aptitude Test (SAT)*.

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

## **Testing Programs for Non-Hanover Students**

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

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

Students who would like to take Advanced Placement exams must contact the AP Coordinator, Mrs. Megan Smith. Non-Hanover students may be charged the \$99 test fee put in place by College Board and will need to submit payment to the high school prior to taking the test. Students must contact the AP Coordinator prior to the first week of November so that the exams can be ordered. Once exams are ordered, quantities cannot be changed. If you request to test at Hanover Central and a test is ordered for you but you do not show up to take the test, Hanover Central will charge you a fee as College Board charges this fee for unused tests. Students must also provide a valid picture ID on the day of the test. Hanover Central only offers AP exams on the assigned dates that the College Board sets in place. Hanover Central reserves the right to refuse a refund if you miss the test. Please visit College Board's website or contact the AP Coordinator for more information.

## **Valedictorian / Salutatorian**

When determining valedictorian/salutatorian, grade point averages for credits earned through first semester of senior year will be calculated to the thousandths place, and announced after 1<sup>st</sup> Semester grades have been posted during a student's senior year.

## **W.I.N.N. (What I Need Now) Time**

This is a time set aside to reward students who are passing their classes with activities they choose to participate in. Students who are failing a class or classes will receive remediation during this time with the hope they will be able to participate in the next W.I.N.N. time, which occurs roughly every 3 weeks. Students are made aware of the grade check date through daily announcements and Schoology posts, so they can complete any missing work. W.I.N.N. time occurs during an SRT period.

## **E-Learning**

The Hanover Community School Corporation (HCSC) recognizes the need to provide alternative means by which Students may achieve classroom goals during lost instructional days due to inclement weather, which may cause a Cancellation of normal school instructional activities.

Therefore, eLearning days may be utilized as an educational alternative for learning experiences or activities. These Activities are designed to remediate, extend, and enhance current instruction or serve as a substitute for online classroom Instruction.

### **Hanover Community Schools E-Learning Day Families FAQ**

#### **What is an eLearning Day?**

- Hanover Community Schools will be utilizing eLearning days for inclement weather to eliminate the need to make up excessive school days and provide continuity in the learning process. Additional Information can be found at <https://www.in.gov/sboe/files/IN-Flex-Guide-12182020.pdf>

#### **How will my student receive assignments for the eLearning Day?**

- In the event school is canceled, learning objectives/instructions/assignments will be posted in the HCSC Learning Management System:
  - Schoology (grades 6-12) by 8:00 a.m.
  - Google Classroom (grades K-5) by 9:00 a.m.

#### **What is the Schoology/Google Classroom login?**

- The Schoology login is the same login information for all accounts that students use at school. Parents may Create their own Schoology account.
- Link to Schoology: [lms.hanover.k12.in.us](https://lms.hanover.k12.in.us)
- Link to Google Classroom: [classroom.google.com](https://classroom.google.com)

#### **What is the maximum amount of consecutive eLearning Days?**

- In the event of severe weather, we will only have two consecutive eLearning Days.
- If we have more than two days in a row, the remaining days will be determined by the administration

#### **How long is the assignment completion window?**

- The e-learning assignment window will close at 11:59 p.m. three (3) school days following the eLearning Day.
- **Please see Schoology/Google classroom for exact assignment due dates.**
- Paper assignments, *if applicable*, will be given the next returning school day.

#### **How is attendance taken on an eLearning Day?**

- All students are counted present for the eLearning Day. Teachers will submit their attendance on the eLearning Day as 100% via PowerSchool.
- Teachers will then update the attendance to reflect student absences on the 4<sup>th</sup> day after the eLearning Day. **If a student fails to turn in their assignment, the student will be marked absent.**

#### **Will buildings be open on the eLearning Day?**

- Buildings will **not** be open on the eLearning Days.

#### **What if I need to get in contact with someone on the eLearning Day(s)?**

- Parents may contact a teacher via the teacher's email or Schoology.
- Teachers are expected to respond to any student/parent questions during the times of 9:00 am-10:30am and 1:00 pm-2:30pm.
- Technology related questions can be directed to [gs@hanover.k12.in.us](mailto:gs@hanover.k12.in.us)

#### **What is the availability of internet access in St. John and Cedar Lake?**

- Cedar Lake and St. John Public Library has free internet and professionals who can help students. Additional internet sites will be available on the district eLearning page.

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

#### **Guidance Department** **Vision and Mission Statements**

##### **School Counseling Program Vision Statement**

The vision of the Hanover Central High School Counseling Program is for all students to thrive in a school environment of high-quality instruction and challenging curriculum to realize their full potential. Students will develop self-confidence to achieve their post-secondary goals and become lifelong learners.

##### **School Counseling Mission Statement**

The mission of Hanover Central High School Counseling Department is to create a safe and inclusive school environment that allows for all students to reach their full potential. Through a comprehensive school counseling program, students will receive data-driven interventions focused on academic achievement, career exploration, and social emotional growth. The counseling department and other stakeholders will advocate for equity, access, and student success for every student. Students will work to develop their whole self and develop self-confidence in their ability to succeed and achieve long-range results.

##### **College Applications and Transcripts**

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

**All applications that need a recommendation or a transcript must be submitted to the Guidance Office or teacher no later than two (2) weeks prior to the deadline mailing date to better ensure that it will be sent on time.** All transcripts, teacher, and counselor recommendation requests will be submitted via Naviance. Students can access Naviance utilizing the link on their Chromebook.

##### **Schedule Changes**

Schedule change requests will be considered for the first five (5) days of each semester. Students may request changes without a form prior to the first day of the school year. Beginning the first day of the school year, any and all schedule changes must be accompanied by a completed form, which is signed by the student and parent.

We will **NOT** honor teacher requests or teacher changes without administrative approval.

The majority of schedule changes before the 1<sup>st</sup> day of school may be made without a signed form. Students may request changes at any time during the spring scheduling period, during the summer (depending on counselor availability), and during registration. Teacher requests and teacher changes will not be honored unless approved by the administration.

## School Health Services

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

### Accident Reports

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

### Illness / Injury

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

### Immunization Requirements – Grades 9 – 12:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose)
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday
- 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age)
- 2 doses of measles (rubeola) vaccine on or after the 1<sup>st</sup> birthday
- 2 doses of mumps vaccine on or after the 1<sup>st</sup> birthday
- 1 dose of rubella (German measles) vaccine on or after the 1<sup>st</sup> birthday
- 2 doses of varicella (chickenpox) vaccine on or after the 1<sup>st</sup> birthday separated by age appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable as proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age
- 1 dose of meningococcal conjugate vaccine (MCV4).
- 2 doses of meningococcal conjugate vaccine (MCV4), for all 12<sup>th</sup> Graders. This vaccine is only required if one dose was given after the 16<sup>th</sup> birthday, then only one dose is required.
- 2 doses of Hepatitis A are required for ALL children Pre-K through 12<sup>th</sup> grade before the start of the next school year.  
\*This is a new requirement as of 202. The minimal interval between the 1<sup>st</sup> and 2<sup>nd</sup> does is 6 months.

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

### Immunization Recommendations - Grades 9-12:

- Annual Influenza
- Hep A
- 2/3 HPV
- 2 MCV4

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

\*Free immunizations to Indiana Medicaid and uninsured children

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

The full policy can be found on the corporation website under "Bylaws and policies": *5330 – Use of Medication*

***LAKE COUNTY HEALTH DEPARTMENT IMMUIZATION CLINIC***

***2900 W. 93<sup>RD</sup> AVE CROWN POINT, IN 46307***

***HOURS: 9:00-4:00PM***

***(Mon. –Thurs) (219)755-3655***

## **Medication**

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

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

## **Too Sick for School?**

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

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

- Eyes: thick mucus or pus draining from the eye or pink eye (conjunctivitis)
- Skin: unknown rashes or skin lesions
- Diarrhea; several episodes of diarrhea within the last 24 hours
- Fever: temperatures of 100 degrees Fahrenheit or higher within the last 24 hours. Your child must be fever free for 24 hours, without medication, before they can come back to school.
- Vomiting: vomiting two or more times within 24 hours
- Chicken Pox: must remain at home until all pox are scabbed over and dry
- Cough associated with fever or unrelieved cough

## Student Nutrition Services

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

### Breakfast/Lunch - Cafeteria Policy

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

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

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

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

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

## IV. ATTENDANCE

### ATTENDANCE PHILOSOPHY

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.

### 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.

### 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.

**NO EARLY FINAL EXAMS WILL BE GIVEN.** Students need to arrange a date/time to take finals before they leave.

## **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 as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year
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
8. The student participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club

## **Attendance Procedures**

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

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

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).

## **Attendance Office Contact Information**

- HC High School: 219-374-3825, [hsattendance@hanover.k12.in.us](mailto:hsattendance@hanover.k12.in.us)
- HC Middle School: 219-374-3904
- Red Cedars Elementary School: 219-587-3404
- Jane Ball Elementary School: 219-374-3703
- Lincoln Elementary School: 219-374-3603

### **Make-Up Work**

A student will be allowed to make-up any schoolwork missed due to an excused absence. **Students will receive one (1) school day for each excused day missed to complete their work.** Students will not be allowed to make-up work missed due to truancy. Please talk with your teacher, if you are out for an extended length of time.

### **Absences Resulting from School Discipline:**

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

### **Excessive Absenteeism:**

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

- Letter sent after five (5) full days or single class period absence.
- Conference scheduled after the eight (8) full days or single class period absence.
- Certified Letter sent after ten (10) full days or single class period absence notifying parent/guardian of additional steps that will be taken to ensure compliance with Compulsory Attendance Laws. These steps may include:
  - Demand for Certificate of Incapacity.
  - All future absences must be verified by a physician, dentist, or psychologist.
  - Student will be placed on an Attendance Contract.
  - 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:
  - Indiana physician, or
  - Individual holding a license to practice osteopathy or chiropractic medicine in Indiana; or
  - 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.*

### **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.**

### **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 on campus. Students are not allowed to remain in the parking lot or leave the premises without permission from a parent or school administrator. Students who willfully refuse to attend school in defiance of a parent/guardian will be addressed as follows:

- 1st Offense - Parent contact, student assigned (1) Extended Day Detention.
- 2nd Offense - Parent contact, student assigned (1) Day Alternative Placement.
- 3rd Offense - Parent conference scheduled. Student assigned OSS (2) days Alternative Placement, and placed on Attendance Contract.
- 4th Offense - Parent contact, student assigned (3) days Alternative Placement, and contact DCS.
- 5th Offense - Parent contact, student assigned (5) days Alternative Placement, and contact Juvenile Court.

### **Habitual Truancy:**

Any student, Kindergarten – Grade 12, 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).

### **Extra-Curricular 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.**

### **Student-Athlete Attendance:**

**A student-athlete must be accounted for in the Attendance Office by 11:15 am to be eligible to practice or play that day and not leave school prior to the end of the day. The exceptions would be for a doctor's appointment or for a family emergency. The student must have a note for a doctor's appointment, indicating the start time and end time of the appointment. If there is a question on what constitutes a “family emergency” the student should check with the Athletic Office personnel.**

**Any student-athlete who is serving a full day of “in-school” or “out-of-school” suspension will not be eligible to practice or play on that day. Saturday events are not affected by Friday’s attendance (Does not include individual team rules).**

## V. STUDENT CODE OF CONDUCT

### Disciplinary powers of Principals IC 20-33-8-10

Sec. 10.

- (a) A principal may act concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations that govern student conduct.

### Duty and powers of school corporation to supervise and discipline the students IC 20-33-8-8

Sec. 8.

- (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
  - (1) a school corporation; and
  - (2) the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel:
  - (1) stand in the relation of parents to the students of the school corporation; and
  - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
- (c) Student must:
  - (1) follow responsible directions of school personnel in all educational settings; and
  - (2) refrain from disruptive behavior that interferes with the educational environment.

#### 1. Academic Dishonesty, Plagiarism, Cheating, Falsification

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

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

#### AI Use Guidelines

Students are responsible for ensuring all submitted work represents their own learning, understanding, and effort, regardless of what tools are used in the process. Students must disclose when AI tools have been used to assist with assignments and cite this assistance appropriately. Using AI to complete work for you or submitting AI-generated content as your own original work violates academic honesty policies.

#### Consequences for Academic Dishonesty Incidents:

- 1<sup>st</sup> Incident: The student receives a zero for the work; Teacher contacts the parent and documents the incident.
- 2<sup>nd</sup> Incident: The student receives a zero for the work and 1-day ISS
- 3<sup>rd</sup> Incident: The student receives a zero for the work and 1-day OSS.

#### 2. Acts of Disruption

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

### **3. Alcohol Use / Possession – IC 7.1-5-7-7**

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

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

#### **Use of Breathalyzers at School or at School-Sponsored Events:**

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

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

##### **A. Extra-Curricular/Voluntary School-Sponsored Events**

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

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

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

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

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

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

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

***Policy or Administrative Guidelines.***

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

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

**B. Breathalyzers During the School Day**

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

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

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

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

**4. Arson – IC 35-43-1-1**

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

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

Board Policy [5517.01](#) - BULLYING

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

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

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically),

physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

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

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

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

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

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

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

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

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

## Bullying Assessment

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

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

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

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

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

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

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

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

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

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

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

### **Confidentiality**

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

## 6. Bus Conduct

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

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. Students may drink water ONLY, no food. 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.

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

## **7. Cafeteria Misconduct**

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

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

## **8. Computer Piracy / Misuse**

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

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

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

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

## **9. Digital Harassment Policy**

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

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

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

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

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

- Take appropriate disciplinary action, or notify law enforcement;
- Notify the parents or guardians of the perpetrator; and
- Notify the parents or guardians of the victim, and to the extent consistent with state and Federal law, notify them of the action taken to prevent any further acts of harassment or

***Retaliation.***

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

**Consequences for Digital Harassment:**

- Minimum Penalty: Conference
- Maximum Penalty: Expulsion

**10. Display of Affection**

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

**11. Disrespect**

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

## **12. Disruptive and Dangerous Items**

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

## **13. Dress Guidelines**

We ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, does not create a health or safety hazard and aligns with the guidelines.

### **The following items are considered unacceptable and are not to be worn while attending school**

- Garments that reveal bare midriffs, backs, or excessive amounts of skin are not allowed.
- Spaghetti straps, low-cut arm holes, or shirts intended to be undergarments.
  
- Sunglasses
- All headwear (unless religious) – including hoods and bandanas-
- Jackets and coats
- 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, weapons, profane or suggestive language.
- Any items that may potentially be harmful.

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

### **Consequences:**

1st Violation – Student is issued a warning

2<sup>nd</sup> Violation – Assigned one (1) Hour Detention

3<sup>rd</sup> Violation – Assigned two (2) Hours Detention

4<sup>th</sup> Violation – Assigned one (1) day In-School Suspension

5<sup>th</sup> Violation – Assigned one (1) day Out of School Suspension

6<sup>th</sup> Violation – Assigned three (3) days Out of School Suspension

7<sup>th</sup> Violation – Assigned five (5) days Out of School Suspension

8<sup>th</sup> Violation – Assigned ten (10) days Out of School Suspension and recommended for expulsion

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

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

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

#### **Drug Use / Possession – IC code varies dependent on drug (THC: IC 35-48-4-11)**

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

Selling any of the items listed above will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement.

#### **15. Electronic Devices**

Students are not to use cell phones or any electronic communication devices between 8:05 am and 2:50 pm, except during lunch. When a student is found using an electronic device during instructional time, the following steps will occur:

- 1<sup>st</sup> Violation – Assigned one (1) hour Detention
- 2<sup>nd</sup> Violation – Assigned two (2) hour Detention
- 3<sup>rd</sup> Violation – Assigned one (1) Alternative Placement (ISS)
- 4<sup>th</sup> Violation – Assigned one (2) days of Alternative Placement
- 5<sup>th</sup> Violation – Assigned one (1) day Out of School Suspension
- 6<sup>th</sup> Violation – Assigned three (3) days Out of School Suspension
- 7<sup>th</sup> Violation – Assigned five (5) days Out of School Suspension
- 8<sup>th</sup> Violation - Assigned ten (10) days Out of School Suspension and recommend for expulsion

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

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

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device will result in suspension and possible expulsion. Refer to the Digital Harassment Policy on page 46.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for a person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography” a Class D felony under I.C. 35-42-4-4©, for any person/student to possess a photography, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statue at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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

#### **16. Extortion / Intimidation – IC 35-45-2-1**

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

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

#### **17. False Alarms (911 Calls or False Reporting/Informing) – IC 35-44-2-2**

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

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

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

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

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

**20. Gambling – IC 35-45-5-2**

Any form of gambling is prohibited.

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

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

- Wear, possess, use, carry, distribute, display or sell any clothing, jewelry or other such items identified and associated with gang, cult, and occult membership or affiliation.
- Use hand signals, graffiti, artwork, schoolwork, gestures or other written communications showing membership or affiliation in a gang, cult or occult. (pg. 50)
- Use any speech or commit any act in promoting or gang, cult, or occult interests or activities including, but not limited to:
  - Soliciting others for membership in any gang, cult, or occult
  - Threatening or intimidating others
  - Inciting other to commit physical violence
  - Claiming gang affiliation

**22. Indecent Exposure – IC 35-45-4-1**

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

**23. Insubordination**

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

**24. Lewd, Indecent, and Offensive Behavior**

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

## **25. Loitering**

Being out of the classroom during class time is something which is to be avoided. While out of the classroom with a pass, a student should be conducting only the business which her/she was given permission to accomplish. If a student is not in his/her assigned area they will be considered loitering and subject to disciplinary action.

In addition, students who leave campus after they have arrived at school in the morning, or at other times, and congregate off school grounds will be considered loitering.

Students should not be in the building after 2:50 p.m. unless under the direct supervision of a staff member.

\*This section also includes: cutting classes and leaving school grounds without permission

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

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

## **27. Missed Detention(s)**

When a student is assigned a detention(s) they are to serve the detention on the assigned day. If a student does not appear or is removed for being disruptive consequences include ISS up to OSS

## **28. Misuse of Equipment**

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

## **29. Obscenity – IC 35-49-2-1**

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

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

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

## **31. Student Parking**

Driving to school is a privilege. The administration does not endorse students driving to school. The decision to do so is between the student and his/her parents. Students who drive to school must park in their designated parking lot. All student drivers must have a valid license on file in the office, along with current registration and proof of automobile insurance. In addition, they must obtain a parking permit in the Bookkeeper's Office at a cost of \$30.00. Parking permits are to be used only by the student to whom it was issued and are not transferable.

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

Students are expected to drive safely and at low speeds not to exceed ten (10) miles per hour. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving it. The school is not

responsible for theft, vandalism or accidents. Students are not permitted to sit in vehicles or be in the parking lot during the school day unless a principal has granted permission. Violations of parking regulations may result in loss of driving privilege, issuance of a City Traffic Code citation, towing of the vehicle at the owner's expense and/or school disciplinary action.

***FEES & ELIGIBILITY:***

- School authorities have been charged by the Indiana Department of Public Instruction with the responsibility for the safety of every student. The principal will, therefore, give final approval to all student drivers. A student parking permit will cost \$30.00 for vehicles properly registered in the State of Indiana.
- I
- To be eligible for parking permit, students must be current with all fees and or fines assigned by the school (i.e. book loss/damage fees, athletic fees, parking fines). Hardship cases will be handled on a case by case basis.
- Students must maintain passing grades in all classes to keep their parking privilege. Administration will revoke the driving privilege of any student failing to maintain passing grades during any nine (9) week period. The revocation will be for nine (9) weeks.
- Student attendance must also be within appropriate guidelines (five (5) days of absence within a semester). Failure to maintain appropriate attendance will result in revocation of driving and parking privileges. Suspension of driving privilege based on excessive absence will be for the remainder of the semester.
- The parking permit is the property of the campus distributing the permit and must be surrendered upon request. The permit is only valid for the current school year. Permits may only be transferred to another vehicle with the approval of the administration and completion of a new registration form. If a permit is lost or destroyed, a Replacement Permit must be purchased at a cost of \$7.50.

***PARKING LOT RULES: (the following are all violations)***

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

## ***PENALTIES:***

Routine violations (such as: loud music, use of cell phones while operating, littering, loitering, improperly displayed permit, or improper parking) will be handled in the following manner:

- First offense – Ticketed warning issued
- Second Offense – 2 weeks suspension from driving privileges
- Third Offense – 6 weeks suspension from driving privileges

More severe violations that pose a safety hazard may trigger more immediate or severe penalties. To include, but not limited to, removal of vehicle at the owner's expense.

Each tardy following the first suspension for tardiness will result in an additional two (2) week suspension of driving privileges.

### **32. Participation in a Food Fight**

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

### **33. Harassment – IC 325-45-2-2**

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff member and/or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason.

*Examples of threats & intimidation include, but are not limited to:*

- threatening to harm a staff member, student or other person
- coercing a staff member, student or other person
- threatening notes, comments, innuendoes, or rumors
- bullying, and hazing.

*Examples of sexual harassment may include but is no limited to the following:*

- verbal harassment or abuse
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- pressure for sexual activity
- suggesting or demanding sexual involvement accompanied by implied or explicit threats.

### **34. Tardy – Same Class per Semester**

#### ***Tardy Statement***

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

### ***Tardy Procedure***

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

- 1<sup>st</sup> Tardy – Tardy officially documented by teacher
- 2<sup>nd</sup> Tardy – Tardy officially documented by teacher
- 3<sup>rd</sup> Tardy – Office will assign a one (1) hour detention
- 4<sup>th</sup> Tardy – Office will assign one (1) hour detention
- 5<sup>th</sup> Tardy – Office will assign a two (2) hour detention
- 6<sup>th</sup> Tardy – Office will assign one (1) ISS
- 7<sup>th</sup> Tardy – Office will assign two (2) Days ISS
- 8<sup>th</sup> Tardy – Office will assign one (1) day Out of School Suspension (OSS)

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

If a student is ten (10) or more minutes late to class, the tardy will be considered an unexcused absence and the student may be considered truant.

### **36. Theft – IC 35-43-4-2**

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

### **37. Threats Against the School**

The safety of all students, staff, and visitors is a top priority. Any threats—verbal, written, electronic, or implied—made by a student toward the school, its students, staff, or facilities will be taken seriously and investigated promptly.

#### **Definition:**

A "threat" is any communication or behavior that suggests intent to harm individuals or property associated with the school. This includes but is not limited to:

- Statements indicating violence against the school or individuals on school grounds
- Threats made via social media, text message, or other digital platforms
- Possession or depiction of weapons while making threatening statements

#### ***Response and Consequences:***

1. All threats will be reported to school administration and/or School Resource Officer (SRO) immediately.
2. An investigation will be conducted to assess the credibility and severity of the threat.
3. Parents/guardians will be notified promptly.
4. The school may implement immediate safety measures, including removal of the student from the premises if necessary.
5. Disciplinary action may include suspension, expulsion, or placement in an alternative educational setting.

6. Law enforcement may be involved, and criminal charges may be pursued if warranted.
7. A threat assessment and/or mental health evaluation may be required before the student returns to school.

**Zero Tolerance:**

The school maintains a zero-tolerance policy for credible threats of violence. Jokes or statements made "in jest" will not be considered harmless if they disrupt school safety or operations.

**38. Tobacco/Vaping Use / Possession – IC 35-46-1-10.5**

Any use or possession of tobacco in any form or smoking paraphernalia (lighter, matches, e-cigarettes, vape devise, 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 will be handled in the following manner:

- 1<sup>st</sup> Offense – 1-day OSS followed by 1-day ISS< at which the student will take the online vape education course with the cost incurred by parent/guardian
- 2<sup>nd</sup> Offense – 3 days OSS with referral to *Quit Now Indiana*
- 3<sup>rd</sup> Offense – 5 days OSS and student placed on a *Form 16*

*A person less than 21-years old commits a Class C Infraction if he/she purchases, accepts, or possesses tobacco.*

*The school reserves the right to conduct a search of a student's personal belongings, as well as use a Handheld metal detector. Refusal to allow this will be deemed that the suspicion of the administrator is confirmed and the student will face consequences, including possible expulsion.*

*The school reserves the right to test the contents of the vape device. Anyone using or possessing a vape containing THC will be placed on suspension up to expulsion and notification of law enforcement.*

**39. Truancy – IC 20-33-2-6**

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

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

- 1<sup>st</sup> Truancy – Office will assign one (1) 2-hour detention
- 2<sup>nd</sup> Truancy – Office will assign one (1) Alternative Placement – ISS
- 3<sup>rd</sup> Truancy – Office will assign one (1) day Out of School Suspension (OSS)
- 4<sup>th</sup> Truancy – Office will assign three (3) days Out of School Suspension (OSS); and referral to juvenile authorities.
- 5<sup>th</sup> Truancy – Office will assign five (5) days Out of School Suspension (OSS).
- 6<sup>th</sup> Truancy – Office will assign ten (10) days Out of School Suspension (OSS) with a recommendation for expulsion.
- ALL DAY Truancy – In School Suspension

### ***Habitual Truancy Designation***

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

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

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

- The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- Juvenile and adult arrest information provided by local police departments and/or court systems will prompt a school investigation. The results of the school investigation may result in disciplinary consequences. (IC 31-37-4-3, IC 31-39-4-14, IC 35-50-8, IC 20-33-8-15, IC 31-39-9 & IC 31-37-4-3)

### **41. Vandalism – IC 35-43-1-2(a)(1)(A)(i)**

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

- 1<sup>st</sup> Offense – Restitution and 1-5 days OSS
- 2<sup>nd</sup> Offense – Restitution and 10-days OSS pending expulsion

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

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

1. Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or expulsion. Violators of this policy shall also be subject to arrest and prosecution.
2. The Superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
3. The penalty for possession of a firearm or a destructive device: suspension up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

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

- Any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosion.
  - The frame or receiver of any weapon described above.
  - Any firearm muffler or firearm silencer.
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- (pg. 56)
- An antique firearm.
  - A rifle or a shotgun that the owner intends to use solely for sporting, recreation, or cultural purposes.
4. Expulsion for possession of a deadly weapon (IC 35-41-1-8)
  5. Possessing a Deadly Weapon
  6. No student shall possess, handle or transmit any deadly weapon on school property.

***The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:***

- A weapon, taser or electronic stun weapon, equipment, mace, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

**43. 10 – Day OSS Rule**

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

**Reluctant Learners**

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

## **Reporting Harassment**

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

### ***Sexual Harassment***

- **Verbal**

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

- **Nonverbal**

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

- **Physical Contact**

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

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

- **Verbal**

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

- **Nonverbal**

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

- **Physical**

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

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should take promptly, the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.
- The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

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

***The purpose of this provision is to:***

- Protects the confidentiality of the student who files a complaint;
- Encourages the reporting of any incidents of sexual or other forms of harassment.
- Protects the reputation of any part wrongfully charged with harassment.

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

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

The Corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all the facts in the matter. Given the nature of harassing behavior, the Corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

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

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

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

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

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

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

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

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

### **Jurisdiction**

All administrators, teachers, secretaries, custodians, cafeteria workers, bus drivers, and other staff members at Hanover Central High School have the authority and the responsibility to enforce the policies of the school. Refusal on the part of students to respect this authority both during the school day and/or at any school-related activity shall be considered as insubordinate conduct and dealt with accordingly.

### **Detention**

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

### **Extended Day Detention**

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

### **Alternative Placement – In School Suspension (ISS)**

Alternative Placement – In School Suspension (ISS) is intended to provide an alternative, isolated setting for students who exhibit chronic or serious behavior problems. Students assigned to Alternative Placement – ISS will experience no interaction with their peers. Students will have an opportunity to acquire instructional materials, class assignments, and/or tests from their regular classroom teacher on a daily basis. Students are expected to do their assigned class work each day. All written work will be completed, turned into the ISS supervisor, and returned to the teacher and credit will be given as appropriate. The final grade may be affected incidentally, depending on the

nature and type of the work missed. A student is considered present for the day(s) during Alternative Placement – ISS but may not participate in any school-related activity during the course of the suspension.

### **Out of School Suspension (OSS)**

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

All misconduct resulting in the recommendation for expulsion will be an Out of School Suspension. Out of School Suspensions totaling more than ten (10) days in one school year will result in a request for expulsion for repeated violations of school rules and regulations.

### **Suspension Procedures**

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

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

### **Expulsion**

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Students may be expelled from school for the following violations of the Student Code of Conduct:

- possession/use of alcoholic beverages,
- drug use/possession,
- drug sale and/or delivery,
- possession/use of weapons,
- false alarms
- violations listed in *Indiana Code: Student Due Process*.

Expulsion means loss of credit if a student is failing a course at the time of expulsion, a grade of “WF” is recorded on the transcript. If a student is passing a course at the time of expulsion, the student, a “W” is recorded on the transcript. In accordance with the due process procedures outlined in this policy, a student may be expelled from school no longer than the remained of the current semester plus the following semester, listed under the ***Grounds for Suspension and Expulsion*** in this policy. When a principal recommends to the Superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

## **Expulsion Procedures**

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

## **Expulsion Appeal Rights**

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court (*Board Policy 5610*).

## **Student Due Process – Indiana Code IC 20-33-8-14:**

### ***Grounds for Expulsion or Suspension***

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

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

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- Occupying a school building, school grounds, or part thereof with the intent to deprive others of its use
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act, the convening or continued functioning of
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. All prescription medication must be turned into the nurse and the proper paperwork must be filled out.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana Law, including, but not limited to:
  - Engaging in sexual behavior on school property;
  - Disobedience of administrative authority;
  - Willful absence or tardiness of students;

- Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
- Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. *All prescription medication must be turned into the nurse and the proper paperwork must be filled out.*
- Knowingly possessing or using on school grounds during school hours an electronic device to interfere substantially with school purposes or educational functions or to facilitate or engage in any unlawful activity.

In addition, students will be recommended for expulsion under the following provisions of Indiana Law:

### **Possession of a firearm – 20-33-8-16 and 35-49-5-2.5**

- No student shall possess, handle or transmit any firearm on school property.
- The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - the frame or receiver of any weapon described above;
  - any firearm muffler or firearm silencer;
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
  
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm will be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

### **Possession of a deadly weapon – 20-33-8-16 and 35-49-5-2.5**

- No student shall possess, handle or transmit any deadly weapon on school grounds.
- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, taser, or electronic stun weapon,
  - equipment, mace, chemical substance
  - other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, or a crime.

The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

### Legal Settlement – 20-33-8-17

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

### Disciplinary Guidelines

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

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

<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>5<sup>th</sup> Offense</b>
<b>1. Academic Dishonesty/Plagiarism, Cheating, Falsification</b>	Zero on Assignment Teacher call parents Incident document	Zero on Assign 1-Day ISS	Zero on Assign 1-Day OSS		
<b>2. Act of Disruption</b>	Conference - 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 and Harassment</b> IC 20-33-8-0.2 & IC 20-33-8-13.5	Conference – Expulsion (Based on level)				
<b>6. Bus Misconduct</b>	Transportation Notifies Parents	1-Day Bus Suspension	3-Days Bus Suspension	5-Days Bus Suspension	Suspended from Bus for up to 2 Grading Periods. Probation for up to 2 Quarters
<b>7. Cafeteria Misconduct</b>	Detention - Expulsion				
<b>8. Computer Piracy/Misuse</b>	Detention – Expulsion Equipment Restrictions Possible \$25 fine				
<b>9. Digital Harassment</b>	Conference - Expulsion				
<b>10. Display of Affection</b>	Conference - Expulsion				
<b>11. Disrespect</b>	Conference - Expulsion				
<b>12. Disruptive &amp; Dangerous Items</b>	Detention - Expulsion Police Involvement				

<b>13. Dress Guidelines</b>	Warning Clothing Change	1 Hour Detention Clothing Change	2 Hour Detention Clothing Change	1-Day ISS Clothing Change	1-Day OSS (Progressive to expulsion) Clothing Change
<b>14. Drug Sale or Delivery</b> IC 35-48-4-4.5	10 Days OSS Pending Expulsion Police Involvement				
<b>15. Drug Use/ Possession</b> IC code varies dependent on drug	10 Days OSS Pending Expulsion Police Involvement				
<b>16. Electronic Device</b>	1 Hour Detention	2 Hour Detention	1-Day ISS	2 Days ISS	1-Day OSS (Progressive to expulsion)
<b>17. Extortion/ Intimidation</b> IC 35-45- 2-1	Detention - Expulsion				
<b>18. False Alarms (False Reporting or Informing)</b> (fire/911) IC 35-44-2-2	5 Days OSS Police Involvement	10 Days OSS Pending Expulsion Police Involvement			
<b>19. Fighting – Physical or Verbal</b> IC 35-45-1-3	Suspension - Expulsion				
<b>20. Forgery</b> IC 35-43-5-2(b)	Detention - Expulsion				
<b>21. Gambling</b> IC 35-45-5-2	Conference - OSS				
<b>22. Gang, Cult and Occult Activity</b> IC 35-45-9-3	Detention - Expulsion				
<b>23. Indecent Exposure</b> IC 35-45-4-1	OSS - Expulsion				
<b>24. Insubordination</b>	Detention - Expulsion				
<b>25. Lewd, Indecent, Offensive Behavior</b>	Suspension - Expulsion				
<b>26. Loitering</b>	Conference - Expulsion				
<b>27. Look-Alike Drugs</b> IC 35-48-4-4.6	10 Days OSS Pending Expulsion Police Involvement				
<b>28. Missed Office Detention</b>	Reschedule (1-time) 1 Day ISS				
<b>29. Missed Extended Day Detention</b>	Reschedule (1-time) 1 Day ISS				
<b>30. Misuse of Equipment</b>	Detention – Expulsion Restitution				

<b>31. Obscenity</b> IC 35-49-2-1	Detention - Expulsion				
<b>32. Obscenity vs. Teacher</b> IC 35-4-2-1	1-5 Days OSS - Expulsion				
<b>33. Parking Violation</b>	Ticket Warning Issued	2 Weeks Suspension from Driving Privileges	6 Weeks Suspension from Driving Privileges	Possible Towing of Vehicle At Owner's Expense	
<b>34. Participation in a Food Fight</b>	ISS - Expulsion				
<b>35. Sexual Harassment</b> IC 35-45-2-2	Conference - Expulsion				
<b>36. Tardiness (Same Class per Semester)</b>	Teacher Documents	Teacher Documents	1 Hour Detention	1 Hour Detention	Progressive: 2 hour Detention - OSS
<b>37. Threat to School</b>					
<b>38. THC Possession (IC 35-48-4-11)</b>	10-Days OSS Expulsion				
<b>39. Theft</b> IC 35-43-4-2	Return Item/Restitution Detention – Expulsion Police Involvement				
<b>40. Tobacco Use/ Possession</b> IC 35-46-1-10.5	1-day OSS followed by 1-3 Day ISS w/online Vape education course at parent cost	3 days OSS Referral to <i>Quit Now Indiana</i>	5 days OSS Placed on a Form 16		
<b>41. Truancy – All Day</b> IC 20-33-2-6	1-day ISS Loss of driving Privileges for 2 weeks	3 days ISS Loss of driving Privileges for 4 weeks	1-day OSS Loss of Driving Privileges – 9 weeks	3 Days OSS Loss of Driving Privileges – Year	
<b>41-2. Truancy - Class</b> IC 20-33-2-6	2-hour detention	1-day ISS	1-day OSS	3-days OSS Possible Expulsion	3-Days OSS (Progressive to Expulsion)
<b>42.. Unlawful Activity</b> IC 20-33-8-15	Suspension – Expulsion				
<b>43. Vandalism</b> IC 35-43-1-2(a)(1)(A)(i)	Restitution 1-5 Days OSS – Expulsion	Restitution 10 Days OSS Pending Expulsion			
<b>44. Weapons – Possession</b> IC 20-33-8-16	10 Days OSS Pending Expulsion Police Involvement				
<b>45. 10-Day OSS Rule</b>	Expulsion for Remainder of School Year				

## Wildcat Athletic Code of Conduct

Student conduct during the regular school day, during school related activities, and at other times is subject to the provisions of the Hanover Central High School "Student Code of Conduct." In addition, the conduct of students who wish to participate in school sponsored athletic programs is subject to this Athletic Code of Conduct. Because participation in such activities is a privilege, the Athletic Code addresses conduct beyond that applicable to students in general, to further the expectations, purpose, and integrity of athletic activities.

The Athletic Code is a document that is part of the Hanover Central Athletic Physical Packet and is signed by the student and the parents each year prior to being allowed to try out or participate on an athletic team. Once signed, the Athletic Code applies to the student's entire athletic career at Hanover Central on a 24/7/365 basis to conduct both at school and off school grounds. Applicable penalties will be applied whenever the conduct is discovered. That is, the Hanover Central administration reserves the right to fully investigate conduct which potentially violates the Athletic Code whenever evidence is provided, even if the conduct occurred during prior seasons or school year (e.g. conduct occurring during a student's freshman year may result in a penalty during the student's senior year if not discovered/reported until that time).

IT IS EXPECTED that the individual rights of all must be respected and all teammates and participants treated equally. Hazing, harassment, including but not limited to verbal, physical, or sexual harassment, intimidation, or initiation of student-athletes will not be tolerated.

IT IS EXPECTED that student-athletes will not possess, use, consume, or be under the influence of tobacco products, alcohol, controlled substances nor shall they possess related paraphernalia.

IT IS EXPECTED that student-athletes will adhere to standards of decorum and behavior at the highest level as representatives of Hanover Central. Theft, acts of violence, fighting, poor classroom behavior, and unlawful; conduct will not be tolerated.

IT IS EXPECTED that student-athletes will follow rules established for that sport/activity, including but not limited to those regarding tardiness to team or activity meetings, absences from practice, events, or meetings, disrespect to coach or activity sponsor, acts of unsportsmanlike conduct, and verbal abuse of others involved in the activity.

IT IS EXPECTED that during any athletic season, a student-athlete will only participate on one team (unless mutually agreed upon by the two head coaches involved). If an athlete quits a sport once games have started, that athlete will not be allowed to participate (either at practice or in competition) for any other team during that season. This rule can be waived at the coach's discretion. An athlete must finish the season in good standing in order to letter, attend banquets, and receive athletic awards. Uniforms, equipment, fees, and other obligations must be met or turned in before moving to the next sport.

IT IS EXPECTED that all student-athletes use transportation provided by the school corporation. Traveling with the team/group is part of the athlete's obligation to his/her teammates and coach. Not riding with the team/group should only be done in a family emergency or a situation where undue hardship is caused by traveling with the team/group. In order for an athlete to travel to or from an event by means other than the school transportation, he/she must bring a Travel Release Form signed by a parent/guardian. The athlete will only be released to his/her parent/guardian. Friends, relatives or other students are not acceptable as travel alternatives. This form must be in the athletic office and with the coach, as applicable no less than 24 hours prior to the trip.

Violations of the Athletic Code can result in some of the following consequences: assigned disciplinary consequences at the team level, probation, suspension from practices and/or games, career expulsion from athletics and other extracurricular events.

Type 1 violation	Occurrence	Penalty
Being arrested for or possessing, using, consuming, or being under the influence of a controlled substance or possession of paraphernalia	1st	Expulsion from athletics/extracurricular activities for the 365 days and probation for the remainder of career. A student may practice but not compete in contests.
****	2nd	Permanent expulsion from athletics and extracurricular activity participation.
Type 2 violation	Occurrence	Penalty
Possessing, using, consuming, or being under the influence of alcohol	1st	33% of current, next, or combined seasons or extracurricular term. Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible.
****	2nd	Expulsion from athletic/extracurricular activities for 365 days.
****	3rd	Permanent expulsion form athletic/extracurricular activity participation.
Type 3 Violation	Occurrence	Penalty
Possession and/or use of tobacco or like items such as E-cigarettes	1st	33% of current, next, or combined seasons or extracurricular term. Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible.
****	2nd	Expulsion from athletic/extracurricular activities for 365 days.
****	3rd	Permanent expulsion from athletic/extracurricular participation.
Type 4 Violation	Occurrence	Penalty
Unlawful conduct, disruptive conduct, hazing, harassment, non-traffic misdemeanor, academic dishonesty, and/or bringing dishonor to the school, the athletic department, or the Community	All	Determined by the Principal, Athletic Director, and head coach.

\*All Athletic Code of Conduct violations are accumulative over the entire span of a student- athlete's athletic career at Hanover Central.

### Social Media Policy and Guidelines

Playing and competing for Hanover Central is a privilege, not a right. Student-athletes are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our school and ourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us, but benefit the whole team.

In recent years, Facebook, Instagram, Twitter, TikTok and other social networking sites have increased in popularity and are used by the majority of student-athletes at Hanover Central.

Student-athletes may not be aware that third parties including the media, faculty, future employers and IHSAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the school. This can be detrimental to a student-athletes future.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, ex., no holding cups, cans, shot glasses etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
5. Posting photos, videos, comments or posters that demean other HanoverCentral students, athletes, teammates, coaches, or school personnel.
6. Posting photos, videos, comments or posters that are derogatory towards opposing schools or opposing student-athletes.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to an Athletic Code of Conduct violation and penalties as determined by the school administration, athletic department, and coaching staff.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the athletic department and the school. Remember to always present a positive image and don't do anything to embarrass yourself, the team, your family or Hanover Central.

### Penalty Assessment

The method used to determine the number of games for a suspension will be varsity total games allowed for a sport. Varsity scrimmages will be counted. The penalty will use scheduled games whether played or cancelled and any calculated suspension of .5 contests or more will be rounded up.

### Combination of Offenses

Any combination of two of type 2, 3, and 4 violations will result in at least 50% loss of season/extra-curricular activity term; any combination of three of these violations will result in permanent expulsion from athletic/extra-curricular participation. The second or third offense can be from any category (type 1, 2, 3, or 4).

### Carry Over Suspension/Penalty

A student-athlete must complete the entire season/activity period in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught for drinking in January. The athlete decides to go out for a spring sport to serve the 33% penalty. After 5 contest the athlete quits the team. It would not count for completion of the penalty.

### Terms of Suspension

- A student athlete who has been suspended from a team for any length of time is expected to continue his/her association with the team in terms of attending practice and following team rules. The student athlete will attend the contests but is not allowed to participate in the contest.
- A student athlete who has been excluded from participation for a full calendar year will not associate with that team or other Hanover Central athletic teams. This includes after school conditioning.
- A student athlete who transfers into Hanover Central High School while serving suspensions at his/her school will serve out the remainder of his/her penalty at Hanover Central. The previous school's penalty will be honored in full and will not be increased or decreased in length.
- Records of violations will be kept on file in the athletic director's office. Violations will be cumulative grades 9 through 12.

### Summer Participation

Suspended students are allowed to participate in summer instruction. Students who have been excluded for one year or participation will not be allowed to participate in the summer instruction. Summer instruction is considered the same as practice for these purposes.

### Parent/Student Notification

Parents will be notified in writing of each offense. Coaches shall have the right to impose further rules, as they deem proper for their activities.

### Appeals

Participants may appeal suspensions. All appeals must be submitted in writing within five days after a penalty has been assessed. This request should be submitted to the Athletic Director or his/her Principal, as applicable. A committee consisting of at least the Athletic Director, one school administrator, and one varsity coach/sponsor, as applicable, will be formed to consider any unique circumstances and to review penalties when deemed appropriate.

### Parent Assistance

Any parent seeking help or assistance involving his/her child's use of drugs, alcohol, or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/participant will receive a lesser consequence than what is outlined above. This consequence may include athletic/participant suspension, drug counseling, and random drug testing. In the case of an athlete, the Athletic Director and Principal will determine the severity of the consequence.

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

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

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

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

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

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

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

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

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

*The Family Educational Rights and Privacy Act (FEPA)* also specify rights related to educational records. This Act gives the parent or guardian the right to:

- 1) inspect and review his/her child's educational records;
- 2) make copies of these records;
- 3) receive a list of the individuals having access to those records;
- 4) ask for an explanation of any item in the records;
- 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- 6) a hearing on the issue if the school refuses to make the amendment.

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

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

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

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

- a. Recruitment, advertising, job application, and employment procedures;
- b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- c. 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 Hanover Community School Corporation to meet this goal.

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

April 1, 2025

Mr. Steve Goff Director  
of Operations  
Hanover Community School Corporation 9520  
West 133rd Avenue  
P O Box 645  
Cedar Lake, Indiana 46303

RE: AHERA Annual Notification – 2025/2026

Dear Mr. Goff:

Thank you for continuing your employment of the professional environmental, health and safety engineering compliance programs offered by Alliance. We do appreciate serving your school corporation in staying compliant.

The AHERA Annual Notification requires the local education agency (LEA) must provide notification to all workers (employees), building occupants (students) and their legal guardians, parent, teacher and employee organizations of the availability of the Management Plans (ref: 40 CFR 763.84[c] and 763.93[g][4]) concerning inspections, surveillances and response actions that are planned or in progress. That notification must be published in a manner which does not require the recipients to pay for the publication.

This letter should assist you in facilitating your ability to get this notification published in next school year's student handbook or other annual publication which the students receive when they register for classes. I have enclosed a compliant shortened version of the notification (marked "Exhibit A") which should prove more workable for publication.

I have also enclosed a copy of your "full-length" annual notification for the 2025-2026 school year that is compliant with the requirements of the US EPA's AHERA regulation. Please note, you may have completed or in progress projects of which I am not aware. Feel free to call us to add changes to your notification.

Please call our office with any questions or concerns.

Respectfully,



Sandra S. Shadley  
President

Enclosures

April 2025

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 2025/2026 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 2027.
- \* The required six-month periodic surveillance was performed in November 2024
- \* The required six-month periodic surveillance activities are scheduled for May and November each year.
- \* Projects that may possibly require abatement in 2025/2026:

School facilities and buildings that are asbestos free and require no AHERA 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

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

# **HANOVER COMMUNITY SCHOOL CORPORATION**

## **ACCEPTABLE USE POLICY**

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

## **STUDENT INFORMATION COMPUTER USAGE AGREEMENT**

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

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

User Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PARENT OR GUARDIAN**

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

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

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

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Chromebook Loaner Policy

Students are expected to come to school prepared with a charged Chromebook and charger. Failure to Do so is a violation of school policy.

**As of January 8, 2018, students will no longer be issued a loaner charger.** Instead, students will leave their devices in the Media Center to be charged and issued a loaner Chromebook. All loaner Chromebooks are to be returned to the Media Center by 3 pm on the **SAME DAY** they were checked out.

Offense	Date	Tech Dept
1 <sup>st</sup> – Verbal Warning		
2 <sup>nd</sup> – Documented Warning		
3 <sup>rd</sup> – 30-minute Detention		
4 <sup>th</sup> – 1-hour Detention		
5 <sup>th</sup> – 2-hour Detention/Parent Conference		
6 <sup>th</sup> – Loss of loaner privileges for the remainder of the semester		

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_